

MEMBER JOB DESCRIPTION
(Committees, Subcommittees, Councils, Working Groups and Task Forces)

Term of Office

Per committee, subcommittee, council, working group or task force charge. Typically one year with the possibility of reappointment for two additional consecutive one-year terms.

Method of Appointment

Members shall be appointed by the President and/or President-Elect, in consultation the Chief Executive Officer. Ex officio members shall serve automatically.

Accountability

Report to: Committee, subcommittee, council, working group or task force Chair

Key relationships: Other members, staff liaison(s)

Purpose

To work in partnership with the chair and staff liaison to fulfill the committee, subcommittee, council, working group or task force charge.

Responsibilities

- Be informed about the Society's Strategic Plan, annual priorities and committee, subcommittee, council, working group or task force charge.
- Be informed about the committee, subcommittee, council, working group or task force annual objectives, work plan and timeline of activities.
- Work collaboratively with the chair and staff to achieve the committee, subcommittee, council, working group or task force goals and objectives.
- Participate actively and constructively in all committee, subcommittee, council, working group or task force meetings, including contributing to deliberations by being familiar with distributed materials.
- Respond to email notifications and solicitations in a timely manner.
- Maintain the confidentiality of deliberations and materials.
- Contribute to the timely completion of committee, subcommittee, council, working group or task force products and deliverables, including meeting staff and deadlines.
- Volunteer for special assignments or tasks when able.
- Comply with the Society's conflict of interest and code of conduct policies, including:

- Annually complete the Society's disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require.
- Comply with the Chair's requests to self-recuse from participating in discussions, meetings/calls and/or voting as appropriate.
- Annually sign the Society's *Volunteer Code of Conduct*.
- Comply with the Society's travel and expense reimbursement policies.

Decision Making Authority

- Vote on matters brought before the committee, subcommittee, council, working group or task force at the Chair's discretion.
- 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:** Thoroughness in accomplishing a task. Monitors and checks work or information and plans and organizes time and resources efficiently.
- **Subject Matter Expertise:** Applies in-depth specialized knowledge, skills and judgment to accomplish the goals/charge of the committee, subcommittee, council, working group or task force, Board, and/or Society.
- **Willingness to Serve:** Demonstrates a strong commitment, interest, and desire to serve the Heart Rhythm Society. Makes the time to actively contribute and participate.

Competencies

- **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.
- **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.
- **Integrity:** 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:** Works collaboratively to develop positive working relationships with others to achieve the shared goals of the Society.

- **Accountability:** Willingness to accept full responsibility in meeting performance expectations. Displays honesty and truthfulness; confronts problems quickly; displays strong commitment to the success of HRS.
- **Commitment:** Demonstrates dedication to serve the needs of the EP profession and community through the Society. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.
- **Problem Solving:** The ability to gain support and buy-in from others and motivate others to take actions in the best interest of the Society.
- **Decision Making:** Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems to drive effectiveness and meet the goals of the committee, subcommittee, council, working group or task force and Society at large; many times with limited information and under tight deadlines and pressure.
- **Stewardship:** Dedicated to taking care of and wisely using the resources of the Society. Makes informed decisions regarding resource allocation. Communicates decisions regarding resources in an effective manner to stakeholders.