



ACC Vice President 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 Vice President and is provided before they are appointed to the Board. The Vice President acts on behalf of the President when required.

Qualifications

- Demonstrated leadership qualities, including consensus building, facilitating, and conflict resolution.
- Excellent communicator, good listener, effective public speaker.
- Previous service of at least one term as trustee.

Position Description

As an officer of the Board, and in contributing to the collective success of the Board, the Vice President is expected to:

- **Mentorship in Transition:** Partner with the President to learn the responsibilities of the office of President and ensure smooth transition of leadership.
- **Representation:** Act on behalf of the President when required; preside at meetings in the absence of the President. The Vice President, whenever possible, will participate in activities such as Chapter, Council, Section, AIG, BOG, and Committee meetings and receptions at the Annual Scientific Sessions. The Vice President will also serve as a College ambassador to cardiovascular-related organizations and societies facilitating effective relationships.
- **Fiduciary Duties:** Fulfill the Duty of Care, Duty of Loyalty, and the Duty of Obedience. The Vice President shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experiences.
- **Confidentiality:** Keep Board information and discussions confidential unless otherwise directed by the Board.
- **Accountability:** Fiduciary duties are exclusively to the organization. The Vice President 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:** Be knowledgeable about and able to communicate:
 - 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

Board Culture

The Vice President will assist the President in facilitating the relationships and engagement within the Board to ensure that culture shall be strategic, collaborative, and transparent. There shall be a respectful manner shown toward all Board members and ACC staff. The Vice President may participate in trustee's orientation program and facilitate awareness regarding the ACC's current offerings and strategic areas of focus.

Leadership Competencies

The Vice President shall have, develop and/or strengthen his or her unique skillset/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

Each trustee, including the Vice President, shall strive for continuous self-improvement by participating in both Board and individual competency-based assessments as determined by the Board.

College Community Ambassador

The Vice President shall represent the Board when asked. The Vice President shall support the College through attendance at College-sponsored events.

Time and Commitment

The Vice President is expected to dedicate approximately 45 percent, but no more than 50 percent, of the year's professional time to the work of the College, including travel time to fulfill responsibilities. The Vice President is expected to commit the time required to perform Board duties and responsibilities as set forth in this position description.

Attendance Policy

As a Board member, the Vice President 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 Vice President acts on behalf of the President when required, and typically (though not automatically) assumes the office of President after one year. The Vice President serves a one-year term commencing the day following the annual meeting.

Succession Planning

The Vice President's main focus of the year is preparing to become President of the College; therefore, the President's position description is an essential supplement to the position description for the Vice President. While preparing to become President, it is critical to think about what is most helpful to the Vice President so that he/she can mentor the next Vice President. If the Vice President is not be able to serve the entirety of his/her term, the Nominating Committee will recommend to the BOT for approval a nominee who will succeed him/her as Vice President. If the vacancy is less than eight months from the end of the current term, then the individual appointed will serve for the duration of the vacated, unexpired term, as well as for the following year. If the period of vacancy is (or is expected to be) eight months or longer, then the individual appointed to fill the vacancy will be considered to have served a full term as Vice President.

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 endure diversity and represent a cross-section of the organization.
- Mentor and identify new college leaders.
- 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.
- Partner with the chief executive officer (CEO) to ensure that the Board facilitates and monitors strategic and fiscal issues related to the organization, with management and implementation delegated to the CEO.
- Work closely with the President to learn the duties of the office and to prepare to assume the position.
- Manage special assignments as requested by the President.
- Ensure the College understands and recognizes the ever-changing health care environment.
- Respecting the role and responsibilities of all committees throughout the College.
- Attending six Board meetings per year and lead meetings when the President is unable to, including:
 - Setting the Board agenda with the CEO and Executive Office to ensure alignment with the Board-approved strategic plan.
 - Soliciting and discussing any item/s that may need to be added to the proposed Board agenda with Board members and the CEO.
 - Reading and being familiar with meeting materials prior to each meeting to prompt adequate discussion if needed.
 - Ensuring a diversity and expression of opinions.
 - Supporting the decision of the Board, even if there is individual dissent.
 - Respect the role of the Board chair.
 - Ensuring there is dedicated time to for discussion and brainstorming of new ideas, focusing on potential challenges and opportunities for the College.
- The Vice President also serves as an ex officio member of the Governance Committee and is also expected to attend additional meetings of the College's Standing Committees as needed.
- Be a member in good standing with the College (e.g., member dues are paid to date).

Compensation and Reimbursement

The Vice President or his/her institution is provided compensation during the year of the Vice-Presidency. 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 Compensation Committee, as subsequently approved by the Board.