



**Canadian Cardiovascular Society (CCS)
Member of the Board of Directors (BOD)**

VICE-PRESIDENT

MISSION AND VISION

The CCS mission is to advance heart health for all. Our vision of success is strong heart teams in a heart-healthy Canada.

(For more information, please visit the CCS website at ccs.ca.)

POSITION

The Board will support the work of CCS and provide mission-based leadership and strategic governance. While day-to-day operations are led by the CCS Chief Executive Officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include the following:

Leadership, governance and oversight

- Serving as a trusted advisor to the CEO as the CEO develops and implements CCS strategic plan;
- Continuously helping to assess and frame the CCS mission, vision and strategies;
- Reviewing outcomes and metrics created by CCS for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings;
- Approving CCS annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the CEO;
- Assisting the CEO, President and Governance Committee in identifying and recruiting new Board members;
- Partnering with the CEO and other Board members to ensure that board motions are carried out;
- Serving on committees or task forces and taking on special assignments;
- Representing CCS to stakeholders, acting as an ambassador for the organization;
- Ensuring CCS commitment to a diverse board and staff that reflects the communities CCS serves;
- Providing oversight of the CCS Council and its activities, plans and results;
- Promoting membership in the CCS;
- Complying with the By-Laws and legislative requirements of the CCS;
- Confirming that there is no conflict of interest and, where one may exist, promptly disclosing such to the CCS Secretary of the Board.

Board terms/participation

CCS Board Members will serve a two-year (2) term to be eligible for re-appointment for one (1) additional term. Board meetings will be held six (6) times per year.

Vice-President Responsibilities

The Vice-President acts as the second in command to the President of the Canadian Cardiovascular.

Term: Two (2) year term, followed by two (2) year term as President and then followed by two (2) year term as Past President

Eligibility: Must be a Regular CCS voting member in good standing

Responsible to: CCS Board of Directors and the CCS Membership

Specific Responsibilities of Vice-President:

- Supports the President by working toward organizational goals, and contributing to new strategic directions for the Society;
- Assumes the responsibilities of the President in his/her absence;
- Attends meetings of the Board of Directors and the CCS Annual Business Meeting;
- Accepts responsibilities as delegated by the President;
- Formulates plans for her/his own term as President;
- Supports the Board of Directors in its financial planning and audit responsibilities;
- Represents the Society at functions, meetings, conferences, committees etc., as requested by the Board of Directors;
- Functions as the “President-in-training” and shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. In the event of the resignation, death or incapacity of the President, the Vice-President shall succeed to the President as acting President for the duration of the then President’s term;
- Chair of the Council (Committee of Standing Committee Chairs);
- Represents the CCS on the CCS/Affiliate Senate – C-CAS.

Qualifications

This is an extraordinary opportunity for individuals who are passionate about the CCS mission and who have a track record of Board experience and leadership in the CCS Council.

Ideal candidates will have the following qualifications:

Member

- Attention to Detail – tasks are completed on time, without revision;
- Subject matter expertise – brings needed experience to the Society (balance this against other Board members);
- Willingness to serve – applies strong commitment to the Society and manages conflict of interest in both appearance and fact;
- Communication – oral, written undertaken with relevance;
- Networking – uses contacts to the benefit of the Society while expanding contacts;
- Professional stature – leverages his/her clinical knowledge and experience to advise and guide Society activities as well as to represent the Society in his/her undertakings.

Leadership / Committee Chair

- 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/their 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 she/he/they say 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.

President

- Executive and Board experience - understands and applies the principles of governance including how to scale experience to the size of the Society and how to coach Board members on their fiduciary responsibilities. Actively coaches and supports the Society CEO;
- Delegates effectively – sets clear expectations and delegates responsibilities to Committee Chairs and CCS Officers;
- Planning – plans Board agendas including the annual work plan for Board;
- Manages failure – understand and applies the techniques to respond to bad news and how to manage failure quickly.

Service on the CCS Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.