

Title: Vice Chair, ACC.25 and ACC.26 Annual Scientific Session

Reports to: Chair, ACC.25 and ACC.26 Annual Scientific Session

Strategic Oversight of the Annual Scientific Session: Lifelong Learning Oversight Committee (LLOC)

Overview/Scope of the ACC Annual Scientific Session

The ACC's Annual Scientific Session is the largest live educational activity delivered by the ACC. Hosted in the U.S. and with worldwide attendance, the Annual Scientific Session is a premier educational event that showcases innovations in cardiovascular education, updates in scientific research, translation of clinical guidelines into everyday practice, and opportunities for professional networking.

The Annual Scientific Session also serves as a strategic driver for the overall ACC educational curriculum of live courses as well as digital products and activities. The LLOC provides strategic oversight for the education program at the Annual Scientific Session.

The development of the Annual Scientific Session educational program is led by the Chair in collaboration with the Vice Chair and CV Team Lead. Together, they lead and manage the work of the Annual Scientific Session Program Committee. The Program Committee is comprised of 10 Topic Working Groups, led by Topic Coordinators, and several other members. In addition to working in collaboration with the Chair and CV Team Lead, the Vice Chair also works closely with the ACC staff team.

// Knowledge and lifelong learning are cornerstones of ACC's mission," said Athena Poppas, MD, FACC, ACC past president and Chair of ACC.15 and ACC.16, "and the Annual Scientific Session brings these together like no other meeting. Leading this team was undoubtedly one of the highlights of my ACC career. I had the opportunity to work with the amazing staff and so many engaging colleagues on the planning committee and faculty. **//**

Attributes of the average in-person Annual Scientific Session

- Nearly 12,300 professional attendees and a total attendance of more than 17,000
- Over 1,500 faculty present more than 2,500 presentations in 350 sessions
- 3,000 accepted abstracts
- 20 Late-Breaking Clinical Trials
- 15 Featured Clinical Research presentations
- Strong "value for price" perception by attendees
- Nearly 7 out of 10 attendees indicated that the ACC's Annual Scientific Session was better when compared with other annual medical or scientific meetings

Major Duties/Responsibilities of the Vice Chair

The Chair and Vice Chair are responsible for:

1. Developing, finalizing, and implementing an innovative and dynamic education program through the management of a program committee comprised of Topic Working Groups for each of the pathways. In conjunction with the Chair, the Vice Chair oversees programmatic content for the meeting, working closely with recommendations from ACC Annual Meeting, AV, and Digital Strategy staff teams. All final programming decisions are the sole responsibility of the Chair.
2. Work with the CV Team Lead to ensure that content developed by the Topic Working Groups includes relevant team-based interprofessional perspectives and faculty.

3. Implementation of a fair and equitable selection process to ensure that the Program Committee includes representation from ACC member sections, councils, chapters, and subspecialty societies, as deemed appropriate each year.
4. Advancement of the goals and initiatives of the ACC Task Force on Diversity and Inclusion in its role to lead and expand the College's important focus on diversity and inclusion.
5. Align the objectives and programming of the Annual Scientific Session with the College's Strategic Plan to transform cardiovascular care and improve heart health as well as the College's Vision of a world where innovation and knowledge optimize cardiovascular care and outcomes.
6. Other responsibilities include:
 - a. Review analytics from prior year(s) when planning to insure continuous innovation and programmatic optimization.
 - b. Review faculty development model with the Faculty Development Work Group and work with staff to deploy the model.
 - c. Collaborate with the ACC staff media team to serve as a spokesperson for media relations.
 - d. Participate in the development of appropriate educational support activities in key areas of the meeting (e.g., to educate/orient all faculty on disclosure policy, requirements, the online system).
 - e. Work closely with outside organizations as and when the ACC enters into collaborative agreements, such as with the World Heart Federation, to incorporate representation and planning of sessions.

Required Qualifications

1. ACC member in good standing.
2. Able to make a 4-year commitment:
 - a. 2-year term as Vice Chair, ACC.25 and ACC.26
 - b. 2-year term as Chair, ACC.27 and ACC.28
3. Able to meet the time commitment requirements including:
 - a. Active participation in bi-weekly planning calls (managed by ACC staff) during each year of tenure
 - b. Other scheduled calls during each year of tenure (e.g., with the LLOC)
 - c. Face-to-face or virtual meetings during each year of tenure including, but not limited to:
 - July Program Committee meeting
 - Debrief meeting on show site (immediately following the Annual Scientific Session)
 - April/May meeting to continue the planning process
 - December Planning Kick-off meeting for the following year's meeting
 - d. Show site commitments/obligations during each year of tenure
4. Acknowledged and experienced leader within the realm of education.

5. Previous leadership role in ACC educational activity:
 - a. Chair, Vice Chair, lead role in a planning committee in a national ACC medical meeting
 - b. Leading the design of continuing professional development course(s) in cardiovascular care. Ability to collaborate in role of Vice Chair with the Chair of ACC.25/ACC.26 to chart clear directions, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities in a dynamic and fast-moving environment.
6. Problem solving capacity with experience handling last-minute, complex programmatic challenges.
7. Proven communication and managerial skills including:
 - a. Motivating people and setting expectations
 - b. Delegating effectively
 - c. Negotiating/representing the ACC in situations requiring sound judgment
 - d. Public speaking
 - e. Representing ACC with the media, leadership, and other partner CV societies
8. Demonstrated ability to form collaborative partnership with ACC staff to cultivate a respectful team environment throughout the 4-year tenure.
9. Interpersonal and diplomatic skills to lead discussions and collaborate with ACC's internal committees as well as external groups (e.g., cardiovascular "partner" societies) to ensure the best possible outcome for the Annual Scientific Session.

Desired Qualifications

Knowledge of ACCME/ANCC regulations and guidelines, particularly disclosure policies for offering certified education.



To apply for the Vice Chair position, please note that the deadline to provide the following information is Noon ET on **Thursday, Aug. 3, 2023.**

- Update your Disclosure at <https://disclosures.acc.org>
- Complete this application form in full
- Email your cover letter, application, and CV to Jill Diamond at jdiamond@acc.org

The ACC’s Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the Vice Chair.

Final candidate selection will occur at the end of October 2023.

The preference is for the accepted candidate to attend a virtual ACC.25 planning session on Friday, Dec. 1, 2023. The position will start effective April 9, 2024.

ACC is proud to celebrate diversity and is committed to creating an inclusive environment for all candidates.

Note: There will be no extensions to the deadline for applications.

I. CONTACT INFORMATION:

Name _____

ACC Member Number _____

Affiliation _____

Office Address _____

City _____ State _____ Zip _____

Office Phone Number _____ Mobile Phone _____ Email Address _____

II. APPLICANT CRITERIA – Please refer to the Position Description and align your responses accordingly.

A. Please provide a brief paragraph (no more than 150 words) discussing why you are interested in and would be a good fit for this position.

B. Please list your top 3 skills or qualifications that prepare you for this position.



C. Please list your top 3 specific educator experiences that prepare you for this position.

D. Please list your top 3 specific leadership experiences that prepare you for this position.

For Use by ACC:

Disclosures Completed _____ CV Attached _____ Cover Letter Attached _____ Date Rec'd _____