

## **ACC President Position Description**

*Last approved by BOT 04/28/2023*

### **Mission**

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

### **Vision**

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

### **Application**

This position description applies to the President and is provided before they are appointed to the Board. The President is the highest elected official of the College.

### **Qualifications**

Because the Vice President, normally but not automatically, succeeds to the office of President, some of the qualifications are the same for both offices.

- 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**

The President is the member leader of the College and chair of the Board of Trustees. As the facilitator of effective governance, and in contributing to the collective success of the Board, the President is expected to:

- **Mentorship in Transition:** Partner with the Vice President to mentor and teach the responsibilities of the office of President and ensure smooth transition of leadership.
- **Leadership:** Serve as chair of the Board of Trustees and the chief spokesperson of the College. This includes presiding over the Annual Meeting, Convocation, and the Annual Scientific Sessions meeting during his/her term. The President, whenever possible, will participate in activities such as Chapter, Council, Section, Assembly of International Governors, Board of Governors, and Committee meetings and receptions at the Annual Scientific Sessions. The President will also serve as the College ambassador to international cardiovascular-related organizations and societies facilitating effective relationships.
- **Fiduciary Duties:** Fulfill the duty of care, duty of loyalty and the duty of obedience. The 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 and ACC proprietary information and discussions confidential unless otherwise directed by the Board.
- **Accountability:** Fiduciary duties are exclusively to the organization. The 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 President shall facilitate the relationships and engagement within the Board to ensure that the culture shall be strategic, collaborative, and transparent. There shall be a respectful manner shown toward all Board members and ACC staff. The President will participate in each trustee's orientation program and facilitate awareness regarding the ACC's current offerings and strategic areas of focus.

### **Leadership Competencies**

The President shall have, develop and/or strengthen his or her unique skillset/s around the ACC's Leadership Competencies, which include:

- 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 President, shall strive for continuous self-improvement by participating in both Board and individual competency-based assessments.

### **College Community Ambassador**

The President shall be the College's ambassador through attendance at College-sponsored and sister society events.

### **Time and Commitment**

The President is expected to dedicate approximately 60 - 70 percent of the year's professional time to the work of the College, including travel time to fulfill responsibilities. The 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 President is expected to adhere to the Board's attendance policy as set forth in Article V, Section 5 of the Bylaws. 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.\*

\*Attendance at meetings/events beyond Board meetings is currently under review by the Board and may require attendance at one or more key meetings, such as the Annual Meeting, CV Summit, Legislative Conference, and MedAxiom Transforum. The Attendance Policy will be updated following the Board's determination for required attendance.

### **Term and Renewal**

The President serves a one-year term commencing the day following the Annual Meeting during

which he/she is installed as President (i.e. the President who begins the Annual Meeting presides over the meeting until its conclusion).

### **Succession Planning**

The President will enhance continuity of the presidential terms through effective leadership and mentoring of the Vice President. If the President is not able to serve the entirety of his/her term, the Vice President will succeed him/her as President. If the vacancy is less than eight months from the end of the current term, then the Vice President will serve for the duration of the vacated, unexpired term, as well as for the following year. If the period of the vacancy is (or is expected to be) eight months or longer, the Nominating Committee shall nominate a new Vice President for approval by the Board of Trustees, and the new Vice President will subsequently assume the office of President and serve for one year.

### **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, and self-assessment processes aligned with the related competencies.
- Partner with the Chief Executive Officer (“CEO”) to ensure that the Board facilitates and monitors strategic and fiscal issues related to the organization.
- Lead Board stewardship of the strategic plan.
- 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 of the College.
- 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.
- Ensure the College understands and recognizes the ever-changing health care environment.
- Respect the role and responsibilities of all committees and other governing bodies throughout the College.
- Attending and leading six Board Meeting per year 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.
  - 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 will lead Board Meetings when the President is unable.

- The President also serves as a non-voting 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 President or his/her institution is provided compensation during the year of the Presidency. Any amount paid directly to the President is considered taxable. Part-time secretarial reimbursement is also made available. Compensation and travel reimbursement policies related to the office of the President have been established by the Compensation Committee, which subsequently would be approved by the Board.