



ACC Membership Committee Chair Position Description

Last approved by BOT 12/5/2020

Mission

The mission of the American College of Cardiology is to transform cardiovascular care and improve heart health.

Vision

A world where innovation and knowledge optimize cardiovascular care and outcomes.

Application

This position description applies to the Membership Committee Chair, who also serves as an ex officio member of the Board of Trustees and is provided before they are appointed as the Membership Committee Chair.

Qualifications

The Membership Committee Chair must have first served as an appointed member of the Membership Committee. The Membership Committee Chair should be passionate about the mission of the College and able to strengthen and advance the organization because of their expertise. The Membership Committee Chair should have in-depth familiarity with member needs, expertise in the current services provided, and educational expertise to best advance the mission and current strategic plan of the organization. The Membership Chair should have a history of making the best strategic decisions for the organization and not for their own area of expertise. They should hold no conflicts of interest that could bias their decision making and be an individual of high integrity. Trustees should possess and exhibit the following qualifications:

- Be informed, available, and energized.
- Be highly respected, influential, highly educated in their area of expertise and visionary but also flexible to other ideas that best serve the organization.
- Have a proven track record in their area of expertise and able to fill a current gap to serve the needs of the organization.
- Specific qualifications as deemed important for Board function. This will likely vary from year to year.

Position Description

This position description applies to the Chair of the Membership Committee, who also serves as a Trustee. In addition to contributing to the collective success of the Board as a Trustee, the Chair of the Membership Committee is expected to, and responsible for:

- **Fiduciary Duties:** Fulfill the Duty of Care, Duty of Loyalty and the Duty of Obedience. S/he shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experiences. If s/he possess unique skills and knowledge, s/he is expected to apply that skill and knowledge to all Board matters in his/her role as Trustee.
- **Confidentiality:** Keeping ACC Board and proprietary information and discussions confidential unless otherwise directed by the Board.
- **Accountability:** Fiduciary duties are to the organization. S/he is not individually accountable to any special group or interest and shall act and make decisions in the best interests of the College, both as an individual and collectively as part of the Board.
- **Knowledge:** shall be knowledgeable about:

- The ACC's mission and vision
 - The College's Strategic Plan
 - The Board's governance structure, processes, and leadership expectations
 - The duties and requirements of a Trustee
 - The Board's governance role and responsibilities
 - The Membership Committee's charge as set forth in its charter.
- **Provide oversight of ACC's Clinician Well-Being Strategy**
- **Health of ACC Membership**
 - Awareness and analysis of ACC member market share trends and fluctuations across member segments and specialties.
 - Investigating notable fluctuations or trends in market share and member satisfaction for specific member segments and specialties engaging key member leaders as needed.
 - Evaluate and make recommendations related to key drivers of membership recruitment and retention.
 - Redirecting or escalating membership concerns and issues as appropriate.
- **Members Satisfaction**
 - Assessing balance of ACC's portfolio for its relevance and Accessibility to meet the professional needs of all member segments and specialties.
 - Identifying gaps or duplication in ACC's portfolio and communicating with effected member segment or specialty leaders and recommend adaptation as appropriate.
 - Insight and understanding of how ACC's communications and positions is a driver for member satisfaction or concerns.
- **Recommending strategic opportunities**
 - Awareness of external emerging cv, health care and demographic trends and potential effects on ACC.
 - Review proposals from ACC membership committees requesting approval for establishing partnerships with external societies on discrete and time limited activities. Proposals will be forwarded to the Board of Trustees for approval.
- **Pipeline evaluation and legacy building**
 - Evaluate the college's capabilities to engage, mentor and develop leaders across college member segments and specialties with the aim of building ACC's legacy.
 - Recommend and encourage multiple leadership pathways across the college.
 - Monitor ACC's emerging leadership across the college to ensure diversity demographics, member type and specialty.
 - Identify, recommend, and promulgate best practices for member engagement and collaboration across the college.
 - Monitor non-member participation in key ACC activities.
 - Monitor regular reports from the Diversity and Inclusion Committee and facilitate collaboration and multilateral communication with the Board of Trustees and all other ACC Committees.

Board Culture

The Membership Committee Chair shall develop and maintain relationships within the Board in a collaborative manner. The Board culture shall be strategic, collaborative, and transparent. Respect and collegiality shall be practiced by the Board chair, Board Members and ACC staff. The Membership Committee Chair will participate in a Board orientation program and maintain awareness regarding the ACC's current offerings and strategic areas of focus.

Leadership Competencies

The Membership Committee Chair shall have, develop and/or strengthen his or her unique skill set/s around the ACC's Leadership Competencies.

- Exhibits Influential Leadership
- Demonstrates Business-Focused Proficiency
- Demonstrates Strategic Leadership
- Anticipates and Leads Change
- Maintains Organizational Awareness and Stewardship

Continuous Improvement

The Membership Committee Chair shall strive for continuous self-improvement by participating in both Board and individual competency- based assessments to be determined.

College Community Ambassador

The Membership Committee Chair shall represent the Board when asked to do so by the Board chair. Board members shall support the College through attendance at College-sponsored events.

Time and Commitment

The Membership Committee Chair is expected to commit the time required to perform Board and Membership Committee Chair duties.

Attendance Policy

As a Board member, the Membership Committee Chair is expected to adhere to the Board's attendance policy. Any member of the Board who fails to attend two consecutive regular meetings without valid written excuse shall be automatically dropped from the Board of Trustees.

Term and Renewal

The Membership Committee Chair shall serve one, non-renewable, two-year term and is required to have previously served on the Membership Committee.

Succession Planning

If the Membership Committee Chair is not able to serve the entirety of his/her term, the Membership Committee Chair-elect will succeed him/her. If a Membership Committee Chair-elect has not been identified, the Nominating Committee will select someone for the BOT's approval to succeed this individual and serve the remainder of his/her term.

Duties and Responsibilities

- Contribute to governance best practices of the Board by understanding and implementing the Governance Principles approved by the Board.
- Participate in annual Board assessments, along with self-assessment processes aligned with the related competencies.
- Create and regularly review the College's mission statement.
- Set organizational goals, policy, and strategic plan.
- Provide fiscal oversight and budget approval.
- Ensure adequate resources to fulfill the mission.
- Ensure compliance with legal and financial reporting requirement and adherence to the organization's bylaws.
- Determine, monitor, and strengthen College programs and ensure they are consistent with the mission.
- Select volunteer leaders that ensure diversity and represent a cross-section of the organization.
- Mentor and identify new college leaders.
- Select and regularly evaluate the College Chief Executive.
- Ensure ethical integrity and set a standard of accountability for all College member leaders and staff.
- Strengthen the current board membership through self-assessment, recruitment, and training.
- Enhance the organization's image for its membership and public standing.

- Attend six BOT meetings per year.
- Read materials in advance of each Board meeting and arriving prepared for general discussion.
- Discuss any item/s that may need to be added to the proposed Board agenda with the Board chair.
- Offer his/her unique expertise to Board discussions.
- Respect and welcome diverse views of the other Board members.
- Voice differing opinions in a respectful manner.
- Support the decision of the Board, even if there is individual dissent.
- Respect the role of the Board chair.
- Respect the role and responsibilities of all committees throughout the College.
- Attend, lead, and preside over all Membership Committee meetings and conference calls.
- Set the Membership Committee meeting agenda with the staff-liaison.
- Solicit and discuss any item/s that may need to be added to the Board agenda.
- Read and be familiar with meeting materials prior to each meeting in order to prompt adequate discussion if needed.
- Ensuring a diversity and expression of opinions.
- Support collectively agreed upon decisions, even if there has been individual dissent.
- Work with staff to recognize and address the diverse professional needs of ACC members, while upholding the values of ACC as the professional home for house of cardiology with the aim of growing and engaging its members to transform CV Care and improve heart health.
- Monitor the health and satisfaction of ACC's membership.
- Recommend strategic opportunities and evaluate the membership's leadership pipeline and legacy building strategies.
- Serve as a resource for staff in communication with member leadership.
- Provide recommendations, as requested, to the Nominating Committee, on Finance Committee appointments.
- Prepare annual reports to the Board reflecting ongoing activities and opportunities for synergy with other Committees and groups with the College.
- Be a member in good standing with the College (e.g., member dues are paid to date).

Compensation and Reimbursement

The Membership Committee Chair is provided compensation during their tenure on the Board. Any amount paid directly to the Membership Committee Chair is considered taxable. Compensation and travel reimbursement policies related to the Board of Trustees have been established by the Compensation Committee, and subsequently approved by the Board.