



**Title:** U.S. Vice Chair, ACC Latin America Conference

**Reports to:** Chair, Lifelong Learning Oversight Committee

**Term of Service:** Vice Chair 2022-2023; Co-Chair 2024-2025

The American College of Cardiology is seeking a qualified and enthusiastic candidates for the positions of U.S. Vice Chair for the ACC Latin America Conference. This position reports to the Lifelong Learning Oversight Committee (LLOC). ACC is proud to celebrate diversity and is committed to creating an inclusive environment for all candidates.

## OVERVIEW OF ACC INTERNATIONAL CONFERENCES

In 2016, the ACC initiated its inaugural international conferences with events held in Latin America and the Middle East. The conferences were exceptionally successful, making substantial impacts in their respective regions by leveraging the College's international chapter network to convene cardiovascular societies within a world region and deliver locally relevant, practical and innovative educational programming.

Building on the success of these pilot regional conferences, the ACC expanded its offerings to include an Asia conference in 2017, in addition to events being held in Latin America and the Middle East.

The conferences, now planned annually, are innovative educational experiences designed to deliver an engaging forum to critically examine evidence-based strategies as well as contemporary best practices and clinical decision-making to reach our common objective of improving heart health of patients with cardiovascular disease worldwide.

## INTERNATIONAL CONFERENCE LEADERSHIP

To emphasize the partnership between the U.S. and a world region, each conference is led by a co-chair/vice chair team model, with one co-chair/vice chair representing the U.S. and the second co-chair representing the host country that year. The co-chairs and vice chair work together as a team to lead a diverse group of cardiovascular specialists (i.e., a program planning committee) from the U.S. and countries within the associated region. Generally, the U.S. vice chair serves a two-year role under the direction of the U.S. co-chair, then serves for a two-year term as the U.S. co-chair, providing continuity and awareness between conference years. The O.U.S. co-chair typically serves a one-year term due to annual rotation of the host country in each region. U.S. co-chairs and vice chairs are each responsible for one region and, thus, there are three U.S. co-chairs and vice chairs active each year.

## MAJOR DUTIES/RESPONSIBILITIES OF EACH ACC U.S. INTERNATIONAL CONFERENCE CO-CHAIR/VICE CHAIR

The U.S. vice chair works in collaboration with the U.S. and O.U.S. conference co-chairs and with ACC staff to lead and manage the work of the planning committee in developing the educational program and selecting the faculty. Co-chair/vice chair responsibilities include:

### 1. Thoughtful collaboration to plan the conference education with support from the ACC Educational staff team, including:

- Review of previous conference evaluations
- Leading multiple planning committee calls — potentially weekly for the first three months progressing to bi-weekly and monthly as the planning progresses
- Collaboration with the O.U.S. co-chair, the program committee and ACC staff on:
  - Development of overall needs statement and goal statement
  - Identification of cardiovascular “hot topics” for the region
  - Development of learning objectives for the overall conference
  - Linkage of learners’ needs to the conference learning objectives and goal(s)
  - Building the conference program agenda, specifying the topics, order and length of presentations and identifying appropriate faculty speakers to invite
- Providing input on ideas to innovate the product
- Providing input on the conference evaluation strategy
- Providing faculty coaching via phone, email, and on-site interactions
- Reviewing faculty slide presentations to assure that they are appropriate for presentation to an international audience
- Consideration of how each conference presentation links to the ACC’s lifelong learning competencies

## **2. Timely and Thoughtful Contributions to Conference Promotional Efforts**

- Providing suggestions and feedback on conference promotional materials, including:
  - Conference branding designs
  - Overall marketing strategy
- Collaboration with ACC staff to develop engaging clinical text for marketing pieces, including key talking points for each segment of the target audience and focusing on relevancy to the region and what's new/exciting for this year's conference

## **3. Program Committee and Faculty Oversight**

- Identification of appropriate planning committee members and faculty speakers keeping in mind diversity and inclusion efforts
- Oversight of conference faculty to assure timely development of speaker slide presentations
- Reinforcement and support of ACC staff efforts to ensure faculty speakers meet deadlines regarding paperwork submissions, travel arrangements and slide submissions for the session presentations

## **4. Abstracts**

- Reviewing and scoring of assigned abstract submissions for the abstract portion of the conference
- Oversight of onsite poster judging of accepted abstracts and selection of winners for the abstract competition at the conference

## **U.S. VICE CHAIR REQUIRED QUALIFICATIONS**

- a. An ACC member in good standing who resides full-time in the U.S.
- b. First-hand experience as an educator in the international region for which the application is being submitted
- c. In-depth experience with the culture and customs of the region for which the application is being submitted
- d. Experience leading and/or planning a medical meeting (e.g. chair, vice chair, lead role in a planning committee)
- e. Ability to make a four-year time commitment to the role: as applicable, the first two years may be served in a training capacity as the U.S. vice chair, followed immediately by two years as the U.S. co-chair
- f. Ability to meet the time commitment that the position demands, including:
  - Active participation as the member leader in scheduled planning calls
  - Participation, as requested, in other scheduled calls or requested updates to ACC member committees
  - Responsiveness to ACC staff requests for activities associated with educational program preparation
  - Full-time, on-site commitments/obligations for each of the four years
  - On-site commitment at ACC's Annual Meeting to participate in planning meetings and/or marketing videos
- g. Ability to collaborate with the U.S. and O.U.S. co-chairs to chart clear directions, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities in a dynamic and fast-moving environment
- h. Proven track record to work collaboratively in partnership with ACC members and staff, emphasizing a respectful team environment

## **REQUIRED COMPETENCIES**

- a. Solution-oriented, with expertise in solving complex programmatic challenges
- b. Diplomacy with cardiovascular specialists worldwide in planning an O.U.S. medical meeting
- c. Proven communication skills, including:
  - Motivating people and setting expectations
  - Delegating effectively
  - Representing the ACC in potentially delicate or politically sensitive situations that may arise from time to time
  - Excellence in public speaking
  - Representing the ACC in front of U.S. and international media as well as leadership from other cardiovascular societies
- d. Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Please complete this application form in full and email it to Cortney Hale at chale@acc.org by 11:59 PM E.T. on Sunday, June 13, 2021, along with a copy of your CV and cover letter. There can be no extensions to the deadline for applications. The Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the U.S. Vice Chair.

I. CONTACT INFORMATION

Name \_\_\_\_\_

ACC Member Number \_\_\_\_\_

Affiliation \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email Address \_\_\_\_\_

II. APPLICANT CRITERIA — Please refer to the Position Description and align your responses accordingly. When applicable, please state specific ACC experience.

A. Why are you interested in leading an ACC International Conference?

B. Specific Educator Experience: Please share your 4 most relevant experiences.

C. Specific Leadership Experience: Please share your 4 most relevant experiences.

D. Relevant Cultural Experience: Please explain your relevant experience for the region in which you're applying.

For Use by ACC:

CV Attached \_\_\_\_\_ Cover Letter Attached \_\_\_\_\_ Date Rec'd \_\_\_\_\_