

## ABSTRACT CHAIR JOB DESCRIPTION

### **Term of Office**

One year.

### **Method of Appointment**

Abstract Chair shall be elected from the Board of Trustees 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, Program Chair, President

### **Purpose**

To ensure the effectiveness and integrity of the abstract selection process and support the Program Chair in overseeing the success of the annual meeting.

### **Limitations**

The Abstract Chair does not automatically succeed to the office of Program Chair.

### **Responsibilities**

#### *Ex Officio Assignments*

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

#### *Other Duties*

##### *As Vice Chair*

- Serve as Abstract Chair.
- See Committee Vice 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)
- Heart Rhythm Program Committee conference calls (June 15 – 30 and as needed)
- In-Person Meetings (at HRS Annual Meeting)

#### *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**

#### *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.
- **Executive and Board Assessment Experience:** Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

- **Financial Acumen:** Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.
- **Governance Experience:** Has served on a Board, committees and task forces.
- **Group Dynamics:** Enables cooperative and productive group interactions.
- **Institutional Knowledge:** Possesses in-depth understanding of HRS history, policies and processes.
- **International Positioning:** Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.
- **Mentoring:** Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.
- **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.
- **Visibility:** Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of 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.
- **Change Leadership:** Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.
- **Coalition Building:** Builds strategic relationships internally and with key external stakeholders to achieve common goals.

- **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.
- **Fostering Philanthropy:** Articulates and champions a culture of giving in support of the Society.
- **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.