

HFA President-Elect

Job description and profiling

Introduction

The Heart Failure Association (HFA) is an internal constituent body of the European Society of Cardiology (ESC), with a mission to **“improve quality of life and longevity through better prevention, diagnosis and treatment of heart failure, including the establishment of networks for its management, education and research”**.

The HFA develops education and training for heart failure specialists and promotes standards of care for heart failure patients throughout the world.

Governance

ESC Board

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

HFA Board

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

- defining the general policy and strategic direction of the HFA, 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 HFA.

HFA 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 HFA Board on a regular basis with the CEO and/or ESC management staff,
- to discuss and report to the HFA Board on governance issues prior to reporting to the ESC Board,
- to propose and seek approval for the budget from the HFA Board within the ESC budget guidelines.

Roles and responsibilities of the HFA President-Elect

The successful candidate will fulfill a mandate of two years as President-Elect, followed by a mandate of two years as President, followed by a mandate of two years as Past-President.

Applicants must consider their availability to contribute as a member of the ‘HFA Presidential Trio’ for a period of 6 consecutive years.

To be noted:

- The HFA Presidential Trio meets online (1H) on a weekly basis.
- The HFA Executive Committee meets online (1H) on a monthly basis.
- The HFA Board meets online (2-3H) on a bi-monthly basis and in-person approximately 3 times per year (two days).

Responsibilities as President-Elect

As a member of the HFA Executive Board, the President-Elect

- acts as a representative and spokesperson for the HFA,
- ascertains that the HFA Board focuses on strategic planning and policy development,
- contributes to the development of business and operational plans,
- provides support to the HFA President and HFA Board on statutory and organisational matters.

More specifically, the President-Elect is responsible for:

- supporting the President in his/her tasks and stepping in in case of unavailability of the President for official HFA duties,
- supervising the HFA annual congress in collaboration with the assigned Congress Chairperson,
- overseeing, together with the HFA President, the assignment of the HFA Scientific Committees and Study Groups under his/her mandate,
- contributing actively to the HFA Presidential Trio, HFA Executive Board and HFA Board meetings and activities.

Responsibilities as President

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

- proposes a strategic roadmap for his/her two-year mandate, in continuity of previous mandates and in alignment of the ESC Strategic Plan. Upon validation of the HFA Board, coordinates its implementation plan,
- finalising the agenda for the HFA Board and Executive Board meetings as well as HFA General Assemblies,
- chairing the HFA Board, Executive Board as well as HFA General Assemblies,
- ensuring implementation of the decisions of the ESC board of whom he/she is a voting member and reporting to the HFA Board and proper conduct of the HFA business,
- cooperating with the HFA Treasurer, ESC Secretary-Treasurer, Chief Executive Officer, Chief Finance Officer and HFA Manager in preparing 3-year business plans, reviewing budgetary and financial issues of the HFA.

Responsibilities as Past-President

The immediate Past President is responsible for:

- guaranteeing continuity on the HFA Presidential Trio and Executive Board,
- chairing the HFA Nominating Committee (as non-voting member),

- supervising the international affairs of the HFA: defining the roadmap for collaborations with global associations contributing actively to the HFA Presidential Trio, HFA Executive Board and HFA Board meetings and activities.

Requested profile

Background

- Highly respected clinician/scientist in the field of cardiovascular medicine with an international reputation for scientific and/or clinical excellence.
- Established leadership qualities and ability to fulfil the role as a figurehead for European cardiology.
- Diplomatic skills including ability to cooperate with major professional organisations, to promote consensus building and manage conflicts.
- Demonstrated good management skills.

Personal Experience

- Successful track record in running an organisation such as a hospital department.
- Experience as chair or leader of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation.
- Exposure to budgetary, financial and legal issues and to management of personnel and teams.

Personal characteristics

- Proficient in the use of the English language, written as well as spoken.
- An outstanding team leader.
- Able to communicate and cooperate with staff, health authority executives and business leaders outside the medical field.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences.