

CHAIR JOB DESCRIPTION

Term of Office

One year. Reappointment for up to two additional, consecutive one-year terms is permissible.

Method of Appointment

The Chair shall be appointed by the President and/or President-Elect, in consultation with the Chief Executive Officer.

Accountability

Report to: Entity designated in committee, subcommittee, council, working group or task force charge

Key Relationships: Vice Chair, Staff Liaison, Staff Advisor, Board Liaison, chairs of entities designated in the committee, subcommittee, council, working group or task force charge

Purpose

To partner with Staff Liaison to ensure group effectiveness and volunteer engagement.

Responsibilities

Be informed about the Society's Strategic Plan, annual organizational priorities and the charge of the committee, subcommittee, council, working group or task force charge.

- Work collaboratively with staff liaison(s) in an iterative process to:
 - Establish annual objectives, work plans, timelines and budgets, in alignment with the Strategic Plan, Board's priorities and the formal charge.
 - Monitor activities, budget, and deadlines to ensure timely completion of high-quality, cost-effective work products.
 - Ensure members' compliance with the Society's financial and conflict of interest policies, including regularly reviewing members' disclosures and planning appropriately.
 - Schedule meetings.
 - Develop meeting agendas.
 - Prepare for meeting dynamics, especially complex or controversial issues.
 - Report activities and recommendations to the appropriate entity or entities, as designated in the charge.
- Drive leadership development and succession planning

- Collaborate with Staff Liaison and Staff Advisor to orient new members to the role and responsibilities outlined in the charge.
 - Set and communicate expectations about volunteer performance.
 - Set challenges and delegate tasks to members and encourage quality participation.
 - Monitor members' participation and work collaboratively with the Staff Liaison and the Board Liaison to mentor volunteers.
 - Coach underperforming members, and when necessary, recommend removal to the President.
 - Annually identify 1-2 early and 1-2 mid-career individuals as potential committee leaders or Board members.
 - Mentor individuals who have been identified as potential emerging committee leaders.
 - Consult on future assignments and volunteer succession planning at the request of the President, President-Elect or Governance Committee.
 - Consult with the President and/or President-Elect on the appointment of the Vice Chair.
- Preside over meetings and teleconferences.
 - Foster an environment that encourages innovative thinking.
 - Respond to email notifications and solicitations in a timely manner.
 - Maintain the confidentiality of deliberations and materials.
 - Approve final work products and formal communications.

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.

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.

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- **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.