SECOND VICE PRESIDENT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
Officers shall be elected by the Members and Fellows entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Senior Director, Governance and Board Relations
Key Relationships: Chief Executive Officer, First Vice President, President Elect

Purpose
To ensure the effectiveness and integrity of the abstract selection process and support the First Vice President in overseeing the success of the Scientific Sessions.

Responsibilities
Ex Officio Assignments
• Serve as Vice Chair of the following entities:
  ▪ Scientific Sessions Committee
• Serve as a voting member of the following entities:
  o Board of Trustees
  o Executive Committee

Other Duties
As Second Vice President
• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
• Proactively strengthen professional networks and leadership skills to prepare for higher office.
• Perform other duties as directed by the First Vice President.

As Vice Chair
  o Serve as Abstract Chair.
  o See Committee Vice Chair job description
Decision Making Authority

- Convene meetings.
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
- Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment 4-5 days per month

Scheduled
- Executive Committee conference calls (3/year)
- In-Person Board Meetings (September, January, May)
- Board conference calls (3/year)
- Scientific Sessions Committee conference calls (June 15 – 30 and as needed)
- In-Person Meetings (at ACC annual meeting and HRS Scientific Sessions)

Ad Hoc
- Chair & Co-Chair conference calls (weekly with staff liaisons)
- Executive Committee conference calls (as needed)
- Other committee and task force calls (avg. 3/month)

Busiest Times of the Year
- Prior to committee conference call meetings
- Program build (June 15 - August 15)
- Abstract review and session build (December 15 - February 1)
- Late-breaking clinical trial review and selection (March 15 - April 1)
- Budget preparation cycle (June - August)
- May (Scientific Sessions)

Qualifications

Skills
- **Attention to Detail:** Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.
- **Coaching:** Possesses the ability and desire to coach others in interpersonal skills, HRS processes, and issue management.
- **Communication:** Demonstrates strong verbal and written skills. Understands, complies with, and appropriately communicates relevant HRS policies and processes.
- **Conflict Resolution:** Uses a variety of approaches to manage and resolve concerns, disagreement, and conflict.
- **Consensus Building:** Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all parties.
• **Executive and Board Assessment Experience:** Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

• **Financial Acumen:** Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.

• **Governance Experience:** Has served on a Board, committees and task forces.

• **Group Dynamics:** Enables cooperative and productive group interactions.

• **Institutional Knowledge:** Possesses in-depth understanding of HRS history, policies and processes.

• **International Positioning:** Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.

• **Mentoring:** Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.

• **Networking:** Actively expands professional networks; leverages networks for HRS support.

• **Professional Stature:** Maintains broad-based clinical knowledge and experience. Holds strong professional credibility and reputation within or outside of HRS.

• **Strategic Planning Experience:** Has experience with planning, evaluation, and implementation of a strategic plan, including demonstrated ability to focus on long term goals and strategic outcomes.

• **Subject Matter Expertise:** Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.

• **Visibility:** Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.

• **Volunteer Experience:** Demonstrates effectiveness on HRS committees, subcommittees or task forces.

• **Willingness to Serve:** Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

*Competencies*

• **Accountability:** Accepts full responsibility in meeting expectations.

• **Commitment:** Serves the needs of the Society and the EP profession. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.

• **Change Leadership:** Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.
• **Coalition Building:** Builds strategic relationships internally and with key external stakeholders to achieve common goals.

• **Continuous Learning:** Demonstrates a desire and drive to acquire necessary knowledge, skills, and competencies to best serve the needs of the Society, its members, and the field of EP. Demonstrates the ability to reflect on and learn from experiences.

• **Decision Making:** Evaluates available information and resources to develop effective and viable solutions that meet the goals of the committee and Society at large, often with limited information and under tight deadlines.

• **Developing Others:** Develops the ability of others to perform and contribute to the Society by providing ongoing feedback, coaching and opportunities to learn through formal and informal methods.

• **Fostering Philanthropy:** Articulates and champions a culture of giving in support of the Society.

• **Impact and Influence:** Gains support and buy-in and motivates others to act in the best interest of the Society.

• **Innovation:** Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.

• **Integrity:** Earns others’ trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

• **Organizational Knowledge:** Understands the mission and strategic objectives of the Society, the structure, and culture as well as the regulatory, industry, and economic issues affecting the organization.

• **Problem Solving:** Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.

• **Relationship Building:** Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.

• **Stewardship:** Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.

• **Strategic Thinking:** Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.

• **Team Leadership:** Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
FIRST VICE PRESIDENT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
Officers shall be elected by the Members and Fellows entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Senior Director, Governance and Board Relations
Key Relationships: Chief Executive Officer, President, President Elect, Second Vice President

Purpose
To ensure the success of the annual meeting.

Responsibilities

Ex Officio Assignments
- Preside as Chair of the following entities:
  - Scientific Sessions Committee
- Serve as a member of the following entities:
  - Board of Trustees
  - Executive Committee
  - Finance Committee

Other Duties
As First Vice President
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Work with the meetings staff to oversee all preparations for the annual meeting, including program and logistics.
- Work with chair of the Education Committee and the Chief Executive Officer to ensure that the annual meeting is responsive to education goals in the strategic plan, evaluate meeting effectiveness and plan for future development.
- Participate in fundraising activities in coordination with the Chairs of the Development and Education Committees and the Chief Executive Officer.
• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.

• Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President-Elect.

• Consult with the President-Elect on the appointment of incoming Scientific Sessions Committee members, consistent with the *Guiding Principles Governing Volunteer Appointments*.

• Perform other duties as directed by the Board or the Executive Committee.

*As Chair*
• See Committee Chair job description.

**Decision Making Authority**
• Convene meetings.
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
• Approve final work products and formal communications.
• Make recommendations on work processes and volunteer assignments.

**Estimated Time Commitment** 4-5 days per month

*Scheduled*
  - Executive Committee conference calls (3/year)
  - In-Person Board Meetings (September, January, May)
  - Board conference calls (3/year)
  - Scientific Sessions Committee Conference Calls (June 15 – 30 and as needed)
  - In-Person Meetings (at ACC annual meeting and HRS Scientific Sessions)

*Ad Hoc*
  - Chair & Co-Chair conference calls (weekly with staff liaisons)
  - Executive Committee conference calls (as needed)
  - Other committee and task force calls (avg. 3/month)

*Busiest Times of the Year*
• Prior to committee conference call meetings
• Program build (June 15 - August 15)
• Abstract review and session build (December 15 - February 1)
• Late-breaking clinical trial review and selection (March 15 - April 1)
• Budget preparation cycle (June - August)
• May (Scientific Sessions)

**Qualifications**

*Skills*
• **Attention to Detail**: Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.

• **Coaching**: Possesses the ability and desire to coach others in interpersonal skills, HRS processes, and issue management.

• **Communication**: Demonstrates strong verbal and written skills. Understands, complies with, and appropriately communicates relevant HRS policies and processes.

• **Conflict Resolution**: Uses a variety of approaches to manage and resolve concerns, disagreement, and conflict.

• **Consensus Building**: Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all parties.

• **Executive and Board Assessment Experience**: Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

• **Financial Acumen**: Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.

• **Governance Experience**: Has served on a Board, committees and task forces.

• **Group Dynamics**: Enables cooperative and productive group interactions.

• **Institutional Knowledge**: Possesses in-depth understanding of HRS history, policies and processes.

• **International Positioning**: Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.

• **Mentoring**: Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.

• **Networking**: Actively expands professional networks; leverages networks for HRS support.

• **Professional Stature**: Maintains broad-based clinical knowledge and experience. Holds strong professional credibility and reputation within or outside of HRS.

• **Strategic Planning Experience**: Has experience with planning, evaluation, and implementation of a strategic plan, including demonstrated ability to focus on long term goals and strategic outcomes.

• **Subject Matter Expertise**: Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.

• **Visibility**: Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.

• **Volunteer Experience**: Demonstrates effectiveness on HRS committees, subcommittees or task forces.
• **Willingness to Serve**: Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

**Competencies**

• **Accountability**: Accepts full responsibility in meeting expectations.

• **Commitment**: Serves the needs of the Society and the EP profession. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.

• **Change Leadership**: Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.

• **Coalition Building**: Builds strategic relationships internally and with key external stakeholders to achieve common goals.

• **Continuous Learning**: Demonstrates a desire and drive to acquire necessary knowledge, skills, and competencies to best serve the needs of the Society, its members, and the field of EP. Demonstrates the ability to reflect on and learn from experiences.

• **Decision Making**: Evaluates available information and resources to develop effective and viable solutions that meet the goals of the committee and Society at large, often with limited information and under tight deadlines.

• **Developing Others**: Develops the ability of others to perform and contribute to the Society by providing ongoing feedback, coaching and opportunities to learn through formal and informal methods.

• **Fostering Philanthropy**: Articulates and champions a culture of giving in support of the Society.

• **Impact and Influence**: Gains support and buy-in and motivates others to act in the best interest of the Society.

• **Innovation**: Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.

• **Integrity**: Earns others’ trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

• **Organizational Knowledge**: Understands the mission and strategic objectives of the Society, the structure, and culture as well as the regulatory, industry, and economic issues affecting the organization.

• **Problem Solving**: Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.

• **Relationship Building**: Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.
• **Stewardship:** Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.

• **Strategic Thinking:** Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.

• **Team Leadership:** Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
PRESIDENT ELECT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
Officers shall be elected by the Members and Fellows entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Chief Executive Officer
Key Relationships: Chief Executive Officer, President, Immediate Past President, First Vice President, Second Vice President

Purpose
To assist the President and strengthen leadership skills in preparation for becoming President.

Responsibilities
Ex Officio Assignments
• Serve as a member of the following entities:
  o Board of Trustees
  o Executive Committee
  o Compensation Subcommittee
  o Finance Committee
  o Governance Committee
  o Health Policy Committee
  o Scientific Sessions Committee
  o Heart Rhythm Foundation Board of Directors (when active)

Other Duties
As President Elect
• Assist the President in the execution of his or her duties.
• Act as a representative or spokesperson for the organization at the President’s request.
• Perform the duties of the President in the President’s absence or incapacity; including completing the Presidential term in the event of a vacancy.
• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.

• Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.

• Appoint committee chairs and members, in consultation with the outgoing President, according to leadership development and succession planning procedures.

• Perform other duties as directed by the Board or the President.

As Committee Chair

• See Committee Chair job description.

Decision Making Authority

• Convene meetings.

• Make appointments to committees, subcommittees and task forces, consistent with Guiding Principles Governing Volunteer Appointments.

• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.

• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.

• Approve final work products and formal communications.

• Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment  4½ -5 days/month

Scheduled

Executive Committee conference calls (3/year)
In-Person Board meetings (September, January, May)
Board conference calls (3/year)
Committee appointment process (January-February)

Ad Hoc

Executive Committee conference calls (as needed)
Membership Committee meetings (as needed)
Other committee and task force conference calls, including content development and participation in international meetings, strategic planning sessions, etc.

Busiest Times of the Year:

Board meetings (September, January, May)
Scientific Sessions (May)
Qualifications

Skills

- **Attention to Detail**: Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.

- **Coaching**: Possesses the ability and desire to coach others in interpersonal skills, HRS processes, and issue management.

- **Communication**: Demonstrates strong verbal and written skills. Understands, complies with, and appropriately communicates relevant HRS policies and processes.

- **Conflict Resolution**: Uses a variety of approaches to manage and resolve concerns, disagreement, and conflict.

- **Consensus Building**: Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all parties.

- **Executive and Board Assessment Experience**: Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

- **Financial Acumen**: Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.

- **Governance Experience**: Has served on a Board, committees and task forces.

- **Group Dynamics**: Enables cooperative and productive group interactions.

- **Institutional Knowledge**: Possesses in-depth understanding of HRS history, policies and processes.

- **International Positioning**: Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.

- **Mentoring**: Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.

- **Networking**: Actively expands professional networks; leverages networks for HRS support.

- **Professional Stature**: Maintains broad-based clinical knowledge and experience. Holds strong professional credibility and reputation within or outside of HRS.

- **Strategic Planning Experience**: Has experience with planning, evaluation, and implementation of a strategic plan, including demonstrated ability to focus on long term goals and strategic outcomes.

- **Subject Matter Expertise**: Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.

- **Visibility**: Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.
- **Volunteer Experience:** Demonstrates effectiveness on HRS committees, subcommittees or task forces.

- **Willingness to Serve:** Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

**Competencies**

- **Accountability:** Accepts full responsibility in meeting expectations.

- **Commitment:** Serves the needs of the Society and the EP profession. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.

- **Change Leadership:** Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.

- **Coalition Building:** Builds strategic relationships internally and with key external stakeholders to achieve common goals.

- **Continuous Learning:** Demonstrates a desire and drive to acquire necessary knowledge, skills, and competencies to best serve the needs of the Society, its members, and the field of EP. Demonstrates the ability to reflect on and learn from experiences.

- **Decision Making:** Evaluates available information and resources to develop effective and viable solutions that meet the goals of the committee and Society at large, often with limited information and under tight deadlines.

- **Developing Others:** Develops the ability of others to perform and contribute to the Society by providing ongoing feedback, coaching and opportunities to learn through formal and informal methods.

- **Fostering Philanthropy:** Articulates and champions a culture of giving in support of the Society.

- **Impact and Influence:** Gains support and buy-in and motivates others to act in the best interest of the Society.

- **Innovation:** Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.

- **Integrity:** Earns others’ trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

- **Organizational Knowledge:** Understands the mission and strategic objectives of the Society, the structure, and culture as well as the regulatory, industry, and economic issues affecting the organization.

- **Problem Solving:** Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.
• **Relationship Building:** Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.

• **Stewardship:** Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.

• **Strategic Thinking:** Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.

• **Team Leadership:** Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
PRESIDENT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
The President shall not be elected, but rather the then serving President-Elect shall succeed to the office of President upon the election of a new President-Elect” by vote of the Membership, per the Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Chief Executive Officer
Key Relationships: Chief Executive Officer, President Elect, Immediate Past President, Secretary/Treasurer

Purpose
To enhance the organization’s reputation and credibility, ensure progress in implementing the Strategic Plan and foster an environment that attracts and energizes outstanding volunteer leaders.

Responsibilities
Ex Officio Assignments
• Preside as Chair of the following entities:
  o Board of Trustees
  o Executive Committee
  o Compensation Subcommittee
  o Business meetings of the HRS Membership
• Serve as a member of the following entities:
  o Finance Committee
  o Governance Committee
  o Health Policy Committee
  o Heart Rhythm Foundation Board of Directors (when active)
  o International Board of Heart Rhythm Examiners Board of Directors

Other Duties
As President
• Serve as the Society’s official representative and spokesperson.
• Communicate regularly with the Board about Executive Committee activities and other important issues.
• Work in partnership with the Chief Executive Officer to oversee implementation of the Strategic Plan, ensure organizational effectiveness and plan for future development.

• Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.

• Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.

• Appoint task forces as necessary and delegate activities to committees and subcommittees, with Board approval.

• Participate in fundraising activities at the request of the Chairman of the Foundation or the Chief Executive Officer.

• Consult with the President-Elect and Chief Executive Officer on the appointment of incoming committee chairs and members, consistent with Guiding Principles Governing Volunteer Appointments.

• Perform other duties as directed by the Board.

As Committee Chair

• See Committee Chair job description.

Decision Making Authority

• Convene meetings.

• Appoint task forces.

• Enforce conflict of interest policies, including requiring Trustees’ or Officers’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.

• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.

• Approve formal Society communications.

• Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment 10-15 days/month (3-4 hours/day)

Scheduled
  Coordinating call with CEO (weekly)
  Executive Committee conference calls (3/year)
  In-Person Board Meetings (September, January, May)
  Board conference calls (3/year)
  Health Policy Committee calls (monthly)

Ad Hoc
Executive Committee conference calls (as needed)
Other committee and task force conference calls
Calls and e-mails to volunteers and members
Involvement with external organizations (e.g. NIH, ACC)

Busiest Times of the Year
In-Person Board meetings (September, January, May)
Committee Appointment Process (January/February)
Scientific Sessions (May)

Qualifications
Skills

• **Attention to Detail:** Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.

• **Coaching:** Possesses the ability and desire to coach others in interpersonal skills, HRS processes, and issue management.

• **Communication:** Demonstrates strong verbal and written skills. Understands, complies with, and appropriately communicates relevant HRS policies and processes.

• **Conflict Resolution:** Uses a variety of approaches to manage and resolve concerns, disagreement, and conflict.

• **Consensus Building:** Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all parties.

• **Executive and Board Assessment Experience:** Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

• **Financial Acumen:** Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.

• **Governance Experience:** Has served on a Board, committees and task forces.

• **Group Dynamics:** Enables cooperative and productive group interactions.

• **Institutional Knowledge:** Possesses in-depth understanding of HRS history, policies and processes.

• **International Positioning:** Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.

• **Mentoring:** Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.

• **Networking:** Actively expands professional networks; leverages networks for HRS support.

• **Professional Stature:** Maintains broad-based clinical knowledge and experience. Holds strong professional credibility and reputation within or outside of HRS.
• **Strategic Planning Experience**: Has experience with planning, evaluation, and implementation of a strategic plan, including demonstrated ability to focus on long term goals and strategic outcomes.

• **Subject Matter Expertise**: Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.

• **Visibility**: Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.

• **Volunteer Experience**: Demonstrates effectiveness on HRS committees, subcommittees or task forces.

• **Willingness to Serve**: Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

**Competencies**

• **Accountability**: Accepts full responsibility in meeting expectations.

• **Commitment**: Serves the needs of the Society and the EP profession. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.

• **Change Leadership**: Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.

• **Coalition Building**: Builds strategic relationships internally and with key external stakeholders to achieve common goals.

• **Continuous Learning**: Demonstrates a desire and drive to acquire necessary knowledge, skills, and competencies to best serve the needs of the Society, its members, and the field of EP. Demonstrates the ability to reflect on and learn from experiences.

• **Decision Making**: Evaluates available information and resources to develop effective and viable solutions that meet the goals of the committee and Society at large, often with limited information and under tight deadlines.

• **Developing Others**: Develops the ability of others to perform and contribute to the Society by providing ongoing feedback, coaching and opportunities to learn through formal and informal methods.

• **Fostering Philanthropy**: Articulates and champions a culture of giving in support of the Society.

• **Impact and Influence**: Gains support and buy-in and motivates others to act in the best interest of the Society.

• **Innovation**: Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.
• **Integrity**: Earns others’ trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

• **Organizational Knowledge**: Understands the mission and strategic objectives of the Society, the structure, and culture as well as the regulatory, industry, and economic issues affecting the organization.

• **Problem Solving**: Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.

• **Relationship Building**: Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.

• **Stewardship**: Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.

• **Strategic Thinking**: Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.

• **Team Leadership**: Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
IMMEDIATE PAST PRESIDENT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
Officers shall be elected by the Members and Fellows entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Senior Director, Governance and Board Relations
Key Relationships: Chief Executive Officer, President, President Elect

Purpose
To provide advice and counsel to the President and Executive Committee.

Responsibilities
Ex Officio Assignments
- Preside as Chair of the following entities:
  - Governance Committee
- Serve as a member of the following entities:
  - Board of Trustees
  - Executive Committee
  - Compensation Subcommittee
  - Finance Committee
  - Nominations Subcommittee

Other Duties
As Immediate Past President
- Act as a representative or spokesperson for the organization at the President’s request.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Perform other duties as directed by the Board or the President.
As Chair

- See Committee Chair job description

Decision Making Authority

- Convene meetings.
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
- Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment 4-12 hours per month

Scheduled
- Executive Committee conference call (3/year)
- In-Person Board Meetings (September, January, May)
- Board conference calls (3/year)

Ad Hoc
- Executive Committee conference calls (as needed)
- Governance Committee meetings
- Other committee and task force conference calls

Busiest Times of the Year
- Board meetings (September, January, May)
- Nominations cycle (October - November)

Qualifications

- Outgoing President
SECOND PAST PRESIDENT JOB DESCRIPTION

Term of Office
One year.

Method of Appointment
Officers shall be elected by the Members and Fellows entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability
Report to: Board of Trustees
Staff Liaison: Senior Director, Governance and Board Relations
Key Relationships: Chief Executive Officer, President, President Elect

Purpose
To provide advice and counsel to the President and Executive Committee.

Responsibilities

Ex Officio Assignments

- Preside as Chair of the following entities:
  - Audit Committee
  - Nominations Subcommittee
- Serve as a member of the following entities:
  - Board of Trustees

Other Duties

As Second Past President

- Act as a representative or spokesperson for the organization at the President’s request.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Perform other duties as directed by the Board or the President.

As Chair

- See Committee Chair job description.

Decision Making Authority

- Convene meetings.
• Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of that discussion.
• Enforce conflict of interest policies, including requiring members’ recusal from participating in discussions, meetings/calls and/or voting as appropriate.
• Approve final work products and formal communications.
• Make recommendations on work processes and volunteer assignments.

**Estimated Time Commitment**  4-12 hours per month

**Scheduled:**
- In-Person Board meetings (September, January, May)
  - September (Friday evening to Sunday afternoon, typically in Washington, DC)
  - January (Friday evening to Saturday afternoon, typically in Washington, DC)
  - May (Tuesday at Scientific Sessions)
- Board conference calls (3/year)
- Committee meetings (varies)

**Ad Hoc:**
- Committee and task force conference calls

**Busiest Times of the Year:**
- Prior to in-person and teleconference meetings
- May (Scientific Sessions)
- Nominations cycle (August-November)

**Qualifications**
- Outgoing Immediate Past President