

**Job Description for  
Office of ISHLT President  
(incorporating President-Elect and Immediate Past President)  
Approved October 20, 2017**

The President is the Chief Elected Officer and lead volunteer of the Society and is responsible for providing overall leadership of the Board of Directors in close partnership with the Executive Director (Chief Executive Officer).

The role of President forms the middle year of a three year “presidential” cycle (President-elect, President, and Immediate Past-President) who each serve one year concurrent terms.

The role of ISHLT President demands substantial time commitment, effort, vision, and outstanding leadership skills and should not be seen as a reward for career seniority in the field of advanced heart and lung disease.

**Responsibilities of the President-Elect**

(in addition to those outlined in the job descriptions for Board members, Executive Committee members, Finance Committee members, and Governance Committee members)

- Serve as a member of the Board of Directors
- Serve as an active member of the following committees:
  - Executive Committee
  - Finance Committee
  - Governance Committee
- Assist the President in the discharge of his or her duties, as the President may direct
- Acquire expertise in the current operations of the Society, its structure, rules, regulations, finances and strategic priorities in preparation for taking on the role as President in the subsequent year
- Perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors
- In the absence of the President, or in the event of the President's inability or refusal to act, perform the duties of the President, and when so acting, have all of the powers of, and be subject to all of the restrictions upon, the President
- Support the President in his/her duties throughout the year, while learning the role and understanding the expectations of the office of President
- Facilitate the President’s role as Chair of the Board of Directors
- Act as a global ambassador for the ISHLT and represent the Society in key interactions with the elected leadership of other professional societies and organizations
- Attend suitable leadership training for Chief Elected Officers as identified by the Executive Director
- Appoint a Chair-elect for the Annual Meeting Program Committee in accordance with established policy

### **Time Commitment for the President-Elect**

(in addition to those outlined in the job descriptions for Board members, Finance Committee members, Governance Committee members, and Executive Committee members)

- 1 two-day volunteer leadership training course with the Executive Director

### **Key Interactions/Communications of the President-Elect**

- Executive Director
- President
- Executive Committee
- Board of Directors
- Finance Committee
- Governance Committee

### **Responsibilities of the President**

(in addition to those outlined in the job descriptions for Board members, Executive Committee members, Finance Committee members, Governance Committee members, Conflict of Interest Committee members, and Program Committee members)

- Chair the Board of Directors
- Chair the Executive Committee
- Serve as an active member of the following committees:
  - Governance Committee
  - Finance Committee
  - Annual Meeting Program Committee
  - Conflict of Interest Committee
- Serve as an ex officio member of all other standing and special committees
- Lead the Board in meeting all of its responsibilities as described in the Bylaws and Board job description
- Participate in a weekly conference call with the Executive Director to discuss any concerns with current ISHLT programs and services; plan for new scheduled activities; address emerging issues; and ensure smooth operation of the Society
- Work with the Executive Director to develop the agenda for Executive Committee conference calls and meetings, ensuring that the required information is available to allow the Committee to reach informed decisions
- Chair the Executive Committee conference calls and meetings, ensuring the agenda is covered effectively, any matters arising are discussed, clear decisions are reached, and actions are defined and delegated
- Work with the Executive Director to develop the agenda for the Board of Directors meetings and conference calls, ensuring that the required information is available to allow the Board to reach informed decisions
- Chair the Board of Directors meetings and conference calls, ensuring that the full agenda is covered effectively, the views of the Directors including the Executive Director are heard and considered, decisions are made through carefully documented motions and appropriate voting mechanisms, and actions are appropriately defined and delegated

- Identify when expertise not currently available on the Board of Directors is needed to allow informed discussion and invite individuals to attend the relevant part of the Board's discussion
- Appoint Board Liaisons for one year terms to all Scientific Councils and Standing Committees
- Chair the Annual Business Meeting of the Society during the Annual Meeting
- Present the newly elected Officers and Directors to the members at the annual business meeting
- Chair the Board of Directors in executive session at least once a year
- Lead the Board in performing meaningful self-assessment at least once a year
- Lead a process of annual performance and development review of the Executive Director and the professional management services provided to the Society with appropriate input from the Executive Committee and Board of Directors
- Act as a global ambassador for the ISHLT and represent the society in key interactions with the elected leadership of other professional societies and organizations
- In collaboration with the Executive Committee, develop the agenda for and lead the annual leadership retreat.
- Conduct a progress review at least once annually with each Scientific Council Chair and assigned Board Liaison and the Executive Director to identify challenges and specific hurdles to successful operation of the Councils
- Communicate with members of ISHLT leadership and other ordinary members as requested by the Board to provide course correction or censure for unacceptable behavior

#### **Time Commitment for the President**

(in addition to those outlined in the job descriptions for Board members, Executive Committee members, Finance Committee members, Governance Committee members, Conflict of Interest Committee members, and Program Committee members)

- 10 hours per week handling presidential responsibilities
- 1 in-person planning meeting with the Executive Director

#### **Key Interactions/Communications of the President**

- Executive Director
- President-Elect
- Immediate Past President
- Annual Meeting Program Committee Chair
- Executive Committee
- Board of Directors
- Committee Chairs
- Council Chairs
- JHLT Editor in Chief
- LINKS Editor
- Monograph Editor in Chief
- ISHLT Staff

### **Responsibilities of the Immediate Past-President**

(in addition to those outlined in the job descriptions for Board members, Executive Committee members, and Governance Committee members)

- Serve as a member of the Board of Directors
- Chair the Governance Committee
- Chair the Past Presidents' Committee
- Serve as an active member of the Executive Committee
- Develop the agenda for the annual past Presidents' meeting
- Lead the annual Past Presidents' meeting
- Assist and advise the President in the discharge of his or her duties as requested, particularly related to items that are ongoing from the prior year
- Perform other duties as assigned by the President or the Board of Directors

### **Time Commitment for the Past-President**

(in addition to those outlined in the job descriptions for Board members, Executive Committee members, and Governance Committee members)

- 5 hours per year serving as Chair of the Past President's Committee

### **Key Interactions/Communications of the Past-President**

- President
- Executive Director
- Executive Committee
- Board of Directors
- Governance Committee
- Past Presidents
- Nominees to the ISHLT Board of Directors

### **Qualities of a successful President-Elect, President and Immediate Past President**

These roles are major positions, requiring a substantial commitment of time and energy. Securing institutional support for the time required by the individual taking on these roles is essential.

Prior experience of ISHLT leadership is critical. This will usually be as a prior or current member of the Board of Directors but may include other leadership roles such as Committee or Council Chair.

Must possess integrity and credibility as a leader and demonstrate passion for advancing the mission of the ISHLT.

Must act selflessly for the benefit of the Society and not seek self-promotion nor the pursuit of personal projects and goals from the office.

Must be a champion for the multi-national identity of the Society and recognize the importance of protecting diversity as recognized in the Society's Diversity Statement.

Should be an excellent communicator both written and verbal and demonstrate a commitment to working with a diverse group of individuals to reach consensus.

Should be decisive and pro-active, not reactive, in fulfilling their responsibilities.

Must shoulder appropriate responsibility in supporting the Executive Director to deliver the operational aspects of ISHLT business.