



TREASURER AND SECRETARY JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

Each year a new Treasurer and Secretary shall be elected by the Members entitled to vote, according to the process stipulated in the HRS Bylaws.

Accountability

Report to: Board of Trustees

Key Relationships: Chief Executive Officer, President

Purpose

As Treasurer, to ensure the Board's ability to discharge its fiduciary duties.

As Secretary, to ensure that actions of the Board are documented appropriately.

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 Advocates Foundation Board of Directors (when active)
- Serve as a non-voting Guest of the following entities:
 - Heart Rhythm Program Committee

Other Duties

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 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 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

Outlined in the Volunteer Competency Framework under the Presidential Track and below:

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.

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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.

VICE PRESIDENT / PROGRAM CHAIR JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

The person whose term as Treasurer and Secretary has expired shall become the Vice President/Program Chair.

Accountability

Report to: Board of Trustees

Key Relationships: Chief Executive Officer, President, President-Elect, Abstract Chair, Treasurer and Secretary.

Purpose

To ensure the success of the annual meeting.

Responsibilities

Ex Officio Assignments

- Preside as Chair of the following entities:
 - Heart Rhythm Program Committee
- Serve as a member of the following entities:
 - Board of Trustees
 - Executive Committee
 - Finance Committee

Other Duties

As Program Chair

- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Work with the meetings staff to oversee all preparations for the annual meeting, including program and logistics.
- Work with chair of the Education Council and the Chief Executive Officer to ensure that the annual meeting is responsive to education goals in the strategic plan, evaluate meeting effectiveness and plan for future development.
- 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.
- Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President-Elect.

- Consult with the President-Elect on the appointment of incoming Heart Rhythm Program Committee members, consistent with the *Guiding Principles Governing Volunteer Appointments*.
- Perform other duties as directed by the Board or the Executive Committee.

As Chair

- 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 days per month

Scheduled

Executive Committee conference calls (3/year)
 In-Person Board Meetings (September, January, May)
 Board conference calls (3/year)
 Program Committee Conference Calls (June 15 – 30 and as needed)
 In-Person Meetings (as needed)

Ad Hoc

Chair & Vice Chair conference calls (weekly with staff liaisons)
 Executive Committee conference calls (as needed)
 Other committee and task force calls (avg. 3/month)

Busiest Times of the Year

- Prior to committee conference call meetings
- Program build (June 15 - August 15)
- Abstract review and session build (December 15 - February 1)
- Late-breaking clinical trial review and selection (March 15 - April 1)
- Budget preparation cycle (June - August)
- May (Annual Meeting)

Qualifications

Outlined in the Volunteer Competency Framework under the Presidential Track

PRESIDENT-ELECT JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

The person whose term as Vice President/Program Chair has expired shall become President-Elect.

Accountability

Report to: Board of Trustees

Key Relationships: Chief Executive Officer, President, Vice President/Program Chair, Treasurer/Secretary

Purpose

To assist the President and strengthen leadership skills in preparation for becoming President.

Responsibilities

Ex Officio Assignments

- Serve as a member of the following entities:
 - Board of Trustees
 - Executive Committee
 - Compensation Subcommittee
 - Finance Committee
 - Governance Committee
 - Health Policy and Regulatory Affairs Committee
 - Heart Rhythm Program Committee
 - Heart Rhythm Advocates Foundation Board of Directors (when active)

Other Duties

As Vice President

- Assist the President in the execution of his or her duties.
- Act as a representative or spokesperson for the organization at the President's request.
- Perform the duties of the President in the President's absence or incapacity; including completing the Presidential term in the event of a vacancy.
- 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.

- Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.
- Appoint committee chairs and members, in consultation with the outgoing President, according to leadership development and succession planning procedures.
- Perform other duties as directed by the Board or the President.

As Committee Chair

- See Committee Chair job description.

Decision Making Authority

- Convene meetings.
- Make appointments to committees, subcommittees and task forces, consistent with *Guiding Principles Governing Volunteer Appointments*.
- 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 4½ -5 days/month

Scheduled

Executive Committee conference calls (3/year)
 In-Person Board meetings (September, January, May)
 Board conference calls (3/year)
 Committee appointment process (March/April)

Ad Hoc

Executive Committee conference calls (as needed)
 Other committee and task force conference calls, including content development and participation in international meetings, strategic planning sessions, etc.

Busiest Times of the Year:

Board meetings (September, January, May)
 Annual Meeting (May)

Qualifications

Outlined in the Volunteer Competency Framework under the Presidential Track

PRESIDENT JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

The person whose term as President-Elect has expired shall become President.

Accountability

Report to: Board of Trustees

Staff Liaison: Chief Executive Officer

Key Relationships: Chief Executive Officer, Vice President/Program Chair, Past President, Treasurer/Secretary

Purpose

To enhance the organization's reputation and credibility, ensure progress in implementing the Strategic Plan and foster an environment that attracts and energizes outstanding volunteer leaders.

Responsibilities

Ex Officio Assignments

- Preside as Chair of the following entities:
 - Board of Trustees
 - Executive Committee
 - Compensation Subcommittee
 - Business meetings of the HRS Membership
- Serve as a member of the following entities:
 - Finance Committee
 - Governance Committee
 - Health Policy and Regulatory Affairs Committee
 - Heart Rhythm Foundation Advocates Board of Directors (when active)
 - International Board of Heart Rhythm Examiners Board of Directors

Other Duties

As President

- Serve as the Society's official representative and spokesperson.
- Communicate regularly with the Board about Executive Committee activities and other important issues.
- Work in partnership with the Chief Executive Officer to oversee implementation of the Strategic Plan, ensure organizational effectiveness and plan for future development.

- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- 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.
- Appoint task forces as necessary and delegate activities to committees and subcommittees, with Board approval.
- Participate in fundraising activities at the request of the Chairman of the Foundation or the Chief Executive Officer.
- Consult with the President-Elect and Chief Executive Officer on the appointment of incoming committee chairs and members, consistent with *Guiding Principles Governing Volunteer Appointments*.
- Perform other duties as directed by the Board.

As Committee Chair

- See Committee Chair job description.

Decision Making Authority

- Convene meetings.
- Appoint task forces.
- Enforce conflict of interest policies, including requiring Trustees' or Officers' recusal from participating in discussions, meetings/calls and/or voting as appropriate.
- 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.
- Approve formal Society communications.
- Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment 10-15 days/month (3-4 hours/day)

Scheduled

Coordinating call with CEO (weekly)
 Executive Committee conference calls (3/year)
 In-Person Board Meetings (September, January, May)
 Board conference calls (3/year)
 Health Policy and Regulatory Affairs Committee calls (monthly)

Ad Hoc

Executive Committee conference calls (as needed)
 Other committee and task force conference calls

Calls and e-mails to volunteers and members
Involvement with external organizations (e.g. NIH, ACC)

Busiest Times of the Year

In-Person Board meetings (September, January, May)
Committee Appointment Process (August/September)
Annual Meeting (May)

Qualifications

Outlined in the Volunteer Competency Framework under the Presidential Track

PAST PRESIDENT JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

The person whose term as President has expired shall become Past President.

Accountability

Report to: Board of Trustees

Key Relationships: Chief Executive Officer, President, President-Elect

Purpose

To provide advice and counsel to the President and Executive Committee.

Responsibilities

Ex Officio Assignments

- Preside as Chair of the following entities:
 - Governance Committee
- Serve as a member of the following entities:
 - Board of Trustees
 - Executive Committee
 - Compensation Subcommittee
 - Finance Committee
 - Nominations Subcommittee

Other Duties

As Past President

- Act as a representative or spokesperson for the organization at the President's request.
- 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.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Perform other duties as directed by the Board or the President.

As Chair

- 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 4-12 hours per month

Scheduled

Executive Committee conference call (3/year)
In-Person Board Meetings (September, January, May)
Board conference calls (3/year)

Ad Hoc

Executive Committee conference calls (as needed)
Governance Committee meetings
Other committee and task force conference calls

Busiest Times of the Year

Board meetings (September, January, May)
Nominations cycle (October - November)

Qualifications

Outgoing President

SECOND PAST PRESIDENT JOB DESCRIPTION

Term of Office

One year.

Method of Appointment

The person whose term as Past President has most recently expired will serve as Second Past President.

Accountability

Report to: HRS Board of Trustees; Heart Rhythm Advocates Foundation Board (when active), Governance Committee.

Key Relationships: Auditors (who report to the Audit Committee), Executive Committee.

Purpose

To serve as Chair of the Audit Committee and Nominations Subcommittee (see Audit Committee and Nominations Subcommittee charges).

Responsibilities

*Ex Officio Assignments**

- Preside as Chair of the following entities:
 - Audit Committee
 - Nominations Subcommittee

As Chair

- See Committee Chair job description.

Estimated Time Commitment

12-15 hours per year

Scheduled:

Audit Committee meetings (3-5 committee conference calls)

Nominations Subcommittee meetings (2 scheduled committee calls, 1-2 planning calls)

Ad Hoc:

Committee and task force conference calls

Busiest Times of the Year:

- Audit/Tax preparation cycle: (October - January)
- Nominations cycle (November - December)

Qualifications

Outgoing Past President

Other

The Second Past President is no longer an Officer or Board Member of the Society.