



INSTRUCTIONS FOR SUBMITTING RECOMMENDATION PACKET

The Nominating Committee will not consider more than one recommendation packet per candidate. Members may be the primary nominator for only one member per category (Officer or Trustee). Members may write a letter of support for up to two Trustees, provided they are not the primary nominator of a Trustee.

1. Contact Marthea Wilson, Associate Director of Member Leadership, at 202-375-6230 or mwilson@acc.org, to request a list of the nominee's ACC committee involvement and a copy of the biosketch form. At that time, please provide the candidate's e-mail address to facilitate correspondence. The biosketch form will be sent to the candidate for completion and should be returned to the primary sponsor, accompanied by a curriculum vitae and a complete list of publications.
2. **Nominators, please address your solicitation letter to the Chair of the ACC/ACCF Nominating Committee, James T. Dove, M.D., M.A.C.C..** Solicitation letters must be received by **July 31, 2009**, as well as **up to five** additional supporting letters from ACC members wishing to endorse the candidate. These letters should address the specific qualifications of the candidate to hold the recommended position.
3. Candidates will be notified that they have been nominated; sent selection guidelines and the appropriate job description; and asked to respond in writing to the committee. Candidate responses are due by **July 31, 2009**. The response should include:
 - Level of interest
 - Expertise they can contribute
 - Areas of interest
 - How they would fulfill the criteria as listed in the recommended nominating guidelines
 - How their time will be made available, especially based on their current work environment
 - How they would contribute to ACC achieving its goals
4. Candidates must send a CV, list of publications, and the completed biosketch to the Nominating Committee via e-mail.
5. Candidates should review the following Conflicts of Interest/Relationships with Industry Notice.
6. Candidates will be selected using the following job descriptions and qualifications appropriate to the individual appointment.

**Responsibilities of Nominators and Candidates
For Submission of Complete Recommendation Packets**

Nominator's Responsibilities	Candidate's Responsibilities
<ul style="list-style-type: none">• Notify candidate of nomination• Submit sponsor letter and biosketch to ACC via mail• Solicit additional letters of support (up to five per candidate). Letters must be sent to ACC by July 31, 2009.	<ul style="list-style-type: none">• Accept Nominator's nomination• E-mail CV, list of publications, and biosketch to ACC• Submit letter of interest to Nominating Committee, including:<ul style="list-style-type: none">- Level of interest- Expertise they can contribute- How they would fulfill the criteria as listed in the recommended nominating guidelines- How their time will be made available, especially based on their current work environment- How they would contribute to ACC achieving its goals

E-mails should be sent to Marthea Wilson, mwilson@acc.org
All letters of nomination, support and interest must be on letterhead and addressed to the
Nominating Chair, James T. Dove, M.D., M.A.C.C.

Please send correspondence to:
Nominating Committee
c/o Marthea Wilson
American College of Cardiology
2400 N Street NW
Washington, DC 20037

Questions:
Marthea Wilson, 202-375-6230
mwilson@acc.org

All materials are due to the College by July 31, 2009.

Conflicts of Interest/Relationships with Industry Notice

The American College of Cardiology is committed to ensuring balance, independence, objectivity, and scientific rigor in its governance and activities. Members participating in College committees and other activities are expected to disclose all relevant financial and other relationships during the past 12 months related to the content of the College activity that could actually or potentially reasonably be viewed to bias or pre-dispose the member in their decision-making and work on behalf of the College.

Therefore:

- Members shall strive to identify and resolve actual and potential conflicts of interests in his or her professional practice and service to ACC.
- Members should proactively review and be familiar with the College's Conflicts of Interest/Relationship with Industry Disclosure Form and the different forms actual and potential conflicts may take, *e.g.*, financial, personal, institutional, professional, *etc.*
- Members must disclose all such potential and actual conflicts and relationships. Examples of such conflicts potentially include:
 - Honoraria and/or consulting fees
 - Ongoing Officer, Board, or other governance service with other related medical or cardiovascular organizations
- Members should be prepared to address an actual or potential conflict as directed by the College leadership or Chair as a condition of committee or other College service. If a conflict cannot be adequately resolved consistent with the foregoing then the member should withdraw from the relationship or service to the College.
- Members should be aware of institutional conflicts of interest, as well as other professional relationships, in their relations with and service to the College.

American College of Cardiology Job Description

PRESIDENT

The president is the highest elected official of the College. The president serves a one-year term commencing the day following the annual meeting during which he/she is installed as president (i.e., the president who begins the annual meeting presides over the meeting until its conclusion). The president shall have been a Fellow of the College for a minimum of four years prior to election as president-elect.

Qualifications:

Because the president-elect automatically succeeds to the office of president, and advancement from vice president to president-elect is traditional – some of the qualifications are the same for all three offices.

- Demonstrated leadership qualities, including consensus building, facilitating, and conflict resolution.
- Recognized national stature and authority in one of the disciplines of cardiovascular disease.
- Excellent communicator, good listener, effective public speaker.
- Willingness and ability to devote approximately 55% of the year's professional time to the work of the College, including extensive travel.
- Successful completion of one-year term of office as president-elect.

Duties/Responsibilities:

Overall

- Partner with the chief executive officer (CEO) to ensure that the board focuses on strategic planning and policy development, with management and implementation delegated to the CEO.
- Be responsive to the concerns of the members of the College and promote the College as the indispensable organization for cardiovascular health care specialists.
- Keep the College current in adapting to the ever-changing health care environment.
- Serve as chief spokesperson for the College.

Organizational

- Enhance continuity of presidential terms through effective leadership of the Presidential Team.
- Work with the Presidential Team and CEO on the development of agendas for meetings of the Board of Trustees and Executive Committee.
- Chair the Board of Trustees (see list on page 3), Executive Committee and various joint leadership groups.
- Create special task forces and ad hoc committees as needs are identified, in conjunction with the Executive Committee and/or Board of Trustees.
- Appoint members and chairs to committees and task forces as vacancies occur during the year; appoint members to serve as representatives to outside organizations.
- Serve as an ex officio member of all committees of the College, except the Nominating Committee.
- Preside over the annual business meeting and Convocation of the College.

Internal

- Support the mission of the College in the following major areas: advocacy, clinical practice and scientific services, education, organizational development, information and online services, strategy, finance and operations.
- Support the College's adherence to ethical standards as prescribed by various national organizations.
- Abide by the conflict of interest and ethics policies of the College.
- Actively support and promote the College's development program.
- Review and approve position statements, regulatory comments and appointments to governmental and private sector initiatives.
- Write the monthly *President's Page* for the College journal.

External

- Strengthen the link between ACC National Office and ACC Chapters; encourage Chapters to achieve their full potential.
- Enhance the relationships between the College and other national cardiovascular subspecialty societies.
- Serve as College ambassador to international cardiovascular-related organizations and societies.
- Facilitate effective relationships between the College and national societies related to other medical specialties.

Extended

- At the conclusion of term of office, serve as a Trustee for three additional years.
- At the conclusion of term of office, serve as a member of the Executive Committee and Presidential Team for one additional year.
- One year following conclusion of the term of office, serve as Chair of the Nominating Committee.

Compensation and Reimbursement:

The president or his/her institution is provided compensation during the year of the Presidency. Any amount paid directly to the president is considered taxable. Part-time secretarial reimbursement is also made available. Compensation and travel reimbursement policies related to the office of the president have been established by the Executive Committee and are reviewed periodically by that committee.

Chairing the Board of Trustees Meetings

Preparation

- Work with CEO and Presidential Team to construct board agendas that link strategic priorities and focus on the core mission of the College.
- Use efficient processes, especially regarding Class II & III reports, to handle work that can be accomplished outside the board meeting.
- Frame issues and options in terms of the College's Balanced Scorecard and Strategic Plan.
- Encourage presenters to contact appropriate staff members prior to the board meeting to discuss presentation.
- Know which staff members attending the board meeting could be called upon to contribute to the discussion.
- Ensure that Trustees receive concise summaries of the agenda topics.
- Ensure that the agenda and supporting documents are circulated at least one week before the meeting.
- Review the agenda packet in detail and be conversant with the issues scheduled for discussion.

During the Meeting

- Avoid frequent or prolonged commentaries (as chair).
- Keep discussions on track and discourage digressions.
- Revise the agenda during the meeting, if the topic and discussion warrant it.
- Discourage vocal members from monopolizing discussions.
- Seek informed opinions from knowledgeable but silent members.
- Encourage staff to comment or respond to questions or issues.
- Encourage specific BOT members and staff to follow up on significant issues.
- Help the board achieve consensus.
- Encourage respectful behavior.
- Schedule regular breaks.
- Publicly acknowledge the efforts of board members, presenters and staff.
- Adjourn the meeting on time.

Following the Meeting

- Be available after the meeting for debriefing with members and staff.
- Reflect with the CEO on whether the goals of the meeting were achieved, and identify areas of improvement for future meetings.

American College of Cardiology Job Description

PRESIDENT-ELECT

The president-elect acts on behalf of the president when required, and automatically assumes the office of president after one year. Succession to president-elect is not automatic; however, the vice president of the College has traditionally been voted to serve as president-elect. The president-elect serves a one-year term commencing at the Convocation following election at the annual business meeting. He/she shall have been a Fellow of the College for a minimum of four years prior to election.

Qualifications:

- Demonstrated leadership qualities, including consensus building, facilitating, and conflict resolution.
- Recognized national stature and authority in one of the disciplines of cardiovascular disease.
- Excellent communicator, good listener, effective public speaker.
- Willingness and ability to devote approximately 40% of the year's professional time to the work of the College.
- Demonstrated willingness to devote time required to serve as future president of ACC.
- Current or prior service on the ACC Board of Trustees; experience as an ACC committee member or chair.

Duties/Responsibilities:

- Formulate goals and objectives for the presidential year.
- Work to develop a partnership with the chief executive officer.
- Just prior to taking office as president, the president-elect reappoints members or fills vacancies on all committees or task forces. He/she should solicit committee nominations from all major constituencies of the College (e.g., BOG, Executive Committee, Presidential Team, staff) and select members whose talents match the future strategic needs of the College.
- Work closely with the president in order to learn the duties of the office and to prepare to assume the position.
- Manage special assignments as requested by the president.
- Serve on the Board of Trustees, Executive Committee, Presidential Team, and various committees and joint leadership groups.
- Act on behalf of the president when required; preside at meetings in the absence of the president.
- Assume the office of president should the office be vacated for any cause.
- Abide by the COI and ethics policies of the College.

Additional Information:

Because the main focus of the year is preparing to become president of the College, the president's job description is an essential supplement to the job description for the president-elect.

Compensation/Reimbursement:

The president-elect or his/her institution is provided compensation during the year of office. Any amount paid directly to the president-elect is considered taxable. Compensation and travel reimbursement policies related to the office of the president-elect have been established by the Executive Committee and are reviewed periodically by that committee. Travel reimbursement policies for the president-elect are generally the same as those for board and committee members; except when the president-elect is officially traveling in place of the president, he/she assumes the same travel privileges as approved for the president.

**American College of Cardiology
Job Description**

VICE PRESIDENT

The vice president acts on behalf of the president-elect when required. The vice president traditionally advances to president-elect, but this succession is not automatic. The vice president serves a one-year term commencing at the Convocation following election at the annual business meeting.

Qualifications:

- Demonstrated leadership qualities.
- Recognized national stature and authority in one of the disciplines of cardiovascular disease.
- Excellent communicator, good listener, effective public speaker.
- Willingness and ability to devote approximately 35% of the year's professional time to the work of the College.
- Demonstrated willingness to devote time required to serve as future president-elect or president of ACC, if nominated.
- Current or prior service on the ACC Board of Trustees; experience as an ACC committee member or chair.

Duties/Responsibilities:

- Work closely with the Presidential Team in order to learn the duties of College leadership.
- Develop a close working relationship with the chief executive officer.
- Serve on the Board of Trustees, Executive Committee, Presidential Team, and various committees and joint leadership groups.
- Manage special assignments as requested by the president.
- Act on behalf of the president-elect when requested.
- Assume the office of president-elect should the office be vacated for any cause.
- Abide by the COI and ethics policies of the College.

Additional Information:

Because the vice president usually tracks to the presidency by way of being elected to serve as president-elect, the job descriptions for the president and president-elect are essential supplements to this job description.

Compensation/Reimbursement:

The vice president or his/her institution is provided compensation during the year of office. Any amount paid directly to the vice president is considered taxable. Compensation and travel reimbursement policies related to the office of the vice president have been established by the Executive Committee and are reviewed periodically by that committee. Travel reimbursement policies for the vice president are generally the same as those for board and committee members; except when the vice president is officially traveling in place of the president, he/she assumes the same travel privileges as approved for the president.

American College of Cardiology Job Description

TRUSTEE

The Board of Trustees is the chief governing and policy-making body of the College. Each spring, members of the College are solicited to submit recommendations for candidates to serve as trustees of the College. The Nominating Committee submits a slate of nominations for approval by the Board of Trustees at their fall meeting. The board-approved slate is voted upon by the membership at the annual business meeting. Elected trustees serve five-year terms.

Qualifications:

- Demonstrated leadership qualities, and willingness to work as a team member.
- Special expertise in areas critical to ACC's mission is desirable, such as business, finance, and technology.
- Recognized academic or clinical authority in one of the disciplines of cardiovascular disease.
- Willingness to devote the time required preparing, traveling to and attending at least three board meetings a year.
- Previous service on and active participation in ACC committees at the national or Chapter level.
- Knowledgeable about ACC programs and activities.

Duties/Responsibilities:

- Attend and actively participate in all board meetings and conference call meetings.
- Engage in healthy debate in the meetings; participate in consensus building and agreement where possible.
- Seek to understand organizational goals, needs, basic technologies, challenges and opportunities.
- Uphold and actively support the mission and strategic plan of the College.
- Take an active role in seeking talented candidates for board service.
- Serve actively on at least one committee of the College.
- Prepare for board meetings by studying the agenda and supporting materials.
- Follow-up on assignments made at board meetings.
- Thoroughly read and review documents such as clinical guidelines and proposed policy statements before voting in person or by mail ballot.
- Study the proposed annual budget of the College before voting on it.
- Participate in the orientation for new board members.
- Participate in the board evaluation process and self-evaluation of personal performance on the board to determine areas for improvement.
- Participate in chapter activities, including attendance at chapter meetings held locally, as well as chapter meetings and receptions held at the ACC annual meeting.
- Exhibit personal integrity; publicly disclose relationships with industry and potential conflicts of interest.
- Abide by the COI and ethics policies of the College.
- Participate in the member-giving program.
- Support the decisions of the full board.

Additional Information:

All power of the board is joint and collective, and exists only when the Board of Trustees acts together as one body. Individual board members have no power except that granted by the full board through the bylaws, board policy or by resolution of the full board.

Compensation/Reimbursement:

Trustees receive no compensation for serving on the board. Travel expenses are reimbursed, under ACC guidelines, when attending stand-alone meetings of the board. When board meetings are held at the time of the ACC or AHA annual meetings, expenses are not reimbursed.



CANDIDATE'S BIOSKETCH FOR OFFICERS AND BOARD OF TRUSTEES

Return to mwilson@acc.org by email or fax to 202-375-7000

NAME:

PRESENT POSITION:

EDUCATION (include residency & fellowship training site; dates included):

AS APPROPRIATE, PLEASE BRIEFLY LIST THE FOLLOWING: (PLEASE KEEP TO 2 PAGES)

1. PROFESSIONAL EXPERIENCE AND ACADEMIC APPOINTMENTS
2. ACC PARTICIPATION NOT INCLUDED ON COLLEGE COMMITTEE INVOLVEMENT LISTING
3. PARTICIPATION IN PROFESSIONAL SOCIETIES AND NATIONAL ORGANIZATIONS
4. OTHER ACTIVITIES ON BEHALF OF CARDIOVASCULAR PRACTICE
5. HONORS AND AWARDS
6. MOST IMPORTANT PUBLICATIONS (MAXIMUM 10)