ACNAP Board elections 2022
ACNAP Secretary/Treasurer 2022-2024
- Job description-

1) Introduction

Mission
The mission of ACNAP is to support and advocate for excellence in cardiovascular care through practice, education and research for nurses and allied professionals.

Within the framework of the European Society of Cardiology, the ACNAP objectives are:
- To support the ESC mission.
- To unite and represent the interests of European cardiovascular nurses and allied professionals.
- To continuously work towards harmonization and up scaling of education and professional development in nurses and allied professionals globally.
- To promote research, innovation and practice of cardiovascular nurses and allied professionals through ACNAP and ESC activities.
- To contribute to the ESC annual congress and participate in the Board committees of the ESC.
- To cooperate with all organs and communities of the ESC, and with the National Working Groups, associations or societies, on matters affecting cardiovascular nurses and allied professionals.
- Collaborate with other international organisations for cardiovascular nurses and allied professionals.

2) Roles and responsibilities of the ACNAP Board

ESC Board
- The ESC President is the only person recognised by French law to have the ultimate power to act on behalf of the ACNAP.
- The ACNAP Board informs the ESC Board about its procedures on a regular basis.

ACNAP Board
The ACNAP Board is given the power to execute, or authorise others to execute, all acts and operations of the ACNAP which are not reserved for the General Assembly.

The role of the ACNAP Board includes but is not necessarily limited to:
- Liaise in an open and transparent way with the ESC Board
- Define the general policy and strategic direction of the ACNAP, about which it reports to the ACNAP General Assembly and ESC Board
- Ensure that the ACNAP governed by its constitution remains in line with the ESC Statutes and By-Laws
• Approve the projects presented by an ACNAP Board member or by ACNAP committees in compliance with allocated budget and resources
• Approve the annual objectives and assumptions, business plan and related budget
• Decide on the provisional exclusion of individual members and of other Fellows
• Approve the internal rules and regulations and by-laws of the ACNAP

3) Role and responsibilities of Secretary-Treasurer

The role of the Secretary-Treasurer of the ACNAP includes but is not necessarily limited to the following:

• Acts as representative or spokesperson of the ACNAP for any financial matters pertaining to the Association
• Ascertains in partnership with ACNAP President that the ACNAP Board focuses on strategic planning and policy development
• Supervises finances and provides guidance to the ACNAP President, ACNAP Executive Board and ACNAP Board especially to long-term financial planning and management and unbudgeted expenses
• Participates in fundraising activities and ensures full transparency of all transactions and compliance with current regulations
• Cooperates with the ESC Chief Executive Officer, ESC Chief Finance Officer, ESC Chief Operating Officer (COO) and ACNAP Manager in preparing business plans, reviewing budgetary and financial issues of the ACNAP
• Reports on financial matters to the ACNAP General Assembly
• Supervises the ACNAP finances held by the ESC
• Ensures compliance with ESC Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships
• Assumes responsibility for establishing that high ethical standards are adhered to by all who are engaged in the ACNAP business and affairs
• Attends ACNAP Board meetings
• Responds to email notifications and solicitations in a timely manner.
• Maintains the confidentiality of deliberations and materials.

4) Operational tasks

• Manages assignments given by the President
• Ascertains in partnership with the President that the ACNAP Board focuses on strategic planning and policy development
• Provides guidance to the ACNAP President and Board on statutory and organisational matters
• Ensures due process has been followed if membership proposes a change to the Constitution
• Manages assignments given by the President or the ACNAP Board and ensure continuity in the activities of the ACNAP
• Supervises and keeps records of the ACNAP Board minutes, activities and membership in close cooperation with the ESC dedicated Staff
• Makes recommendations on work processes and volunteers’ assignments
- Ensures compliance with ESC Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Assumes responsibility for establishing that high ethical standards are adhered to by all who are engaged in the ACNAP business and affairs.
- Works in close cooperation with the President by providing support in secretarial issues.
- Approves final work products and formal communications when needed.
- Makes recommendations on work processes and volunteer assignments.
- Keeps records from Board and other relevant meetings.
- Works in partnership with the Heart House office to ensure accurate minutes of all Board meetings are prepared, distributed to the Board in a timely fashion. Minutes shall record the time and place of meetings, whether regular or special, how the meetings were called, the names of those present or represented at the meeting and the proceedings.
- Supervision of finances.
- Works in partnership with the Heart House office to ensure that accurate financial records are maintained and that appropriate financial reports are made available to the Board on a timely basis, and in reviewing budgetary and financial issues.
- Approval of expenditures.
- Makes recommendations on work processes and volunteer assignments.
- Monitors adherence to financial policies and, when applicable, recommend financial policies to the Board for approval.
- Assists the Heart House office in preparing the annual budget and presenting the budget to the Board for approval.