

HFA Nominating Committee (NC) Members

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.

HFA Nominating Committee

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

Roles and responsibilities of the HFA Nominating Committee member

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

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

More specifically, the HFA 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 HFA election process.

To be noted:

- The HFA 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 HFA Nominating Committee chair and participate in all Nominating Committee discussions and decisions.

Requested profile

Background

- Recognised international expertise in heart failure management.
- Good communication skills.

Personal experience

- Previous experience as board or committee member of the HFA is a plus.

Personal characteristics

- Proficient in the use of the English language, written as well as spoken.
- 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.