



# ASNC Board of Directors Job Description

*(Last updated 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.

### **Nomination Guidelines**

Visit [asn.org](http://asn.org) to view the ASNC Board of Directors [nomination guidelines](#).