

## 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 Liaisons: Chief Financial Officer, Senior 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

**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.