

EHRA Executive Officers: Job descriptions

The President

Overall Tasks:

- Define the strategy of EHRA
- Promote EHRA as the leading European professional organisation within the field of EP.
- Reflect and respond to the needs and concerns of the EHRA membership.
- Participate in fundraising activities
- Liaise with the Board of ESC
- Serve as the Society's official representative and spokesperson
- Ensure compliance with ESC Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Enhance the collaboration with sisters societies in the field
- Together with the Past President, ascertain continuity in the development of EHRA
- Assure responsibility for establishing that high ethical standards are adhered to by all who are engaged in EHRA business and affairs.

Organisational tasks

- Convene meetings and conference calls.
- Enforce conflict of interest policies, participating in discussions, meetings/calls and/or voting as appropriate.
- Make recommendations on work processes and volunteer assignments
- Appoint chairs of committees, task forces as necessary and delegate activities to committees and subcommittees
- Approval of expenditures
- Communicate regularly with the Board about Executive Committee activities and other important issues.
- Work in partnership with the Heart House office to ensure organizational effectiveness and plan for future development.
- To chair General Assemblies
- Approve final work products and formal communications.

Estimated Time Commitment 10-15 days/month (3-4 hours/day)

The President Elect

Overall Tasks:

- Assist the President and strengthen leadership skills in preparation for becoming President.
- Act as a representative or spokesperson for the organization at the President's request.
- Perform the duties of the President in the President's absence or incapacity; including completing the Presidential term in the event of a vacancy
- Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.
- Perform other duties as directed by the Board or the President.
- Promote EHRA as the leading European professional organisation within the field of EP
- Reflect and respond to the needs and concerns of the EHRA membership.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Assure responsibility for establishing that high ethical standards are adhered to by all who are engaged in EHRA business and affairs.
- Together with the EHRA Executive board, ascertain continuity in EHRA leadership.
- Ensure compliance with ESC Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.

Organisational Tasks:

- Work 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.
- Before taking office as President consider and prepare Board appointed Committees for the coming two years including needed renewal of chairpersons and members (if agreed by the current President).
- Manage assignments given by the President.
- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.

Estimated Time Commitment 4½ -5 days/month

The Past President

Overall Tasks:

- Provide advice to the President and Board of EHRA
- Chair of Nominating Committee
- Act as a representative or spokesperson for the organization at the President's request.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Perform other duties as directed by the Board or the President.
- Assure responsibility for establishing that high ethical standards are adhered to by all who are engaged in EHRA business and affairs.
- Promote EHRA as the leading European professional organisation within the field of EP
- Together with the EHRA Executive board, ascertain continuity in EHRA leadership.

Organisational Tasks:

- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.
- Convene meetings related to the nominating committee
- Manage assignments given by the President.

Estimated Time Commitment 4-12 hours per month

The Secretary

Overall Tasks:

- Provide advice to the President and Board of EHRA
- Support to President and President-Elect on organizational issues
- Supervision of agenda and organisation of Board meetings
- Supervision of records of activities and membership
- Act as a representative or spokesperson for the organization at the President's request.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Perform other duties as directed by the Board or the President.
- Assure responsibility for establishing that high ethical standards are adhered to by all who are engaged in EHRA business and affairs.
- Promote EHRA as the leading European professional organisation within the field of EP
- Act as custodian of the records, including minutes

Organisational Tasks:

- Work in close cooperation with the President by providing support in secretarial issues
- Manage assignments given by the President.
- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.
- Keep records and minutes from Board and other relevant meetings.
- Work 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 per month

The Treasurer

Overall Tasks:

- Provide advice to the President and Board of EHRA
- Participate in fundraising activities
- Serve as financial officer of the organization.
- Advice to Board on long-term financial management
- Liaison with ESC finance department
- Act as a representative or spokesperson for the organization at the President's request.
- Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.
- Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
- Perform other duties as directed by the Board or the President.
- Assure responsibility for establishing that high ethical standards are adhered to by all who are engaged in EHRA business and affairs.
- Promote EHRA as the leading European professional organisation within the field of EP

Organisational Tasks:

- Supervision of finances
- Work 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.
- Approval of expenditures
- Approve final work products and formal communications.
- Make recommendations on work processes and volunteer assignments.
- Monitor adherence to financial policies and, when applicable, recommend financial policies to the Board for approval.
- Assist the Heart House office in preparing the annual budget and presenting the budget to the Board for approval.
- Manage assignments given by the President.
- Cooperate with the Heart House office in reviewing budgetary and financial issues of EHRA

Estimated Time Commitment 4-5 hours per month