



ACC 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 chairs of committees and section leadership councils (referred to herein as "Committee") and is provided before they are appointed to the Committee.

Position Description

As a chair, and in contributing to the collective success of the College, the individual chair 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 shall develop and maintain relationships with College members and staff in a respectful and collaborative manner. Each chair 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

Each 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

Each chair shall strive for continuous self-improvement by participating in both Committee and individual competency-based assessments to be determined.

College Community Ambassador

Each chair shall represent the College when asked to do so by the President or Board. Chairs shall support the College,

wherever possible, through attendance at College-sponsored events.

Time and Commitment

Each chair is expected to commit the time required to perform chair duties.

Attendance Policy

Any chair who fails to attend two consecutive regular meetings without valid written reason (as judged by the Governance Committee) shall be asked to step down 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, a chair will serve one, non-renewable three-year term. The term of an individual's service as chair of a committee shall not count against that individual's total term limit on a committee, provided, however, that individuals may serve chair of a committee only once even if the individual does not meet the total term limit on the committee.

Succession Planning

Except as otherwise set forth in the Bylaws or Committee charter, if a Committee Chair is not able to serve the entirety of his/her term, the committee's chair-elect will succeed him/her. If a chair-elect hasn't been identified for the committee, the Nominating Committee will select someone to succeed the chair and serve the duration of the unexpired term. 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 committee chair.

Duties/Responsibilities

- Understand the committee's charge as set forth in its charter and communicate such charge to the committee members.
- Contribute to governance best practices of the College by understanding and implementing the Governance Principles approved by the Board.
- Ensure compliance with legal and financial reporting requirement and adherence to the organization's bylaws.
- Uphold and actively support the mission and strategic plan of the College as related to the committee.
- Facilitate multi directional communication with relevant College leaders.
- Set committee goals aligned to the College's strategic plan.
- Reviews committee charter annually to ensure alignment to the College's strategic plan and priorities.
- Keeps the committee and its work focused on the committee's charge and its relationship to the College's strategic priorities.
- Prepare annual reports to the Board reflecting ongoing activities and opportunities for synergy with other Committees and groups with the College.
- Leads the Committee to regularly evaluate its performance, operations, and relevance.
- Identify opportunities for committee members to establish activities which align with ACC's advocacy, quality, or lifelong learning priorities.
- Participate in annual group and self-assessment processes aligned to the related competencies.
- Reviews annually each Committee member's participation and contributions and recommends reappointment or replacement of that individual during the appointment process.
- Contribute to succession planning for the committee by providing recommendations to the Nominating Committee on committee appointments.
- Identify, mentor, and recommend volunteer leaders that endure diversity and represent a cross-section of the organization.
- Make sure that the Committee members understand that all products and statements generated by the Committees must be reviewed and approved by the Board of Trustees and become the property of the College.

- Ensuring a diversity and expression of opinions.
- Presents actions recommended by the Committee to the Board of Trustees.
- Support collectively agreed upon decisions, even if there has been individual dissent.
- Recognizing when compromises are required to deliver an effective solution.
- 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.
- Presides at meetings of the Committee and keeps 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 to prompt adequate discussion if needed.
- Ensures that Committee members are notified of meetings and have all the materials necessary to successfully contribute to carrying out the Committee charge.
- Approve committee reports, minutes, and communications before they are distributed by the staff liaison.
- Reviews the relationship with industry statement and excuses members from voting when they have declared a conflict of interest.
- Encourages the Committee to act on the issues discussed at the meeting and develops recommendations for the Board of Trustees.
- Adjourns meetings on time and notes achievements by members and staff.
- Be a member in good standing with the College (e.g., member dues are paid to date).

Compensation/Reimbursement

Committee chairs 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.