



Title: ACC Leadership Forum Chair

Reports to: Membership Committee

Term of service: Two years

Dates: April 1, 2025 – December 31, 2026

Background:

The American College of Cardiology (ACC) has identified member leadership development as an essential strategy in developing a strong and resilient cardiovascular workforce. As part of this strategy, ACC relies on its member leaders to guide sections, committees, and domestic and international chapters to collaborate in support of advancing ACC's mission.

To realize this vision, ACC's Board of Trustees has charged ACC's Membership Committee with building and executing upon the member leadership development portfolio, including ACC's Leadership Forum and the establishment of the volunteer position of Leadership Forum Chair.

Overview/Scope of ACC's 2026 Leadership Forum

The Annual Leadership Forum is the American College of Cardiology's premier program for orientation and on-boarding of a select group of ACC leaders, including Chairs and Chairs-Elect of Standing and Operating Committees, Chapter Governors and Governors-Elect, Assembly of International Governors and Governors-Elect, Section Leadership Council Chairs, and Chairs – Elect, and CV Team State Representatives. During Leadership Forum, participants are exposed to elements of ACC's strategic plan, ACC's authority matrix, leadership structure, and communication channels. Additional details of ACC's budget planning and collaboration opportunities are also discussed.

Importantly, past Leadership Forum programming has also included case studies and discussions on salient leadership topics, including concepts of well-being, self-leadership, inclusion excellence, conflict resolution, leadership cultivation, running effective meetings, member engagement, and cross committee collaboration.

The development of the 2026 Leadership Forum is led by the Chair, Leadership Forum in collaboration with the member leadership staff team, and the Leadership Forum Planning Committee. ACC's Membership Committee, the Membership Leadership Development Working Group and ACC staff are important collaborators in this work.

Previously, the ACC Leadership Forum program has been structured as the following:

- One-year hybrid program
- In-person session at annual scientific sessions
- Case Studies conducted virtually
- Implicit Bias Mitigation Strategy Workshops conducted virtually
- Leadership topic sessions conducted virtually

Attributes of the average Leadership Forum

- More than 200 attendees invited
- 10+ hours of programming
- Support from external vendors to provide specialized leadership concepts
- Strong value placed on networking, knowledge exchange, and in-person collaboration
- Important concepts for ACC leaders include ACC's strategic plan, implicit bias training, and the development of leadership skills.

Major Duties/Responsibilities of the Chair

The Leadership Forum Chair is responsible for:

1. Collaborating with member leadership development staff and the Leadership Forum Planning Committee, developing, and implementing a sustainable, innovative, dynamic and engaging one-year leadership curriculum for ACC's key leaders to address in-person and virtual needs.
2. Working with key ACC member leaders and ACC staff to understand ACC's diverse membership and develop a leadership curriculum inclusive of different perspectives (gender, race/ethnicity, career stage, practice setting, professional role and specialty) across ACC.
3. Aligning the objectives and programming of the 2026 Leadership Forum with the College's 2024 – 2028 strategic plan.
4. Advancing the goals and initiatives of ACC's Health Equity, Diversity and Inclusion strategy to lead and expand the College's important focus on equitable care, as well as supporting a diverse and inclusive CV workforce.
5. Reporting to the BOT at least once a year.

Required Qualifications

The Chair, Leadership Forum is a highly visible leadership role within the College, serving as the face of ACC's premier leadership programming for incoming leaders. As such, the role requires the following qualifications:

1. ACC member in good standing.
2. Able to make a 2 -year commitment
 - a. One year as Chair-Elect
 - b. One year as Chair
3. Strong understanding of the ACC's Committee structure.
4. Able to meet the time commitment requirements including:
 - a. Active participation planning calls (frequency will fluctuate during planning cycle) during each year of tenure.
 - b. Other scheduled calls during each year of tenure (e.g., with the Membership Committee or other key member leaders as needed).
 - c. Face-to-face or virtual meetings during each year of tenure including ACC Leadership Forum and ACC.26/ACC.27.

5. Acknowledged and experienced leader within ACC and understanding of ACC's primary leadership development avenues.
6. Previous participation or leadership in ACC leadership development programs.
7. Proven communication and managerial skills including:
 - a. Motivating people and setting expectations
 - b. Delegating effectively
 - c. Representing the ACC in situations requiring sound judgment
 - d. Public speaking

 - e. Demonstrated ability to form collaborative partnership with ACC staff to cultivate a respectful team environment throughout the Chair's term.
 - f. Problem solving and experience handling complex programmatic challenges.
 - g. Interpersonal and diplomatic skills to lead discussions with all stakeholders to ensure the success of Leadership Forum.

Desired Qualifications

Experience with curriculum development, digital education, as well as online platforms.