



ACC Public Member Trustee Position Description

Last approved by the BOT May 16, 2025

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 non-ACC member ("Public Member") Trustee and is provided before they are appointed to the Board.

Qualifications

The Public Member Trustee ("Trustee" or "Public Member Trustee") should be passionate about the mission of the College and able to strengthen and advance the organization because of the Trustee's expertise. The Trustee position requires diverse individuals to enhance the best strategic decisions for the organization. The Trustee should have either financial, technical, entrepreneurial, marketing, social service, or philanthropic expertise in the current services provided, educational, legal, or other necessary expertise as identified by the Board, or the patient's perspective, to best advance the mission and current strategic plan of the organization. The Trustee should have a track history of making the best strategic decisions for organizations or communities in which they are involved and not for their own area of expertise. The Trustee should hold no conflicts of interest that could bias the Trustee's decision making and be an individual of high integrity. The Trustee 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

As a member of the Board, and in contributing to the collective success of the Board, the Trustee is expected to:

- **Fiduciary Duties:** Fulfill the duty of care, duty of loyalty, and the duty of obedience. All Trustees shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experiences. Trustees with unique skills and knowledge are expected to apply that skill and knowledge to all Board matters.
- **Confidentiality:** Keep Board information and discussions confidential unless otherwise directed by the Board.
- **Accountability:** Fiduciary duties are to the organization. The Trustee 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:
 - The ACC's mission and vision
 - The College's Strategic Plan
 - The duties and requirements of this position

Board Culture

The Trustee 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 Trustee will participate in a Board orientation program and maintain awareness regarding the ACC's current offerings and strategic areas of focus.

Leadership Competencies

The Trustee 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

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

College Community Ambassador

The Trustee shall represent the Board when asked to do so by the Board Chair.

Time and Commitment

The Trustee is expected to commit adequate time to perform Board duties, including attending six Board meetings annually and any special meetings of the Board that may be

convened. The Trustee 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 Trustee 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 a valid written excuse shall be automatically dropped from the Board of Trustees.

In addition, the Public Member Trustee must attend Annual Meeting and is highly encouraged to attend at least one of the following meetings each year while serving on the BOT: Legislative Conference, Quality Summit, MedAxiom Transforum, or a Chapter meeting (local or different state). The College will pay for the Trustee's registration and travel to the events outlined above, which will be coordinated through the Board and Governance Affairs Office.

Term and Renewal

The Trustee is elected to a two-year term, renewable for one additional two-year term as set forth in Article V, Section 3 of the Bylaws.

Succession Planning

Should the Trustee not be able to serve the entirety of his/her term, the alternate will be identified and approved by the Nominating Committee and the Board and will step in and serve the duration of the vacating Trustee's 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, and 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 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.
- Select and regularly evaluate the College's Chief Executive Officer ("CEO").
- 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 and other governing bodies throughout the College.

Compensation and Reimbursement

The Trustee is provided compensation during his/her tenure on the Board and will be reimbursed for travel in accordance with the ACC's Member Travel Policy. Any amount paid directly to the Trustee is considered taxable. Compensation and travel stipend policies related to the Board of Trustees have been established by the Compensation Committee, and subsequently approved by the Board.