



NOMINATION GUIDELINES 2020 BOARD OF DIRECTORS

The Nominating Committee of the American Society of Nuclear Cardiology (ASNC) is seeking recommendations for ASNC members to serve as Director on the Board of Directors, the chief governing and policy-making body of the Society. Directors serve four-year terms. [View job description here.](#)

Who May Nominate

- A member may be a *primary nominator* for only **1** member
- A member may write a support letter for **2** Trustees provided they are not the primary nominator of a Director
- Members may self-nominate

Nominations Deadline

Nominations for membership on the 2020 Board of Directors are due **April 19, 2019**

Staff Contact

Alison Bondurant at abondurant@asnc.org; (703) 459-2553

Where to Submit Nominations

abondurant@asnc.org

Please label subject line: *[insert nominee's name] - 2020 Board of Directors Nomination*

Nomination Requirements

For Nominators:

1. **Notify** ASNC staff (above) of the intended nomination
2. **Notify** and advise the nominee to submit:
 - a. Biosketch form ([view here](#))
 - b. Curriculum vitae
 - c. Letter of interest ([view interest letter contents here](#))

Nominator requirements continued on page 2 ➔

3. **Submit** a (primary) nomination letter on formal letterhead addressed to **Prem Soman, MD, PhD, MASNC, Nominating Committee Chair**. The nomination letter must include:
 - a. Nominee's best e-mail address and phone number
 - b. List of the nominee's ASNC committee involvement (may be requested of staff)
 - c. Specific qualifications of the candidate to hold the recommended position
4. **Solicit** no more than **5** additional support letters on formal letterhead addressed to **Prem Soman, MD, PhD, MASNC, Nominating Committee Chair** *Note: 1 letter of support may be from a non-ASNC member*

For Nominees:

1. **Submit** acceptance of nomination in writing by April 19, 2019
2. **Submit** the following:
 - a. Curriculum vitae
 - b. Biosketch form to the primary nominator **and** to ASNC staff (**view biosketch form here**)
 - c. Letter of interest addressed to **Prem Soman, MD, PhD, MASNC, Nominating Committee Chair**, explaining:
 - i. Level of interest
 - ii. Expertise they can contribute
 - iii. How they would fulfill the criteria as listed in the recommended nominating guidelines
 - iv. How their time will be made available, especially based on their current work environment
 - v. How they would contribute to ASNC's achieving its goals

- **Nominees will be notified by ASNC staff of their nomination**
- **The Nominating Committee Chair and an ASNC staff person will notify all nominees of selection status**
- **Board members are expected to disclose all relevant financial and other relationships during the past 12 months related to the content of the Society activity that could actually or potentially reasonably be viewed to bias or pre-dispose the member in his/her decision-making and work on behalf of the Society. View Conflicts of Interest/Relationships with Industry here.**



Nominee Biosketch Form

NAME:

PHONE:

EMAIL:

PRESENT POSITION:

EDUCATION (include residency & fellowship training site; dates included):

PLEASE BRIEFLY LIST: (LIMIT 2 PAGES)

1. PROFESSIONAL EXPERIENCE AND ACADEMIC APPOINTMENTS
2. ASNC PARTICIPATION NOT INCLUDED ON AN ASNC COMMITTEE INVOLVEMENT LISTING
3. PARTICIPATION IN PROFESSIONAL SOCIETIES AND NATIONAL ORGANIZATIONS
4. THEIR ACTIVITIES ON BEHALF OF CARDIOVASCULAR IMAGING/PRACTICE
5. HONORS AND AWARDS

Return by April 19, 2019 to abondurant@asnc.org

Please label subject line: *[insert nominee's name] - 2020 Board of Directors Nomination*



Conflicts of Interest/Relationships with Industry

The American Society of Nuclear Cardiology is committed to ensuring balance, independence, objectivity, and scientific rigor in its governance and activities. Members participating on Society committees and other activities are expected to disclose all relevant financial and other relationships during the past 12 months related to the content of the Society activity that could actually or potentially reasonably be viewed to bias or pre-dispose the member in his/her decision-making and work on behalf of the Society.

Therefore:

- Members will strive to identify and resolve actual and potential conflicts of interests in his or her professional practice and service to the Society.
- Members will proactively review and be familiar with the Society's Conflicts of Interest/Relationship with Industry Disclosure Form and the different forms that actual and potential conflicts may take, e.g., financial, personal, institutional, professional, etc.
- Members must disclose all such potential and actual conflicts and relationships. Examples of such conflicts potentially include:
 - Honoraria and/or consulting fees
 - Ongoing Officer, Board, or other governance service with other related medical or cardiovascular organizations.
- Members should be prepared to address an actual or potential conflict as directed by the Society leadership or Chair as a condition of committee or other Society service. If a conflict cannot be adequately resolved consistent with the foregoing, then the member will withdraw from the relationship or service to the Society.
- Members will be aware of institutional conflicts of interest, as well as other professional relationships, in their relations with and service to the Society.

Disclosure submission instructions will be provided upon membership to the Board of Directors



Director Job Description

(Latest Update is November 2013)

Board of Director Member

The Board of Directors (Board) is the chief governing and policy-making body of the Society. Members of the Society are solicited to submit recommendations for candidates to serve as Director of the Society. The Nominating Committee submits a slate of nominations for approval by the Board at their June meeting. The Board-approved slate is voted upon by the membership at the annual business meeting. Directors serve four-year terms.

Qualifications:

- Demonstrated leadership qualities and willingness to work as a team member
- Special expertise in areas critical to ASNC's mission is desirable, such as business, finance, advocacy, education, clinical or basic science, patient care or technology
- Recognized academic or clinical authority in one of the disciplines of cardiovascular disease, and/or several years of volunteer experience in multiple positions within the Society, and/or an authority in another field that is likely to bring benefit to the Board
- Willingness to devote the time required preparing, traveling to, and attending at least three Board meetings a year
- Previous service on and active participation in ASNC committees and commitment to the mission of the Society
- Deep knowledge of ASNC programs and activities

Duties/Responsibilities:

Overall

- Attend and actively participate in all Board meetings and conference call meetings
- Engage in healthy debate in the meetings; participate in consensus building and agreement when possible
- Uphold and actively support the mission and strategic plan of the Society
- Prepare for Board meetings by studying the agenda and supporting materials
- Support the decisions of the full Board
- Act as a fiduciary in the deliberations of the Board
- Exhibit personal integrity; publicly disclose relationships with industry and potential conflicts of interest
- Abide by the conflict of interest (COI) and ethics policies of the Society
- Participate in the member-giving program

Governance/ Leadership/ Organizational

- Seek to understand organizational goals, needs, basic technologies, challenges and opportunities
- Take an active role in seeking talented candidates for Board service
- Elect new Board members and Officers of the Society
- Serve actively on at least one committee of the Society
- Follow-up on assignments made at Board meetings

- Participate in the Board evaluation process and self-evaluation of personal performance on the board to determine areas for improvement

Advocacy- Federal/ Health Policy

- Participate in the development of consensus for health policy positions, with the interests of the Society the cardiovascular patients in mind

External Affairs/ Collaboration

- When requested, be available for collaboration with other professional societies on behalf of the Society
- Be available to contribute to providing “the face” of the Society to the greater public

Other Core Mission Support - Science & Quality/ Life-Long Learning/ Publishing

- Thoroughly read and review documents, such as clinical guidelines and proposed policy statements, before voting in person or by mail ballot

Business Development

- Be prepared to offer feedback to Society business development proposals
- When able, offer to inform the process of new or innovative business development consistent with the mission, goals and ethics of the Society

Additional Information:

All power of the Board is joint and collective and exists only when the Board acts together as one body. Individual Board members have no power, except that granted by the full Board through the Bylaws, Board policy, or by resolution of the full Board.

Compensation/Travel Reimbursement:

Directors receive no compensation for serving on the Board. Travel expenses are reimbursed, under ASNC guidelines, when attending stand-alone meetings of the Board or attending other events requested by leadership. When Board meetings are held at the time of the ASNC, ACC, or AHA annual meetings, expenses are not reimbursed.