

EAPC Board positions Role and responsibilities

The European Association of Preventive Cardiology is an internal constituent body of the European Society of Cardiology (ESC), designated as “Association” although not an autonomous legal entity.

Role and responsibilities of the EAPC Board

EAPC Board defines the general policy and strategic direction of the EAPC, in respect of the ESC strategic plan and reports this to its members.

EAPC Board approves the projects, the programme of activities and all corresponding budgets, upon presentation by the Executive Board.

EAPC Board prepare the annual budget of the EAPC, which is submitted to ESC Board for approval.

The President will be responsible for ensuring the execution of the decisions of the Board and ensuring the daily operation of the EAPC.

Role and responsibilities of EAPC Executive Board

The roles and responsibilities of the Executive Board are among others:

To discuss business and operational plans, operations, organisation and major projects and actual results and to report to the EAPC Board on a regular basis with the CEO and/or ESC management staff

To discuss and report to the EAPC Board on governance issues prior to reporting to the ESC Board

To propose and seek approval for the budget from the EAPC Board within the ESC budget guidelines.

In circumstances which require immediate action to avoid substantial damage, financial or otherwise, to the EAPC, the Executive Board calls upon the ESC treasurer and Management Group.

The EAPC Board will be informed as soon as possible.

To be noted:

- Meetings of the EAPC President/Presidential Trio and EAPC Team are held online a weekly basis (1H/week).
- The EAPC Executive Board meets online on a monthly basis (1H/Month).
- The EAPC Board meets online on a bi-monthly basis and in-person at ESC Preventive Cardiology and ESC Congresses (2H/meeting)
- EAPC General Assemblies are held twice a year, either online or at ESC Preventive Cardiology and ESC Congresses (1H/meeting)

EAPC President-elect

The successful candidate will fulfill a mandate of two years as President-Elect, followed by a mandate of two years as President, followed by a mandate of two years as Past-President. Applicants must consider their availability to contribute as a member of the EAPC Presidential Trio for a period of 6 consecutive years.

As a member of the EAPC Executive Board, the President-elect:

- Act as representative or spokesperson of the EAPC
- Assume responsibility for establishing that high ethical standards are adhered to by all who are engaged in the EAPC business and affairs
- Perform the duties of the EAPC President in absence or incapacity including completing the Presidential term in the event of a vacancy
- Manage assignments given by the President or the EAPC Board
- Make recommendations on work processes and volunteers' assignments
- Ascertain, together with the EAPC Executive Board, continuity in EAPC leadership
- Actively contribute to EAPC Board meetings, EAPC General Assemblies and EAPC Executive Officers meetings and EAPC activities.
- The President-elect will automatically become President at the end of their two-year mandate and the President will automatically become immediate Past President at the end of their mandate.
- Before taking office as President, consider and prepare Board appointed Committees for the coming two years including renewal of Chairpersons and members as needed

Responsibilities as President

The role of the President of EAPC includes but is not necessarily limited to:

- Proposing a strategic roadmap for his/her two-year mandate, in continuity of previous mandates and in alignment of the ESC Strategic Plan. Upon approval by EAPC Board, coordinates its implementation plan
- Finalising the agenda for the EAPC Board and Executive Board meetings as well as EAPC General Assemblies
- Chairing the EAPC Board, Executive Board as well as EAPC General Assemblies
- Ensuring implementation of the decisions of the ESC board of whom he/she is a voting member and reporting to the EAPC Board and proper conduct of the EAPC business.
- Cooperate with the ESC Secretary-Treasurer, Chief Executive Officer, Chief Finance Officer and EAPC Manager in preparing 3-year business plans, reviewing budgetary and financial issues of the EAPC.
- Assume responsibility for establishing that high ethical standards are adhered to by all who are engaged in the EAPC business and affairs
- Be a full ex-officio voting member of the ESC Board and as such, act as representative of the ESC Board

Responsibilities as Past-President

The role of the Past-President of EAPC includes but is not necessarily limited to:

- Act as representative or spokesperson of the EAPC
- Provide insights on the EAPC history and guidance to the EAPC President and Board
- Chair the EAPC Nominating Committee
- Manage assignments given by the President or the EAPC Board and ensure continuity in the activities of the EAPC
- Actively contribute to EAPC Board meetings, EAPC General Assemblies and EAPC Executive Officers meetings and EAPC activities.
- Contribute to the EAPC Honorary Presidents' Network

Profile

Background

- Highly respected clinician/scientist in the field of cardiovascular medicine with an international reputation for scientific and/or clinical excellence.
- Established leadership qualities and ability to fulfil the role as a figurehead for European cardiology.
- Diplomatic skills including ability to cooperate with major professional organisations, to promote consensus building and manage conflicts.
- Demonstrated good management skills.

Personal Experience

- Successful track record in running an organisation such as a hospital department.
- Experience as chair or leader of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation.
- Exposure to budgetary, financial and legal issues and to management of personnel and teams.

Personal characteristics

- Proficient in the use of the English language, written as well as spoken.
- An outstanding team leader.
- Able to communicate and cooperate with staff, health authority executives and business leaders outside the medical field.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences.

EAPC Treasurer

The role of the EAPC Treasurer includes but is not necessarily limited to:

- Act as representative or spokesperson of the EAPC
- Supervise finances and provide guidance to the EAPC President and Board especially long-term financial planning and management, unbudgeted expenses
- Participate in fundraising meetings and contribute to ensuring full transparency of all transactions and compliance with current regulations
- Cooperate with the ESC Chief Executive Officer, Chief Finance Officer, and Association Manager in preparing 3-year business plans, reviewing budgetary and financial issues of the EAPC
- Report on financial matters to the EAPC Executive Board and EAPC Board in collaboration with the EAPC Manager and Chief Finance Officer
- Actively contribute to EAPC Board meetings, EAPC General Assemblies and EAPC Executive Officers meetings and EAPC activities.

Profile

Background

- Respected clinician/scientist in the field of cardiovascular medicine.
- Good communication skills.
- Ability to engender consensus and manage conflicts.

Personal experience

- Knowledge of budgetary regulations, previous exposure to financial and legal issues and management of personnel and good knowledge of the ESC as an organisation.
- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal characteristics

- Proficient in the use of the English language, written as well as spoken.
- A competent team leader.
- Able to communicate and cooperate with staff and business leaders outside the medical field.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences.

EAPC Secretary

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

- Act as representative or spokesperson of the EAPC
- Provide guidance to the EAPC President and Board on statutory and organisational matters
- Manage assignments given by the President or the EAPC Board and ensure continuity in the activities of the EAPC
- Act as chairperson of the EAPC Communications Committee
- Supervise and keep records of the EAPC Board minutes, activities and membership in close cooperation with the European Heart House dedicated Staff
- Make recommendations on work processes and volunteers' assignments
- Actively contribute to EAPC Board meetings, EAPC General Assemblies and EAPC Executive Officers meetings and EAPC activities.

Profile

Background

- Respected clinician/scientist in the field of cardiovascular medicine.
- Good communication skills.
- Ability to engender consensus and manage conflicts.

Personal experience

- Previous experience as board or nucleus member of a National Cardiac Society, ESC Association, ESC Board Committee, ESC Working Group or Council, or another national or international professional organisation is a plus.

Personal characteristics

- Proficient in the use of the English language, written as well as spoken.
- A competent team leader.
- Able to communicate and cooperate with staff and business leaders outside the medical field.
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious and ethnic differences.