



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 President and is provided before they are appointed to the Board. The President is the highest elected official of the College. The President serves a one-year term commencing the day following the annual meeting during which he/she is installed as President (i.e. the President who begins the annual meeting presides over the meeting until its conclusion).

Qualifications:

Because the Vice President, normally but not automatically, succeeds to the office of President, some of the qualifications are the same for both offices.

- 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:

The President is the member leader of the College and chair of the Board of Trustees. As the facilitator of effective governance, and in contributing to the collective success of the Board, the President is responsible for the following:

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

Leadership: Serving as chair of the Board of Trustees and the chief spokesperson of the College. This includes presiding over the Annual Business Meeting, Convocation, and the Annual Scientific Sessions meeting during his/her term. The 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 President will also serve as the College ambassador to international cardiovascular-related organizations and societies facilitating effective relationships.

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

Accountability: The President's fiduciary duties are exclusively to the organization. The 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 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 President shall facilitate the relationships and engagement within the Board to ensure that the culture shall be strategic, collaborative and transparent. There shall be a respectful manner shown toward Board members and ACC staff. The President will 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 President is expected to dedicate approximately 50 percent of the year's professional time to the work of the College, including travel time to fulfill responsibilities. The 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 President, shall strive for continuous self-improvement by participating in both Board and individual competency-based assessments to be determined.

College Governance:

The 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.
- Ensuring the College understands and recognizes the ever-changing health care environment.
- Leading Board Meetings:
 - 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.
 - Ensuring there is dedicated time to for discussion and brainstorming of new ideas, focusing on potential challenges and opportunities for the College.
 - The Vice President will lead Board Meetings when the President is unable.

Leadership Competencies:

The 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 President will enhance continuity of the presidential terms through effective leadership and mentoring of the Vice President.

Compensation and Reimbursement:

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