

## Call for CCS Guidelines Committee Chair

The CCS is seeking applications or nominations from CCS members in good standing for potential succession into the role of Guidelines Committee Chair. The Chair of the CCS Guidelines Committee is an important role in the leadership of the Committee, its operations, as well as for the Society at large.

The CCS Clinical Practice Guidelines form the foundation of the Society. The Chair is responsible for overall leadership and steering of the Committee, plus through Guidelines Committee liaisons, is the leader responsible for all Guidelines and Guideline/Clinical Practice Update (CPU) policy and processes from topic and panel selection to final document approval ahead of publication in the *Canadian Journal of Cardiology (CJC)*.

### *Responsibilities of the Chair*

- Oversight of the annual program strategy development and call for topics
- Review and approval of topics and co-chairs for each approved Guideline and CPU
- Approval of all Guidelines and CPUs for publication in CJC and ensuring each document adheres to the policies, procedures and frameworks that ensures each publication is of highest quality and integrity
- Review and approve committee member rotation on an annual basis in consultation with the Guidelines Committee
- Hosting bi-monthly meetings to review status and progress of Guidelines and CPUs, review new opportunities, gather input and gain consensus for activities and strategies within the delegation of authority of the Guidelines Committee
- Providing advice and guidance to staff leads to support effective operations of Guidelines and CPUs in the Society; meet with Director regularly to discuss and define requirements of the portfolio and Guidelines Committee
- Presenting updates and reports to CCS Council, Executive, (new Board) from the Guidelines Committee to keep leadership informed of progress, accomplishments plus challenges as need arises

### *CCS Core Competencies for Committee Chairs*

- Coaching and mentoring – coaches/ mentors without lecturing. Sees the need for, and helps to develop, other member competencies. Thrives on continuous learning and how to transfer that knowledge to others
- Consensus building – develops his/her network and supports an environment of participative dialogue and compromise



- Facilitation – openly facilitates problem resolution and helps to generate ideas and the open flow of information
- Ability to influence – ability to command the attention of others for decision making
- Strategic planning and Risk management – brings long-term focus to the Society's plans and goals and understands implications of risk identification, impact assessment and mitigation
- Change management – understands the principles of change and how to set and manage expectations associated with change
- Manages Constancy of Purpose – does what he/she says they will do and sees their commitments through to completion
- Decision making – facilitates decision making
- Business acumen – brings a clear sense of business principles and behaviours
- Institutional knowledge – brings a deep understanding of the Society; its core business and processes; and its stakeholders
- Communication – oral, written undertaken with relevance

#### *Qualifications*

The Chair is a CCS member in good standing. Current/past Guideline Committee member is preferred, however persons who have been involved as a Guideline Co-chair will be considered. The Chair is a member of the CCS Council of Committee Chairs.

#### *Term*

The term for the in-coming Guidelines Committee Chair is two years with option to renew for a second two-year term. The incumbent will remain on the Guidelines Committee for one year as past-Chair.

For more information, please contact Carolyn Gall Casey at [gallcasey@ccs.ca](mailto:gallcasey@ccs.ca).