

ARTICLE 7 – ROLE AND RESPONSIBILITIES

7-1 Role and responsibilities of the ACVC Board

The ACVC Board:

- defines the general policy and strategic direction of the Association in respect of the ESC strategic plan and reports this to its members.
- prepares the annual budget of the Association, which is submitted to ESC Board for approval.
- approves the projects, the programme of activities and all corresponding budgets, upon presentation by the Executive Board.

The President will be responsible for ensuring the execution of the decisions of the Board and ensuring the daily operation of the ACVC.

ACVC Board members must sign up to the code of ethics and code of conduct.

7-2 Role and responsibilities of The ACVC 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 ACVC Board on a regular basis with the CEO and/or ESC management staff.
- to discuss and report to the ACVC Board on governance issues prior to reporting to the ESC Board
- to propose and seek approval for the budget from the ACVC Board within the ESC budget guidelines.

Each executive board member must act as representative or spokesperson of the ACVC, the president being the first in charge.

In circumstances which require immediate action to avoid substantial damage, financial or otherwise, to the Association for Acute CardioVascular Care, the Executive Board calls upon the ESC treasurer and Management Group.

The ACVC Board will be informed as soon as possible.

The President

The President of the ACVC is a voting member of the ESC Board. The role of the President includes but is not necessarily limited to:

- Chairing the Board, Executive Board as well as the General Assemblies
- Ensuring implementation of the decisions of the ESC board and reporting to the Board

- Ensuring proper conduct of the ACVC business.
- Cooperating with the ESC Secretary-Treasurer, Chief Executive Officer, Chief Finance Officer and The Association Manager in preparing 3-year business plans, reviewing budgetary and financial issues of the Association.
- Finalising the agenda for Board and Executive Board meetings as well as the General Assemblies

The President-Elect

The President-Elect is the second level of authority and representation in the ACVC Board. He will automatically assume the office as President of the ACVC after two years and acts on behalf the President when needed.

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

- Perform the duties of the ACVC President in his/her absence or incapacity including completing the Presidential term in the event of a vacancy
- Manage assignments given by the President or the ACVC Board
- Make recommendations on work processes and volunteers' assignments
- Ascertain, together with the ACVC Executive Board, continuity in ACVC leadership
- Before taking office as President, considering and preparing Board appointed Sections for the coming two years including renewal of Chairpersons and members as needed

The immediate Past President

The immediate Past Presidency automatically follows a two-year term as President without further voting. The Past-President serves during two years and is thereafter not subject to re-election to a new Board position at the end of his/her mandate.

The role of the immediate Past President of the ACVC includes but is not necessarily limited :

- Provide insights on the ACVC history and guidance to the ACVC President and Board
- Act as Chairperson of the new Nominating Committee for the ACVC
- Assume responsibility for establishing that high ethical standards are adhered to by all who are engaged in the ACVC business and affairs
- Ascertain in partnership with the President that the ACVC Board focuses on strategic planning and policy development
- Manage assignments given by the President or the ACVC Board and ensure continuity in the activities of the ACVC

The Secretary

The Secretary provides support to the President and President-Elect for organisational matters and may have additional responsibilities assigned by the President.

The Secretary is elected by the ACVC eligible voting members for two (2) years. His/her role includes but is not necessarily limited to

- Provide guidance to the ACVC President and Board on statutory and organisational matters
- Manage assignments given by the President or the ACVC Board and ensure continuity in the activities of ACVC.
- Supervise and keep records of the ACVC Board minutes, activities and membership in close cooperation with the European Heart House dedicated Staff
- Make recommendations on work processes and volunteers' assignments

The Treasurer

The Treasurer is responsible for supervising ACVC finances, ensuring budget follow-up and reporting to the ACVC Board.

The Treasurer is elected by the ACVC eligible voting members for two (2) years. His/her role includes but is not necessarily limited to the following:

- Act as representative or spokesperson of the ACVC towards industry companies and representative of ESC Industry Department
- Supervise finances and provide guidance to the ACVC 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, ESC Chief Operating Officer, Chief Finance Officer and ACVC Manager in preparing 3-year business plans, reviewing budgetary and financial issues of the ACVC
- Report on financial matters to the ACVC General Assembly

7-3 Role and responsibility of other ACVC Board members

Those are Board members who do not hold executive positions in the Board. They are elected directly by the ACVC members in the corresponding elections for a two-year term. Their role includes:

- To attend all ACVC meetings
- To participate in all Board discussions and decisions with word and vote
- To work actively to reach the ACVC Board objectives and ensure delivery of the assigned tasks

- Regular Board members may, or may not take specific responsibilities within the Board, such as leading one of the ACVC Sections or Study Groups, according to the ACVC needs, their level of expertise OR interest