

## TRUSTEE POSITION DESCRIPTION

**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 all Trustees and is provided before they are appointed to the Board. Each Trustee must confirm in writing that he or she will abide by this policy.

**Position Description:**

As a member of the Board, and in contributing to the collective success of the Board, the individual Trustee is responsible for the following:

**Fiduciary Duties:** Each Trustee is responsible for fulfilling 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:** Each Trustee shall keep Board information and discussions confidential unless otherwise directed by the Board.

**Accountability:** Each Trustee's 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:** Each Trustee shall be knowledgeable about:

- The ACC's mission and vision
- 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:**

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

**Time and Commitment:** Each Trustee is expected to commit the time required to perform Board duties. This includes, but is not limited to, attending six meetings per year and reading materials prior to each meeting. Board members are expected to adhere to the Board's attendance policy.

**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:**

Trustees are elected for a three-year term, renewable once with a maximum of six years on the Board. A Trustee's renewal is not automatic, and remains subject to each individual's performance and the competency-based need/s of the Board. **\*Note: For purposes of term limit expectations, cumulative board term not to exceed 6 years.**

**Continuous Improvement:**

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

**College Governance:**

Each Trustee is expected to contribute to governance best practices of the Board by:

- Reading materials in advance of each Board meeting, and arriving prepared for general discussion.
- Discussing any item/s that may need to be added to the proposed Board agenda with the Board chair.
- Offering his or her unique expertise to Board discussions.
- Respecting and welcoming diverse views of the other Board members.
- Voicing differing opinions in a respectful manner.
- Supporting the decision of the Board, even if there is individual dissent.
- Respecting the role of the Board chair.
- Respecting the role and responsibilities of Board Committees.
- Participating in annual Board assessments, along with self-assessment processes aligned with the related competencies.

**College Community Ambassador:**

Each Trustee shall represent the Board when asked to do so by the Board chair. Board members shall support the College through attendance at College-sponsored events.

**Leadership Competencies:**

Each Trustee 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