

## Roles and responsibilities of the President-Elect

The President-Elect is the second level of authority and representation in the ACVC Board. The President-Elect is elected by the ACVC eligible voting members to become the next ACVC President for two years. The President-Elect 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 the following:

- Interact openly and transparently with the ESC Board
- Act as representative or spokesperson of the ACVC
- Ascertain in partnership with the ACVC President that the Board focuses on strategic planning and policy development
- 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, consider and prepare Board appointed Sections for the coming two years including renewal of Chairpersons and members as needed

## Roles and responsibilities of 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 the following:

- Act as representative or spokesperson of the ACVC
- Ascertain in partnership with the sub-specialty Association President that the ACVC Board focuses on strategic planning and policy development
- 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

## Roles and responsibilities of the 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

## Roles and responsibilities of the Young Leader

He/she is elected directly by the ACVC members in the corresponding elections for a two-year term. He/she fairly and openly provide representation of all members of the young network

His /Her role includes:

- To attend all ACVC meetings, 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

He/she

- Is Responsible for meeting the objectives and ensuring delivery of the initiatives/projects aligned with the mission and the strategy of the association and approved by the executive board.
- Acts as a link between the ACVC Board and the young community: Work out process and select/prioritize projects and assign them to the right section
- Reports on his/her initiatives/projects at ACVC Board meetings upon previous request. Any project must be validated by the Board prior to implementation