



EACVI Secretary – Job description

Introduction

The European Association of Cardiovascular Imaging contributes to the mission statement of the ESC which is “to reduce the burden of cardiovascular disease”.

In its sub-specialty area of Cardiovascular Imaging, the European Association of Cardiovascular Imaging is committed to “promote excellence in clinical diagnosis, research, technical development, and education in cardiovascular imaging”.

The European Association of Cardiovascular Imaging takes responsibility for education and training of cardiologists and other professionals involved in Cardiovascular Imaging in the ESC member countries, and for the development of standards for their training, continuous education and professional conduct. In addition, the European Association of Cardiovascular Imaging promotes education, training and standards throughout the world.

Within the framework of the European Society of Cardiology, the EACVI objectives are:

1. To support the ESC mission.
2. To develop a strong multi-modality imaging association.
3. To represent the three Constituent Bodies (Section Echo, Section CMR and Section Nuclear Cardiology/Cardiac CT) in the new structure in a balanced way. This includes a commitment to strive towards an EACVI leadership that truly reflects the multi-modality nature of the EACVI.
4. To promote patient- rather than technology-centred research and clinical practice.
5. To organise the EACVI congress and section-specific meetings.
6. To publish and further promote the European Heart Journal Cardiovascular Imaging (EHJ-CVI).
7. To certify individuals who have achieved appropriate standards of clinical and research excellence and quality performance in Cardiovascular Imaging.
8. To accredit clinical laboratories which have attained appropriate standards of excellence in Cardiovascular Imaging.
9. To contribute to the ESC annual congress and participate in the Board committees of the ESC.
10. To cooperate with all organs and communities of the ESC, and with the National Working Groups, associations or societies, on matters of Cardiovascular Imaging.
11. Collaborate with other international organisations for Cardiovascular Imaging.



Roles and responsibilities of the EACVI Board

1. ESC Board

The ESC President is the only person recognised by French law to have the ultimate power to act on behalf of the EACVI.

The EACVI Board informs the ESC Board about its procedures on a regular basis.

2. EACVI Board

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

The role of the EACVI 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 EACVI, about which it reports to the EACVI General Assembly and ESC Board
- Ensure that the EACVI governed by its constitution remains in line with the ESC Statutes and By-Laws
- Approve the projects presented by an EACVI Board member or by EACVI 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 EACVI



Roles and responsibilities of the Secretary

The role of the Secretary of the EACVI includes but is not necessarily limited to the following:

- Acts as representative or spokesperson of the EACVI
- Ascertains in partnership with the President that the EACVI Board focuses on strategic planning and policy development
- Provides guidance to the EACVI 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 EACVI Board and ensure continuity in the activities of the EACVI
- Supervises and keeps records of the EACVI 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 EACVI business and affairs

Operational Tasks:

- Works in close cooperation with the President by providing support in secretarial issues
- Manages assignments given by the President.
- Approves final work products and formal communications when needed.
- Makes recommendations on work processes and volunteer assignments.
- Keeps records and minutes 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.

Estimated time commitment: 3-5 hours/month + travels