

## VICE CHAIR JOB DESCRIPTION

### **Term of Office**

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

### **Method of Appointment**

The Vice Chair shall be appointed by the President and/or President-Elect, who shall consult with the incoming or sitting Chair, and the Chief Executive Officer.

### **Accountability**

Report to: Chair

Key Relationships: 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 the Chair and 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.
- At the discretion of the Chair, work collaboratively with the Chair and staff liaison(s) 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
  - Develop meeting agendas.
  - Prepare for meeting dynamics, especially complex or controversial issues.
- At the discretion of the Chair, work collaboratively with the Chair, staff liaison(s) and Board liaison to help develop volunteers, including:
  - Orient new members to the role and responsibilities in the charge.
  - Monitor members' participation and help mentor volunteers, including coaching underperforming members, and if necessary, recommending removal to the Chair.
  - Identify and nurture high-potential members.
- Preside over meetings and teleconferences, in the absence of the chair.

- Respond to email notifications and solicitations in a timely manner.
- Maintain the confidentiality of committee materials and deliberations.
- Other duties as assigned by the Chair.

### **Decision Making Authority**

- Convene meetings at the direction of the Chair.
- 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.
- In the absence of the Chair, enforce conflict of interest policies, including requiring recusal by committee, subcommittee, council, working group or task force members from participating in discussions, calls and/or voting as appropriate.

### **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, subcommittee, council, working group or task force 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.