



VICE PRESIDENT 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 the Vice President and is provided before they are appointed to the Board. The Vice President acts on behalf of the President when required, and typically (though not automatically) assumes the office of President after one year. The Vice President serves a one-year term commencing the day following the annual meeting during which he/she becomes Vice President.

Qualifications:

- 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:

As an officer of the Board, and in contributing to the collective success of the Board, the Vice President is responsible for the following:

Mentorship in Transition: Partner with the President to learn the responsibilities of the office of President and ensure smooth transition of leadership.

Representation: Act on behalf of the President when required; preside at meetings in the absence of the President. The Vice President, whenever possible, will participate in activities such as Chapter, Council, Section, AIG, BOG, and Committee meetings and receptions at the Annual Scientific Sessions. The Vice President will also serve as a College ambassador to cardiovascular-related organizations and societies facilitating effective relationships.

Fiduciary Duties: The Vice President is responsible for fulfilling the Duty of Care, Duty of Loyalty and the Duty of Obedience. The Vice 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: The Vice President shall keep Board information and discussions confidential unless otherwise directed by the Board.

Accountability: The Vice President's fiduciary duties are exclusively to the organization. The Vice 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: The Vice President shall be knowledgeable about and able to communicate:

- 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:

The Vice President will assist the President in facilitating the relationships and engagement within the Board to ensure that culture shall be strategic, collaborative and transparent. There shall be a respectful manner shown toward all Members of the Board of Trustees and ACC staff. The Vice President may participate in each trustee's orientation program and facilitate awareness regarding the ACC's current offerings and strategic areas of focus.

Time and Commitment:

The Vice President is expected to dedicate approximately 40 percent, but no more than 50 percent, of the year's professional time to the work of the College, including travel time to fulfill responsibilities. The Vice President 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.

Continuous Improvement:

Each trustee, including the Vice President, shall strive for continuous self-improvement by participating in both Board and individual competency-based assessments to be determined.

College Governance:

The Vice President is expected to contribute to governance best practices of the Board by:

- Understanding and implementing the Governance Principles approved by the Board.
- Respecting the role and responsibilities of Board Committees.
- Participating in annual Board assessments, along with self-assessment processes aligned with the related competencies.
- Partnering with the chief executive officer (CEO) to ensure that the Board facilitates and monitors strategic and fiscal issues related to the organization, with management and implementation delegated to the CEO.
- Ensuring the College understands and recognizes the ever-changing health care environment.
- Leading Board Meetings when the President is unable, to include:
 - Setting the Board agenda with the CEO 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.
 - Leading Board stewardship of the strategic plan.
 - Presiding over the Board meetings. This includes reading materials in advance and being prepared to lead discussion.
 - Ensuring a diversity and expression of opinions.
 - Supporting the decision of the Board, even if there is individual dissent.
 - Working closely with the President in order to learn the duties of the office and to prepare to assume the position.
 - Managing special assignments as requested by the President.
 - Ensuring there is dedicated time to for discussion and brainstorming of new ideas, focusing on potential challenges and opportunities for the College.

College Community Ambassador:

The Vice President shall represent the Board when asked. The Vice President shall support the College through attendance at College-sponsored events.

Leadership Competencies:

The Vice President shall have, develop and/or strengthen his or her unique skillset/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

Succession Planning:

The Vice President's focus of the year is preparing to become President of the College; therefore, the President's position description is an essential supplement to the position description for the Vice President. While preparing to become President, it is critical to think about what is most helpful to the Vice President so that he/she can mentor the next Vice President.

Compensation and Reimbursement:

The Vice President or his/her institution is provided compensation during the year of the Vice-Presidency. Any amount paid directly to the Vice President is considered taxable. Compensation and travel reimbursement policies related to the office of the Vice President have been established by the Compensation Committee.