



ACNAP Board elections 2020

ACNAP President Elect 2020-2022

- 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 (ESC), 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 the 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) Roles and responsibilities of the President-Elect

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

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

- Interacts openly and transparently with the ESC and ACNAP Boards
- Acts as representative or spokesperson of the ACNAP
- Ascertains in partnership with the ACNAP President that the Board focuses on strategic planning and policy development
- Performs the duties of the ACNAP President in absence or incapacity including completing the Presidential term in the event of a vacancy
- Manages assignments given by the President or the ACNAP Board
- Makes recommendations on work processes and volunteers' assignments
- Ascertains continuity in ACNAP leadership
- Before taking office as President, considers and prepares Board appointed Committees for the coming two years including renewal of Chairpersons and members as needed
- Assists the President and strengthen leadership skills and professional networks in preparation for becoming President
- Reflects and responds to the needs and concerns of the ACNAP membership
- Assures responsibility for establishing that high ethical standards are adhered to by all who are engaged in ACNAP business and affairs.
- Ensures compliance with ESC Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Attends ACNAP Board meetings
- Responds to email notifications and solicitations in a timely manner.
- Maintains the confidentiality of deliberations and materials.

4) Operational Tasks

- Works in partnership with the Heart House office and in close cooperation with the President to learn the duties of office and to prepare for the Presidential position.
- Manages assignments given by the President.
- Approves final work products and formal communications when needed.
- Make recommendations on work processes and volunteer assignments.