

ROLES AND RESPONSIBILITIES

i. Roles and responsibilities of the President

The President will be responsible for executing the decisions of the Board and ensuring the smooth running of the EAPCI which he/she shall represent before a court of law and in all administrative procedures with the exception of any specific delegation.

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

- Interact openly and transparently with the ESC Board
- Be a member of a National Cardiac Society
- Be a full ex-officio voting member of the ESC Board and as such, act as representative of the ESC Board
- Be the Chairperson of the EAPCI Board and Executive Committee and EAPCI Ordinary and Extraordinary General Assemblies.
- Assume responsibility for establishing that high ethical standards are adhered to by all who are engaged in the EAPCI business and affairs
- Act in the name and on behalf of the EAPCI Board and the ESC, and in particular:
 - Carrying out the decisions of the ESC Board and responsibility for the proper conduct of the EAPCI business
 - Representing the EAPCI with respect to all civil matters and holding full authority to commit the EAPCI without prejudice for the powers expressly held by the Board
 - Finalising the agenda for the EAPCI Board and Executive Board meetings and General Assemblies

The President may delegate part of his authority and signature. The President is a member of any meeting of the EAPCI by right.

ii. Roles and responsibilities of the President Elect

The President Elect will automatically assume the office as President of the EAPCI after two years and acts on behalf the President when needed.

The role of the President-Elect of the EAPCI includes but is not necessarily limited to the following:

- Interact openly and transparently with the ESC Board
- Act as representative or spokesperson of the EAPCI
- Ascertain in partnership with the EAPCI President that the Board focuses on strategic planning and policy development
- Perform the duties of the EAPCI President in absence or incapacity including completing the Presidential term in the event of a vacancy
- Manage assignments given by the President or the EAPCI Board
- Make recommendations on work processes and volunteers' assignments
- Ascertain, together with the EAPCI Executive Board, continuity in EAPCI leadership
- Before taking office as President, consider and prepare Board appointed Committees for the coming two years including renewal of Chairpersons and members as needed.

iii. Roles and responsibilities of the Secretary

- Act as representative or spokesperson of the EAPCI
- Ascertain in partnership with the sub-specialty Association President that the EAPCI Board focuses on strategic planning and policy development
- Provide guidance to the EAPCI President and Board on statutory and organisational matters
- Manage assignments given by the President or the EAPCI Board and ensure continuity in the activities of the EAPCI
- Supervise and keep records of the EAPCI Board minutes, activities and membership in close cooperation with the European Heart House dedicated Staff
- Make recommendations on work processes and volunteers' assignments.

iv. Roles and responsibilities of the Treasurer

- Act as representative or spokesperson of the EAPCI
- Ascertain in partnership with the sub-specialty Association President that the EAPCI Board focuses on strategic planning and policy development
- Supervise finances and provide guidance to the EAPCI President and Board especially long-term financial planning and management, unbudgeted expenses
- Participate in fundraising activities and ensures full transparency of all transactions and compliance with current regulations
- Cooperate with the ESC Chief Executive Officer, Chief Finance Officer, Specialty Centre Director and Association Head of Department (HOD) in preparing 3-year business plans, reviewing budgetary and financial issues of the *EAPCI*
- Report on financial matters to the EAPCI General Assembly.