

ACVC Board Elections 2024-2026

Job descriptions & profiling

Introduction

The Association for Acute CardioVascular Care (ACVC) is an internal constituent body of the European Society of Cardiology (ESC), with a mission to “improve the quality of care and outcomes of patients with acute cardiovascular disease”.

The ACVC develops education and training for specialists in the field and promotes standards of care for patients throughout the world.

Governance

ESC Board

The ESC is a not-for-profit organisation registered in France. The ACVC is part of the ESC and does not have any separate legal existence. The ESC deciding body is the ESC Board and the ACVC has one voting representative on the ESC Board.

ACVC Executive Board

The roles and responsibilities of the Executive Board are among others:

- to discuss business and operational plans, operations, organisation and major projects and actual results and to report to the ACVC Board on a regular basis with the CEO and/or ESC management staff,
- to discuss and report to the ACVC Board on governance issues prior to reporting to the ESC Board,
- to propose and seek approval for the budget from the ACVC Board within the ESC budget guidelines.

Positions open for 2024-2026:

- President-Elect (1 position)
- Secretary (1 position)
- Treasurer (1 position)

ACVC Board

Under the leadership of the ACVC President, the ACVC Board is responsible for:

- defining the general policy and strategic direction of the ACVC in respect of the ESC strategic plan and reports this to its members,
- approving the projects, the programme of activities and all corresponding budgets
- preparing the annual budget of the ACVC, which is submitted to ESC Board for approval.

Positions open for 2024-2026:

- Ordinary Board Member (7 positions)

ACVC Nominating Committee

The ACVC Nominating Committee is chaired by the immediate Past President of the ACVC as a non-voting member of the Nominating Committee and is responsible for conducting the ACVC elections for the next ACVC Board and succeeding ACVC Nominating committee in compliance with the revised ESC Statutes and ACVC rules of governance.

The ACVC Nominating Committee consists of the immediate Past President as Chairperson, past past president as co-chairperson and 3 voting members, elected for two years by the ACVC voting members.

Positions open for 2024-2026:

- Nominating Committee Members (3 positions)

ACVC President-Elect

Roles and responsibilities of the ACVC President-Elect

The President-Elect is the second level of authority and representation in the ACVC Board. He/She will automatically assume the office as President of the ACVC after two years and acts on behalf the President when needed.

The role of the President-Elect of ACVC includes but is not necessarily limited to:

- Perform the duties of the ACVC President in his/her absence or incapacity including completing the Presidential term in the event of a vacancy
- Manage assignments given by the President or the ACVC Board
- Cooperate closely with president and immediate past-president as part of the presidential trio

Roles and responsibilities of the ACVC President

The President of the ACVC is a voting member of the ESC Board.

The role of the President includes but is not necessarily limited to:

- Chair all meetings of the ACVC Board, Executive Board, and General Assembly, ensuring effective governance, participation, and decision-making processes.
- Define and regularly update the strategic vision and long-term goals of ACVC in alignment with its mission and the overarching strategy of the European Society of Cardiology (ESC).
- Ensure the effective execution of the ACVC and ESC strategic plans and ensure the daily operation of the ACVC by overseeing the activities of committees, working groups, and task forces.
- Serve as the official spokesperson and representative of ACVC at national and international levels, promoting the association's mission, partnerships, and visibility across the cardiovascular communities.
- Uphold and promote the highest standards of ethics, transparency, and integrity in all ACVC activities, ensuring compliance with ESC's Code of Ethics and regulatory frameworks.
- Maintain active communication and coordination with the ESC Board, Councils, Working Groups and Committees to align ACVC's goals with broader ESC initiatives.
- Provide leadership in the development and promotion of scientific programs, research initiatives, educational content, and clinical guidelines relevant to Acute cardiovascular diseases.
- Foster strong engagement with ACVC members, national cardiac societies, patient advocacy groups, and industry stakeholders to build a cohesive and collaborative community.

Roles and responsibilities of the ACVC Past President

The immediate Past Presidency automatically follows a two-year term as President without further voting.

The immediate Past President is responsible for:

- guaranteeing continuity on the ACVC Presidential Trio and Executive Board,
- chairing the ACVC Nominating Committee (as non-voting member),
- Assuming responsibility for establishing that high ethical standards are adhered to by all who are engaged in the ACVC business and affairs
- leading the committee of international affairs

Requested profile

Background and Experience

- Scientific excellence and clinical expertise in acute cardiovascular care with international recognition.
- Have a qualified clinical and/or basic research bibliography
- Commitment to ACVC activities, visibility, reliability and demonstrated Leadership experience. in ACVC, ESC or national society.
- Experience in governance, financial oversight, and managing multidisciplinary teams.
- Able to communicate and cooperate with health authority executives and business leaders outside the medical field.

Personal experience

- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal Characteristics

- Strong written and verbal English skills.
- Strong leadership and diplomatic skills.
- Ability to represent ACVC at international level with stakeholders and partners.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences (Geographic diversity, gender balance, and representation from different professional backgrounds)

Commitment

ACVC President-Elect are expected to attend:

- Monthly ACVC Executive Board calls (2H)
- Weekly calls (1H) with the ACVC Association manager (once President)
- Ad-Hoc calls upon request of the President
- ACVC Board meetings:
 - In person day before ACVC Congress (Full day)
 - In person during ESC Congress (2 hours)
 - In person stand alone board meeting (2 full days) in June or November
 - Regular online board meetings (2 x 2 to 3 hours)

Time commitment is expected to be approximately.. 6-8 hours per week.

Secretary

Roles and responsibilities

- Validate minutes from all ACVC Board, Executive Board, proper documentation and secure archiving of decisions and actions.
- Act as a representative or spokesperson of ACVC when delegated by the President or required by circumstance, supporting the external visibility and advocacy of the association.
- Ensure the proper dissemination of decisions and follow-up actions within the ACVC Board and among relevant committees, promoting continuity and institutional memory.
- Collaborate closely with the ACVC President and Executive Board to support the effective planning, coordination, and execution of board meetings, monitor the timely completion of Board-related assignments and responsibilities, providing reminders and coordination support to ensure effective workflow and accountability, and governance processes.
- Assist in the orientation of new Board members by providing institutional knowledge and background on ongoing initiatives, governance procedures, and strategic priorities.

Requested profile

Background and Experience

- Good knowledge of ACVC structures and ESC governance.
- Experience with organisational processes and documentation.

Personal experience

- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal Characteristics

- Strong written and verbal English skills.
- Strong leadership and diplomatic skills.
- Detail-oriented, reliable, diplomatic..
- Ability to represent ACVC at international level with stakeholders and partners.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences (Geographic diversity, gender balance, and representation from different professional backgrounds)

Commitment

ACVC Executive Board Members are expected to attend: :

- Monthly ACVC Executive Board calls (2H)
- Ad-Hoc calls upon request of the President
- ACVC Board meetings:
 - In person day before ACVC Congress (Full day)
 - In person during ESC Congress (2 hours)
 - In person stand alone board meeting (2 full days) in June or November
 - Regular online board meetings (2 x 2 to 3 hours)

Time commitment is expected to be approximately.. 6-8 hours per week.

Treasurer

Role & responsibilities

- Define the financial roadmap for ACVC and collaborating with Association Manager and ESC CFO to prepare 3-year business plans, reviewing budgetary and financial issues of the Association.
- Act as representative or spokesperson of the ACVC, particularly towards industry companies and representative of ESC Industry Department
- Identifying areas of investment and assign income / expenses to the projects of the Association in collaboration with ACVC Executive Board
- Participate in fundraising activities and ensure full transparency of all transactions and compliance with current regulations

Requested profile

Background and Experience

- Fluent in English (written and spoken).
- Knowledge of financial oversight and budget management.
- Experience with fundraising and transparent reporting.

Personal experience

- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal Characteristics

- Strong written and verbal English skills.
- Strong leadership and diplomatic skills.
- Detail-oriented, reliable, diplomatic..
- Integrity, accountability, and transparency.
- Good collaboration skills with ESC Finance and ACVC leadership.
- Ability to represent ACVC at international level with stakeholders and partners.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences (Geographic diversity, gender balance, and representation from different professional backgrounds)

Commitment

ACVC Executive Board Members are expected to attend:

- Monthly ACVC Executive Board calls (2H)
- Ad-Hoc calls upon request of the President
- ACVC Board meetings:
 - In person day before ACVC Congress (Full day)
 - In person during ESC Congress (2 hours)
 - In person stand alone board meeting (2 full days) in June or November
 - Regular online board meetings (2 x 2 to 3 hours)

Time commitment is expected to be approximately 6-8 hours per week.

Ordinary Board Member

Role & responsibility

- Attend all ACVC meetings
- Participate in all Board discussions and decisions with word and vote
 - o on the approval of projects, activities and corresponding budgets,
 - o on matters brought to the attention of the ACVC Board,
- Contribute actively to the activities of the ACVC Association to reach the ACVC Board objectives and ensure delivery of the assigned tasks
- Act as a representative and spokesperson for the ACVC

Requested profile

Background

- Respected clinician/scientist in the field of cardiovascular medicine.
- Good communication skills.

Personal experience

- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal characteristics

- Strong written and verbal English skills.
- A competent team leader.
- Able to communicate and cooperate with staff and business leaders outside the medical field.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences.

Commitment

ACVC Board Members are expected to attend:

- Ad-Hoc ACVC Executive Board calls upon invitation by the President (1 to 2H)
- All ACVC Board meetings:
 - o In person day before ACVC Congress (Full day)
 - o In person during ESC Congress (2 hours)
 - o In person stand alone board meeting (2 full days) in June or November
 - o Regular online board meetings (2 x 2 to 3 hours)

Time commitment is expected to be approx.. 2-4 hours per week.

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Nominating Committee Member

Role of the ACVC Nominating Committee [extract from ESC Bylaws]

Refer to: <https://www.escardio.org/static-file/Escardio/About%20the%20ESC/Documents/ESC-bylaws.pdf>
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The ACVC Nominating Committee shall be responsible for nominating to the general assembly, for its vote, candidates for the position of next ACVC Board and ACVC Nominating Committee

The Nominating Committee consists of the immediate Past President as Chairperson, Past past President as co-chairperson and 3 voting members, elected for two years by the ACVC voting members.

In the event of death, incapacity or resignation of any member of the Nominating Committee, the Chairperson appoints a replacement member. That replacement needs to be confirmed by a simple majority vote of the ACVC Board.

For the new Nominating Committee, the Nominating Committee should aim at proposing up to 8 candidates for three positions and strive to ensure diversity - including geographical and gender - in its nominees for elected positions, in accordance with the ESC's policies. Other defined pre-requisites are described in the terms of reference of the Nominating Committee and/or the candidates' job descriptions.

The Nominating Committee will fix the ACVC election timelines in order to be in a position to announce the election results of the new elected Board during the ACVC General Assembly.

For the new ACVC Board, the Nominating Committee should aim at proposing more than one candidate per position.

Decisions within the Nominating Committee will be made by a majority of the votes of those members present having the right to vote. In the event that the number of votes cast is tied, the voting will be repeated. In case of the second tied vote, the Chairperson of the Nominating Committee shall have a deciding vote. Otherwise, the Chairperson shall not have a vote

Roles and responsibilities of the ACVC Nominating Committee Member

As a voting member of the ACVC Nominating Committee, the ACVC Nominating Committee member nominates, to the ACVC members vote, candidates for the position of:

- elected voting members of the next ACVC Board
- members of the succeeding ACVC Nominating Committee

More specifically, the ACVC Nominating Committee member is responsible for:

- preparing the call for applications and defining potential selection criteria,
- evaluating the candidates and proposing all suitable candidates per position,
- ensuring a good balance of candidates by considering the experience, the geographical representation, and the gender,
- ensuring full transparency of decision-making in the ACVC election process

To be noted:

- The ACVC Nominating Committee meets online (1-2H) every month of the elections' year (even-numbered) until the final slate of candidates is announced.
- Nominating Committee members are expected to attend all online meetings called upon by the ACVC Nominating Committee chair and participate in all Nominating Committee discussions and decisions.

Requested profile

Background and Experience

- Familiarity with ACVC governance and strategic needs.
- Commitment to diversity, transparency, and fairness.

Personal Characteristics

- Strong written and verbal English skills.
- Active professional career at the time of taking office.
- At least 30% clinical practice at the time of application.