Committee Chair-Elect Position Description

Last approved by the BOT 10/07/2024

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 Chairs-Elect of Committees and Section Leadership Councils (referred to herein as "Committee") and is provided before they are appointed to the Committee.

Eligibility

In order to be eligible to apply for a Committee Chair-Elect position, an individual must either be currently serving on the Committee or previously served on the Committee within five years of applying for the Chair-Elect position.

Position Description

As Chair-Elect, and in contributing to the collective success of the College, the individual shall contribute or demonstrate the following:

- **Subject matter expertise/skillset** well matched to the needs of the Committee
- **Experience that is relevant to the role**, such as previous leadership and chair positions
- **Ability to maintain confidentiality** when information is privileged or sensitive
- **Knowledge and appreciation of**:
    - The ACC's mission and vision
    - The College's Strategic Plan
    - The College's governance structure, processes, and leadership expectations
    - The duties and requirements of a chairperson
    - The importance of accountability and evaluation
    - The Committee's charge as set forth in the Committee's charter

College Culture

Each Chair-Elect shall develop and maintain relationships with College members and staff in a respectful and collaborative manner. Each Chair-Elect will participate in an orientation program, and maintain awareness of the ACC's strategic direction, particularly as relevant to the work of the Committee.

Leadership Competencies

The Chair-Elect shall have, develop and/or strengthen his or her unique skill set/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 Chair-Elect shall strive for continuous self-improvement by participating in both Board and individual competency-based assessments.

College Community Ambassador

Each Chair-Elect shall represent the College when asked to do so by the President or Board. Chairs-Elect shall support the College, wherever possible, through attendance at College-sponsored events.

Time and Commitment

Each Chair-Elect is expected to commit the time required to perform Committee Chair-Elect duties.

Attendance Policy

Any member who fails to attend two consecutive regular meetings without valid reason shall be asked to resign from the Committee.

Term and Renewal

Except as otherwise set forth in the Bylaws or Committee charter, or as approved by the Nominating Committee in extenuating circumstances in accordance with criteria determined by the Governance Committee, the Chair-Elect term is only one-year and is non-renewable. The Chair-Elect will automatically assume the role of Chair at the end of the designated term. The term of an individual's service as Chair-Elect of a Committee shall count against that individual's total term limit on a Committee. Individuals may serve as Chair-Elect of a Committee only once even if the individual does not meet the total term limit on the Committee.

Succession Planning

Should a Chair-Elect not be able to serve the entirety of his/her term, the Nominating Committee will appoint an individual to step in and serve the duration of his/her term.

Duties and Responsibilities

- Contribute to governance best practices of the College by understanding and implementing the Governance Principles approved by the Board.

- Uphold and actively support the mission and strategic plan of the College as related to the committee.
- Works closely with current Chair to learn duties, activities, and overall College policies and procedures.
- Ensure successful leadership transition.
- Articulate the professional priorities of the committee to ACC members and staff leadership.
- Participate in annual group and self-assessment processes aligned to the related competencies.
- Keeps the committee and its work focused on the committee's charge and its relationship to the College's strategic priorities.
- Collaborates with Chair to facilitate multi directional communication with relevant College leaders.
- Recommends activities with external stakeholders to chair for consideration.
- Provides input to the Chair to evaluate committee performance, operations, and relevance.
- Supports Chair in meetings, encourages discussion, and facilitates consensus.
- Attends the annual Leadership Forum.
- In collaboration with the Chair, identify opportunities for Committee members to establish activities which align with ACC's advocacy, quality, or lifelong learning priorities.
- As directed by chair, reviews industry disclosure statements and excuses members as appropriate based on relevant relationship with industry.
- Contribute to succession planning for the Committee by providing recommendations to the Nominating Committee on Committee appointments.
- Supports the chair's efforts to ensure all members understand that all products and statements generated by ACC committees must be reviewed and approved by the Board of Trustees and are property of the College.
- Provides input as requested by chair to the Nominating Committee with nominee recommendations to fill vacancies.
- Ensuring a diversity and expression of opinions.
- Support collectively agreed upon decisions, even if there has been individual dissent.
- Recognizing when compromises are required to deliver an effective solution.
- Supports chairs effort to request reports from workgroups regarding activities and progress as delegated.
- Establish a partnership with the staff liaison to ensure that the Committee functions efficiently.
- Works with the staff liaison to make sure that the work of the Committee is carried out between meetings.
- In the Chair's absence presides at meetings of the Committee and keep meetings on track. Periodically restates issues and the goal of the discussion. Facilitates consensus.
- Read and being familiar with meeting materials prior to each meeting in order to prompt adequate discussion if needed.
- As directed by chair, reviews industry disclosure statements and excuses members as appropriate based on relevant relationship with industry.
- Abiding by the College's process and policy for conflict of interest and working to

resolve potential conflicts as they arise.
- Be a member in good standing with the College (e.g., member dues are paid to date).

Compensation and Reimbursement

Committee Chairs-Elect are not compensated for service to the College. Travel expenses to attend committee meetings are reimbursed, under ACC guidelines, only when the meetings are held at times other than the ACC or AHA Annual Scientific Sessions.