

AMERICAN COLLEGE OF CARDIOLOGY

POSITION DESCRIPTION

Title: Vice Chair of ACC Annual Scientific Session, ACC.23 and ACC.24

Reports to: Chair, ACC.23 and ACC.24 Annual Scientific Session

Strategic Oversight of ACC.xx: Lifelong Learning Oversight Committee (LLOC)

Overview/Scope of the ACC Annual Scientific Session (ACC.xx)

ACC.xx is the largest live educational activity delivered by the ACC both in a live and virtual blended format. Hosted in the U.S. and with worldwide attendance, ACC.xx is a premier educational event that showcases innovations in cardiovascular education, updates in scientific research, and translation of clinical guidelines into everyday practice.

ACC.xx also serves as a strategic driver for the overall ACC educational curriculum of live courses as well as digital products and activities. The LLOC provides the strategic oversight for the education program at ACC.xx.

The development of the ACC.xx educational program is led by the ACC.xx Chair in collaboration with the ACC.xx Vice Chair. Together, they lead and manage the work of the Annual Scientific Session Program Committee (ACC.xx PC). The ACC.xx PC is comprised of 10 Topic Working Groups, led by Topic Coordinators, and several other members. In addition to working in collaboration with the ACC.xx Chair, the ACC.xx Vice Chair also works closely with the ACC staff team.

Attributes of the average in-person ACC.xx meeting pre-pandemic:

- Nearly 12,300 professional attendees and a total attendance of more than 17,000
- Over 1,500 faculty presented more than 2,500 presentations in 350 sessions
- 3,133 accepted abstracts
- 21 Late-Breaking Clinical Trials
- 15 Featured Clinical Research presentations
- Strong “value for price” perception by attendees
- Nearly 7 out of 10 attendees indicated that ACC.xx was better when compared with other annual medical or scientific meetings

Major Duties/Responsibilities of the ACC.xx Vice Chair

The ACC.xx Chair and ACC.xx Vice Chair are responsible for:

1. Developing, finalizing, and implementing an innovative and dynamic education program through the management of a program committee comprised of Topic Working Groups for each of the ACC.xx pathways. In conjunction with the ACC.xx Chair, the Vice Chair oversees programmatic content for both a live meeting and a virtual experience as appropriate

including channel & pathway strategy for both live stream and on-demand segments and any virtual-only content, working closely with recommendations from ACC Annual Meeting, AV, and Digital Strategy staff teams. All final programming decisions are the sole responsibility of the ACC.xx Chair.

2. Work with the CVT Lead to ensure that content developed by the Topic Working Groups includes relevant team-based interprofessional perspectives and faculty.
3. Implementation of a fair and equitable selection process to ensure that the Program Committee includes representation from ACC member sections, councils, chapters, and subspecialty societies, as deemed appropriate each year.
4. Advancement of the goals and initiatives of the ACC Task Force on Diversity and Inclusion in its role to lead and expand the College's important focus on diversity and inclusion.
5. Align the objectives and programming of ACC.xx with the College's Strategic Plan to transform cardiovascular care and improve heart health as well as the College's Vision of a world where innovation and knowledge optimize cardiovascular care and outcomes.
6. Other responsibilities include:
 - a. Review of analytics from the prior year(s) when planning ACC.xx to insure continuous innovation and programmatic optimization
 - b. Review faculty development model with the Faculty Development Work Group and work with staff to deploy the model
 - c. Ongoing collaboration with the ACC staff media team to serve as a spokesperson for media relations
 - d. Ongoing collaboration to develop appropriate educational support activities in key areas of the meeting (e.g., to educate/orient all faculty on disclosure policy, requirements, the online system)
 - e. Work closely with outside organizations as and when the ACC enters into collaborative agreements, such as with the World Heart Federation, to incorporate representation and planning of sessions

Required Qualifications:

1. ACC member in good standing
2. Able to make a 4-year commitment
 - a. 2-year term as Vice Chair, ACC.23 and ACC.24
 - b. 2-year term as Chair, ACC.25 and ACC.26
3. Able to meet the time commitment requirements including:
 - a. Active participation in bi-weekly planning calls (managed by ACC staff) during each year of tenure
 - b. Other scheduled calls during each year of tenure (e.g., with the LLOC)

- c. Face-to-face or virtual meetings during each year of tenure including, but not limited to:
 - July ACC.xx PC meeting
 - Debrief meeting on show site (immediately following ACC.xx)
 - April/May meeting to continue the planning process
 - December Planning Kick-off meeting for the following year's meeting
 - d. Show site commitments/obligations during each year of tenure
4. Acknowledged and experienced leader within the realm of education.
 5. Previous leadership role in ACC educational activity:
 - a. Chair, Vice Chair, lead role in a planning committee in a national ACC medical meeting
 - b. Leading the design of continuing professional development course(s) in cardiovascular care. Ability to collaborate in role of Vice Chair with the Chair of ACC.23/ACC.24 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
 6. Problem solving capacity with experience handling last-minute, complex programmatic challenges.
 7. Proven communication skills with regard to:
 - a. Motivating people and setting expectations
 - b. Delegating effectively
 - c. Negotiating/representing the ACC in situations requiring sound judgment that may arise
 - d. Public speaking
 - e. Representing ACC with the media, leadership, and other partner CV societies
 8. Demonstrated ability to form collaborative partnership with ACC staff to cultivate a respectful team environment throughout the 4-year tenure.
 9. Interpersonal and diplomatic skills to lead discussions and collaborate with ACC's internal committees as well as external groups (e.g., cardiovascular "partner" societies) to ensure the best possible outcome for ACC.xx.

Desired Qualifications

Knowledge of ACCME/ANCC regulations and guidelines, particularly disclosure policies for offering certified education.