

## **ACC Committee Member Position Description**

*Last approved by BOT 04/28/2023*

### **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 members of Committees and Section Leadership Councils (“Committee”) and is provided before they are appointed to the Committee.

### **Position Description**

As a Committee member, and in contributing to the collective success of the College, the individual member 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 involvement, engagement, or participation with ACC locally or nationally.
- **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 its charter.

### **Leadership Competencies**

Each Committee member 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**

Each Committee member shall strive for continuous self-improvement by participating in individual competency- based assessments.

### **College Culture**

Each member shall develop and maintain relationships with College members and staff in a respectful and collaborative manner.

### **College Community Ambassador**

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

## **Time and Commitment**

Each member is expected to commit the time required to perform committee duties.

## **Attendance Policy**

Any member who fails to attend two consecutive regular meetings without valid reason shall be asked to resign from the Committee.

## **Term and Renewal**

Except as otherwise set forth in the Bylaws or Committee charter, or as approved by the Nominating Committee, Committee members serve one, three-year term. Re-appointment for one additional three-year term may be considered but is the exception. The maximum amount of time an individual may serve on a Committee is six years (two consecutive terms). The chair and chair-elect terms do not count against this six-year term limit.

## **Succession Planning**

Should a Committee member not be able to serve the entirety of his/her term, the Nominating Committee will select an individual from the previous nominating cycle/applicant pool to step in and serve the duration of his/her term.

## **Duties and Responsibilities**

- Contribute to governance best practices of the College by understanding and implementing the Governance Principles approved by the Board.
- Uphold and actively support the mission and strategic plan of the College as related to the committee.
- Read materials in advance of each Committee meeting and arriving prepared for general discussion.
- Discuss any item/s that may need to be added to the proposed Committee meeting agenda with the Committee chair.
- Offer his/her unique expertise to Committee discussions.
- Respect and welcome diverse views of the other Committee members.
- Voice differing opinions in a respectful manner.
- Support the decision of the Committee, even if there is individual dissent.
- Recognizing when compromises are required to deliver an effective solution.
- Respect the role of the Committee chair.
- Respect the role and responsibilities of Committees.
- Participate in annual assessments, and self-assessment processes aligned with the related competencies.
- Be a member in good standing with the College (e.g., member dues are paid to date).

## **Compensation/Reimbursement**

Committee members 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.