

## TRUSTEE JOB DESCRIPTION

### **Term of Office**

3 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.
- 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 and Professionalism, including:
  - Abide by the Code that relates specifically to requirements for Board members.
  - 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.

### *As a Participant in Succession Planning for the Society*

- Nominate at least one Board candidate, keeping in mind the need for diversity on the Board.
- Serve as a mentor for potential Board members or Chairs of committees and subcommittees.

### *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.

**Estimated Time Commitment** 10 hours/month

*Scheduled*

In-Person Board meetings (September, January, May)

- September (prior to HRX)
- January (Friday evening to Sunday afternoon)
- May (Wednesday at the annual meeting)

Board conference calls (3/year)

*Ad Hoc*

Board Liaison committee calls (as warranted)

Other committee and task force calls (avg. 3/month)

*Busiest Times of the Year*

- Prior to in-person and teleconference meetings
- May (Annual Meeting)