



Heart Rhythm SocietySM

Guidelines for Submitting Officer and Trustee Nominations

Nominations eligible for the following positions:

- Board of Trustees
- Second Vice President
- Secretary and Treasurer

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Selection Guidelines

When selecting nominees, consideration is given to the importance of ensuring a diversity of opinions and backgrounds. The candidate must be able to fulfill the following obligations of the position and exhibit the desired skills and behaviors described in the Leadership Track of the Volunteer Competency Framework (included). The candidate will also be asked to complete a Board Service Agreement once the position has been accepted.

- Generally, candidates should have several years of experience with HRS typically including service as chair of a committee or subcommittee. In exceptional circumstances, a candidate who has not served as a chair may be considered.
- Annually, in collaboration with the Board of Trustees, there should be an analysis of diversity, skills and gaps regarding Board composition.
- In keeping with the Society's commitment to diversity, all member constituencies should be considered.

Board of Trustees (four positions available in May 2020)

The Board of Trustees is the ultimate governing authority of the Society. The Board's mission is to govern the Society, protect the Society's image and assets, and be the moral voice of its members. The purpose of the Trustee is to act in the best interest of the Society as a whole and to exercise the legal duties of stewardship: 1) be faithful to the Society's mission, 2) exercise due diligence, and 3) give undivided allegiance to the Society when making decisions affecting the Society. The Trustee's time commitment includes participation in three in-person Board meetings per year (September, January, and May) and three teleconferences. The detailed Trustee job description follows.

Board Members

- Must have disclosure totals less than \$100,000, excluding research and fellowship support and/or less than \$50,000 for a relationship with a single company. Prospective Board members must agree in writing to divest of amounts totaling more than \$100,000, excluding research and fellowship support, and/or \$50,000 for a single company, before their term as a Board member begins.
- Are ineligible to serve as Editor-in-Chief of another heart-rhythm-related journal.

Second Vice President

The purpose of the Second Vice President is 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. The Second Vice President serves as the Abstract Chair and as Vice Chair of Scientific Sessions Program Committee. The position also serves as a voting member of the Board and the Executive Committee. The Second Vice President's time commitment is approximately 2-3 days/month, which includes participation on the Executive Committee and Board of Trustees. The detailed Second Vice President job description follows.

Secretary and Treasurer

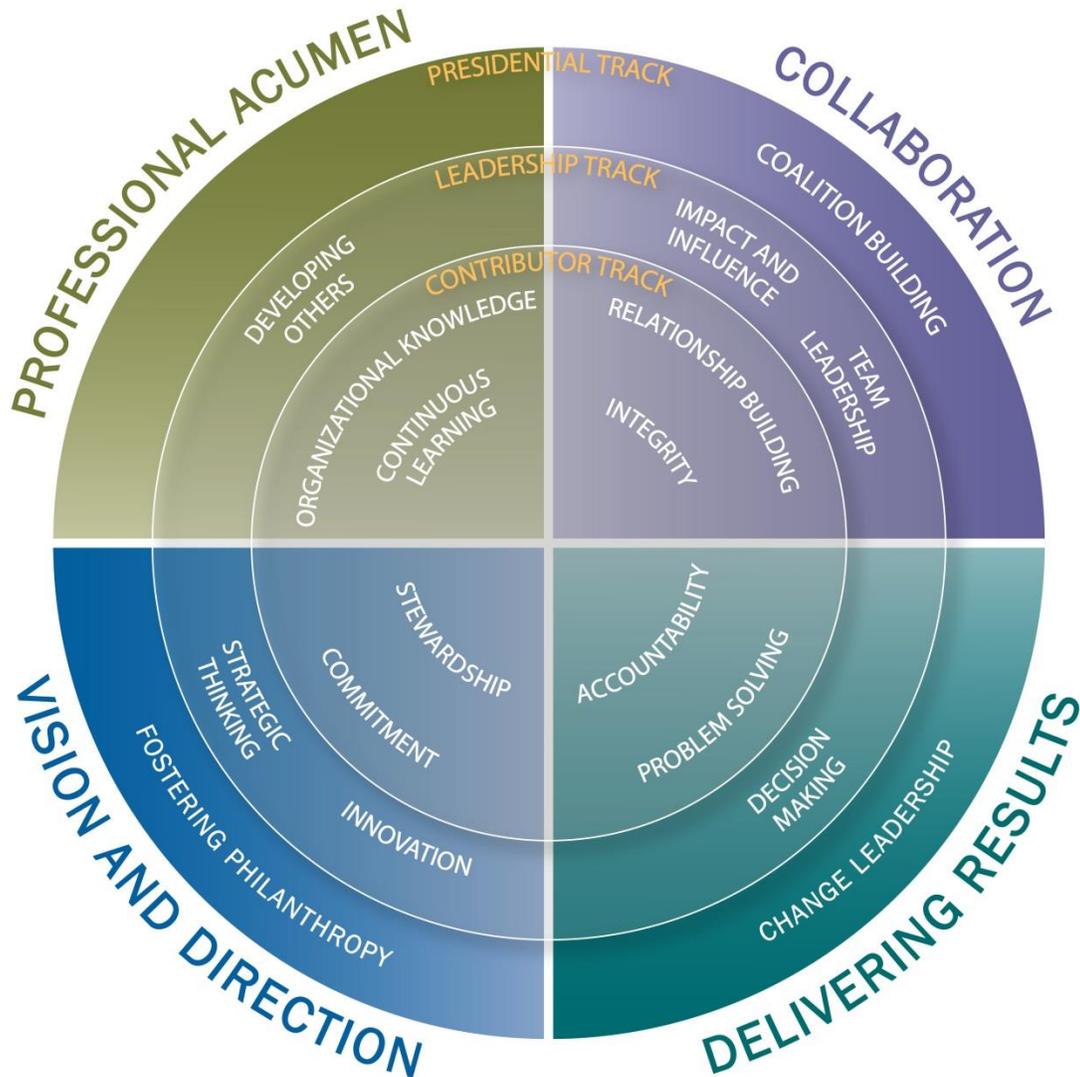
The Secretary and Treasurer is one of Heart Rhythm Society's six officers. As Treasurer, the role is to ensure the Board's ability to discharge its fiduciary duties. As Secretary, the position ensures that actions of the Board are documented appropriately. The Secretary and Treasurer sits on the Board, the Executive Committee, the Audit Committee, Compensation Subcommittee, and Chairs the Finance Committee. The Secretary and Treasurer's time commitment is approximately 4-5 hours per month, which includes participation on the Executive Committee and Board of Trustees.

VOLUNTEER COMPETENCY FRAMEWORK

The Volunteer Competency Framework provides an overview of the competencies and skills required for successful volunteer participation. Having volunteers with the right behaviors and skills is critical to the Society’s continued success and will help ensure a positive volunteer experience.

A competency is a set of measurable behaviors that result in distinguished performance. Competence comes from one’s experience, attitude, knowledge, and beliefs. The competencies below are grouped into four domains, with a summary definition provided for each domain.

As a volunteer progresses through the HRS Volunteer Tracks (Contributor, Leadership, Presidential), new competencies and skills evolve. Definitions of all competencies and skills, and the tracks in which there are both introduced, are provided.



Competency and Skills Definitions

Competencies

DOMAIN I: PROFESSIONAL ACUMEN

The three competencies within the Professional Acumen domain focus on the development and utilization of EP and organizational knowledge to support the mission of the Society.

Competency	Track	Definition
CONTINUOUS LEARNING	Contributor	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.
ORGANIZATIONAL KNOWLEDGE	Contributor	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.
DEVELOPING OTHERS	Leadership	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.

DOMAIN II: COLLABORATION

The five competencies within the Collaboration domain support the building and strengthening of trusting relationships with volunteers, members, staff, and other key stakeholders and allow the Society to successfully achieve organizational goals and priorities.

Competency	Track	Definition
INTEGRITY	Contributor	Earns others' trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
RELATIONSHIP BUILDING	Contributor	Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.
IMPACT AND INFLUENCE	Leadership	Gains support and buy-in and motivates others to act in the best interest of the Society.
TEAM LEADERSHIP	Leadership	Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
COALITION BUILDING	Presidential	Builds strategic relationships internally and with key

external stakeholders to achieve common goals.

DOMAIN III: DELIVERING RESULTS

Proficiency in the competencies within the Delivering Results domain promotes action and results in an ever-changing environment. These competencies reflect the ability to solve challenging problems and make rational and deliberate decisions.

Competency	Track	Definition
ACCOUNTABILITY	Contributor	Accepts full responsibility in meeting expectations.
PROBLEM SOLVING	Contributor	Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.
DECISION MAKING	Leadership	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.
CHANGE LEADERSHIP	Presidential	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.

DOMAIN IV: VISION AND DIRECTION

Proficiency in the five competencies within the Vision and Direction domain results in the ability to be future thinking, committed, and creative in developing and implementing a vision for the Society.

Competency	Track	DEFINITION
STEWARDSHIP	Contributor	Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.
COMMITMENT	Contributor	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.
INNOVATION	Leadership	Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.
STRATEGIC THINKING	Leadership	Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.
FOSTERING PHILANTHROPY	Presidential	Articulates and champions a culture of giving in support of the Society.

Skills

CONTRIBUTOR TRACK	
Attention to Detail	Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.
Subject Matter Expertise	Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.
Willingness to Serve	Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

LEADERSHIP TRACK	
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.
Financial Acumen	Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.
Group Dynamics	Enables cooperative and productive group interactions.
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.
Volunteer Experience	Demonstrates effectiveness on HRS committees, subcommittees or task forces.

PRESIDENTIAL TRACK

Executive and Board Assessment Experience	Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.
Governance Experience	Has served on a Board, committees and task forces.
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.
Visibility	Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.

BOARD SERVICE AGREEMENT

As a trustee of the Heart Rhythm Society, I am fully committed and dedicated to the Society's mission, which is to be the international leader in science, education and advocacy for cardiac arrhythmia professionals and patients, and the primary information resource on heart rhythm disorders, and to improve the care of patients by promoting research, education and optimal health care policies and standards. I pledge to carry out this mission. I understand that my duties and responsibilities include the following:

1. I am responsible, with other trustees, for the fiscal health of the Society. I will be familiar with our budget and take an active part in reviewing, approving, and monitoring it.
2. I understand my legal responsibilities for the Society and those of my fellow trustees. I am responsible for knowing and overseeing the implementation of policies and programs.
3. I accept the Bylaws and operating principles stated in the Governance Handbook and understand that I am morally responsible for the health and well-being of the organization.
4. I will actively engage in fund raising for the Society. These activities may include participating in individual solicitations, undertaking special events, writing mail appeals, and the like. I am making a good faith agreement to do my best and to raise as much money as possible, within the guidelines of the Board-approved development plan.
5. I will actively engage in identifying, nominating, and mentoring emerging leaders.
6. I will make a financial donation. I may give this as a one-time donation each year, or I may pledge to give a certain amount several times during the year.
7. I will actively promote the Society and encourage and support its staff.
8. I agree to keep my total disclosure amount to less than \$100,000, excluding research and fellowship support, throughout my term on the Board and have less than \$50,000 for a relationship with a single company, excluding research and fellowship support.
9. I understand that I am ineligible to serve as Editor-in-Chief of another heart-rhythm-related journal.
10. I will attend board meetings, be available for phone consultation, and serve on at least one Board or operating committee. If I am not able to meet my obligations as a trustee, I will offer my resignation.
11. In signing this document, I understand that no quotas are being set, that no rigid standards of measurement and achievement are being formed. Every trustee is making a statement of faith about every other trustee. We are trusting each other to carry out the above agreements to the best of our ability.

TRUSTEE JOB DESCRIPTION

Term of Office

3 years. Re-election is possible for one additional, consecutive term of two years.

Method of Appointment

Trustees are elected by the Society's members by written or electronic mail ballot, per HRS Bylaws.

Accountability

Report to: Board

Key Relationships: Board members, Chief Executive Officer, Senior Director of Governance and Board Relations

Purpose

To act in the best interest of the Society as a whole and to exercise the legal duties of nonprofit stewardship: 1) be faithful to the Society's mission, 2) exercise due diligence, and 3) give undivided allegiance to the Society when making decisions affecting the Society.

Responsibilities

As a Steward of the Society

- Be informed about and support the Society's mission, services, policies and programs.
- Be informed about and support the Board of Trustees' mission to govern the Society, protect the organization's image and assets, and be the moral voice of its members.
- Champion the Society's programs and interests.
- Take an active role in identifying and developing future leaders.
- Participate in fundraising activities, including making a personal financial contribution as defined in the *Board Service Agreement*.
- Keep up-to-date on developments in the field.

As an Ethical Role Model

- Strictly adhere to the Society's conflict of interest and confidentiality policies outlined in the Bylaws and the Code of Ethics, including:
 - Annually complete the Society's disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require.
 - Annually sign the Society's *Volunteer Code of Conduct*.
- Maintain the confidentiality of the Board's deliberations and materials.

As a Board Member

- Sign the Society's *Board Service Agreement* required of all Trustees annually in May.
- Attend regular and special Board meetings and support other Society functions.
- Review agendas and materials prior to meetings and come prepared to participate.
- Assist the Board in carrying out its fiduciary responsibilities, including reviewing financial statements and asking questions.

- Serve as a Board Liaison to at least one committee, subcommittee or task force.
- Take on special duties, including task force assignments, at the request of the President.

Other Core Mission Support

- Review scientific and clinical documents for HRS endorsement.

Decision Making Authority

- Vote on matters duly brought before the Board, per Article III of the Society's Bylaws.
- 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.

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.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.
- **Group Dynamics:** Enables cooperative and productive group interactions.
- **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.
- **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.
- **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.
- **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.

BOARD LIAISON JOB DESCRIPTION

Term of Office

One year. Reappointment at one-year increments while serving on the Board.

Method of Appointment

Members shall be appointed by the President-Elect, in consultation with President and the Chief Executive Officer.

Accountability

Report to: Board

Key Relationships: Designated committee, subcommittee or task force chair and vice chair, staff liaison(s)

Purpose

To foster communication about the Society's strategic goals and priorities, and mentor the next generation of volunteer leaders.

Expectations

- Attend committee meetings.
- Conversation at the beginning of each term with the Committee and Subcommittee (where relevant) Chairs and Vice Chairs and Staff Liaisons to discuss roles and preferred communication methods.
- Subsequent conversations prior to each Board meeting.
- Complete and submit the committee's report to the Board prior to each Board meeting.

Responsibilities

- Serve as a link to the Board and its activities.
- Educate others about the Society's Strategic Plan, public Board actions and decision-making rationale, and strategic trends affecting the Society.
- Serve as a resource for information about the Society's staff and volunteer structure (who does what), and business processes/procedures (how things get done), including nominations and appointments.
- Encourage innovative thinking and a future focus in committee, subcommittee or task force deliberations.
- Act as a sounding board and advisor to current and emerging volunteer leaders, including Chairs, Vice Chairs and Co-chairs to help them strengthen their effectiveness, develop their leadership skills and maximize their contribution to the Society's mission.
- Help the Governance Committee identify and/or assess potential candidates for Board, officer, or committee, subcommittee, and task force assignments.

Decision Making Authority

- Make recommendations to chairs, members, staff and the Board.

Qualifications

- Currently serving Trustee or Officer

Estimated Time Commitment

- Varies, depending on the particular committee assigned.

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: 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:
 - Board of Trustees
 - 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

- Serve as Abstract Chair.
- 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 (bi-monthly)
- Board Meetings (September, January, May)
- 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.

SECRETARY AND TREASURER JOB DESCRIPTION

Term of Office

One year. The Secretary and Treasurer shall be eligible for reappointment for three additional one-year terms.

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: Director, Governance and Board Relations

Key Relationships: Chief Executive Officer, President

Purpose

As Secretary, to ensure that actions of the Board are documented appropriately.

As Treasurer, to ensure the Board's ability to discharge its fiduciary duties.

Responsibilities

Ex Officio Assignments

- Preside as Chair of the following entities:
 - Finance Committee
- Serve as a voting member of the following entities:
 - Board of Trustees
 - Executive Committee
 - Compensation Subcommittee
 - Audit Committee
 - Heart Rhythm Foundation Board of Directors (when active)

Other Duties

As Secretary

- Ensure that accurate minutes of all Board meetings are prepared, distributed to the Trustees in a timely fashion, and maintained at the corporate office; minutes shall record the time and place of meetings, whether regular or special, how the meetings were called, the names of those present or represented at the meeting and the proceedings.
- Ensure that all notices for meetings and other actions are given in accordance with the provisions of the Bylaws or as required by law.

- Act as custodian of the records, including minutes and the official list of trustees, and the corporate seal.
- Certify and ensure that a current copy of the Bylaws is maintained in the corporate office.
- Affix the seal, as authorized by the Bylaws or as required by law, to duly executed documents of the corporation.
- Perform any other duties required by the Bylaws, Articles of Organization, or the law.

As Treasurer

- Serve as financial officer of the organization.
- Work with the Chief Executive Officer and Chief Operating Officer to ensure that accurate financial records are maintained and that appropriate financial reports are made available to the Board on a timely basis.
- Assist the Chief Executive Officer and Chief Operating Officer in preparing the annual budget and presenting the budget to the Board for approval.
- Ensure compliance with all relevant legal and regulatory requirements and ethical standards.
- Ensure that the organization's assets are protected, expended and invested according to Board policies and procedures.
- Monitor adherence to financial policies and, when applicable, recommend financial policies to the Board for approval.

As a Leader

- 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.
- 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 hours per month

Scheduled

Executive Committee conference calls (3 /year)
Board meetings – in person (September, January, May)

Board conference calls (3/year)
Finance Committee meetings (at least 3/year)
Committee and subcommittee meetings

Busiest Times of the Year

Prior to and just after Board meetings
Budget preparation cycle (July- September)

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