Invest In Your Future: Volunteer Today

AACVPR Leadership Opportunities

AACVPR
American Association of Cardiovascular and Pulmonary Rehabilitation
Invest In Your Future: Volunteer Today
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Chaired by the Immediate Past President, AACVPR’s Nominating Committee has the responsibility each year of selecting candidates for election to office—a process that impacts the direction of the Association.

We hope the following information provides insight into the various elected positions within AACVPR, as well as the selection and election process.

Those elected to office join the ranks of the policymakers and planners for the Association, beginning their term in October after the Annual Meeting. Together they determine the Association’s position on current issues. They take responsibility for setting its goals, overseeing its financial position and establishing programs that meet the present and future needs of the membership.

The success of the Association depends on how well they understand their roles and how effectively they handle their responsibilities.

AACVPR continues to grow in membership, prestige and respect. You can have a vital impact on the growth and future of the Association. We ask that you consider sharing your talents with your professional peers by assuming the responsibilities of an elected position in AACVPR.

In this document you will find...

- How does the selection and election process work?
- What is expected from each elected office?
- Understanding your next step.
How Does the Selection and Election Process Work?

In March, AACVPR will send out an email blast calling for all Board nominations.

The Nominating Committee meets in special session in the spring of each year to evaluate potential candidates based on all the information gathered, and to create a slate of candidates that will be presented to the AACVPR Board of Directors for final approval. The AACVPR Board of Directors will approve the slate of candidates during the June board meeting. The ballot will be disseminated to all voting AACVPR members in June/July. Following the close of the election, the Nominating & Awards Committee Chair notifies candidates of the results, and reports them to the membership.

Board of Directors

The Board of Directors, made up of Officers and Directors, are responsible for setting the Association’s strategic direction and monitoring implementation. Together they oversee AACVPR’s financial position and establish programs that meet the present and future needs of the membership.

Executive Committee

AACVPR’s Executive Committee is composed of the following elected officers: President, President-Elect, Secretary, Treasurer and Immediate Past President.

When the Board is not in session, the Executive Committee acts with the authority of the Board of Directors in managing the affairs of the Association.

Travel Requirements

Travel for the Board of Directors includes:

- Fall Board Meeting and AACVPR Annual Meeting (1 week)
- Winter Board Meeting (2 days)
- Spring Board Meeting (2 days)
- Other organizational and Affiliate meetings as requested

AACVPR reimburses expenses for transportation (airfare, mileage, etc.) and per diem for meals and hotel. Other expenses such as copying, phone and postage are reimbursed based on AACVPR policy as outlined in AACVPR’s annual budget.
Positions to be Elected

The following positions are filled by ballot, with the winners taking office each year following the Annual Meeting:

- President-Elect
- Treasurer
- Secretary (not up for election in 2020)
- Director

**Important Note to All Candidates:**

It is recommended that each candidate have:

- A clear understanding of the commitment, time requirements, frustrations and rewards of the position;
- Personal support of family/significant others;
- Support of her/his employer and professional colleagues.

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**AACVPR Board of Directors Culture Statement**

*We, the AACVPR Board of Directors have committed to the values and behaviors reflected in the statements below;*

- Engage in respectful dialogue where everyone’s opinion matters and nobody’s overrides others.
- Challenge ourselves to consistently take calculated risk through innovative thinking.
- Utilize strategic thinking to separate what must be done well now and what can be improved upon later.
- Listen with intent, recognize respectful dissent and emerge as one voice.
- Honor the past while continuing to move the association forward.
- Thrive on action and avoid analysis-paralysis.
- Inspire others with the thirst for excellence and evidence based innovation.
- Commit to succession planning by developing the right person for the right position at the right time.
- Value collaboration between Board members, staff, committees, industry and related professional Organizations.
- Demonstrate uncompromised integrity in all actions and decisions.
What is Expected from Each Elected Officer?

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<th>AACVPR Leadership Position: President-Elect</th>
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Making a three-year commitment, the President-Elect serves a one-year term and automatically becomes President upon completion of that year. Following the scheduled one-year term as President, this individual serves one year as Immediate Past President.

**Eligibility:**
- Member of AACVPR;
- Service on the AACVPR Board of Directors completed within the past five years

**Responsibilities and Duties of the President-Elect:**
The President-Elect serves as an understudy to the President, whose duties are:
- Serve as official representative and spokesperson of the Organization; communicating the Organization’s mission, goals and positions to its various publics;
- Preside at all meetings of the Board and the Organization; serve as the Chair of the Executive Committee;
- Work closely with the Executive Director and the President-Elect to manage the daily affairs of the Association; communicate at least weekly via conference calls;
- Serve as leader of the Board of Directors to support and monitor the Organization’s mission, goals and positions; monitor emerging issues and evaluate the Organization’s activities in relation to the needs of the members;
- Mentor the President-Elect and other AACVPR leaders; Serve as an ex-officio member of standing and special committees;
- Serve as an AACVPR representative at meetings of other organizations and Affiliates as requested;
- Appoint all committee chairs and members for the Presidential year with the approval of the Board;
- Participate in the evaluation of AACVPR’s management firm and the journal editor;
- Write columns for *News & Views* and other publications as needed.

**Time Commitment:**
May be as much as 5-10 hours each week depending on the business of the Association. Travel may be 10-15 working days per year with weekends included.
AACVPR Leadership Position: Treasurer

As a member of the Board of Directors, the Treasurer works closely with the Board and AACVPR Headquarters staff in preparing and executing financial policy for the Association. The Treasurer is elected to a three-year term.

Eligibility:
- Member of AACVPR
- Experience in business or finance.
- Service as Director completed within the past five years

Responsibilities and Duties of the Treasurer:
- Assure appropriate documentation and review of the financial records of the Association.
- Present an annual audited financial report to the Finance Committee.
- Present financial reports to the Board on a regular basis and to the members when an Annual Business Meeting is deemed necessary.
- In conjunction with the Executive Director, develop the annual budget, present the draft budget to the AACVPR Finance Committee and ultimately the Board for review and approval.
- Chair the Finance Committee and serve as liaison between the Finance Committee and the Board of Directors.
- Recommend changes and implement fiscal policy.
- Review and analyze all financial reports, i.e. monthly revenue & expense reports, quarterly and year-end audit reports, and investment advisor’s reports.
- Maintain signature authority with the Executive Director for funds and property of the Association.

Time Commitment
A 5-10 hours per month time commitment can be expected depending on the time of year and activities of the Organization. Travel may be 10-15 working days per year.
AACVPR Leadership Position: Secretary

A member of the Board of Directors, the Secretary works closely with the Board and AACVPR Headquarters staff to record the actions of the Board, maintain its standing rules and the Association’s bylaws. The Secretary serves a three year term.

Eligibility:
- Member of AACVPR;
- Service as Director completed within the past five years

Responsibilities and Duties of the Secretary:
- Serve as Editor of News and Views. The Editor is responsible for overseeing the strategy and content of News and Views.
  - The Editor communicates with the Managing Editor regularly, to discuss all aspects of the production and timely content on the News & Views content hub.
  - The Editor has the authority and responsibility to assign regular columnists and periodic contributors, in the spirit of keeping engaging and relevant content on the hub at all times.
  - The Editor has the authority to release, appoint and re-assign contributors as needed.
  - The Editor is responsible for reviewing content for correctness, context, and scientific accuracy, as applicable.
- Assure appropriate minutes and records of the Association.
- Preserve correspondence, reports, records, Bylaws and the Policy and Procedure Manual of the Association in a permanent file.
- Ensure that notice of all official meetings of the Board of Directors is given including notice of the Annual Business Meeting.
- Monitor policy updates and action items arising from decisions of the Board of Directors.
- Participate in the development and review of the Strategic Plan.

Time Commitment:
A commitment of 5-10 hours each month, depending on the business of the Organization. Travel may be 10-15 working days per year.
The Board of Directors is the policy and decision making body of the Organization. A Director is elected to a three-year term.

**Eligibility:**
* Voting member of AACVPR;
* Understands and identifies with AACVPR programs, projects and operations through a strong background in one or more of the following:
  - participation in offices/committees/task forces at the Affiliate and/or national level;
  - participation in AACVPR’s annual events and/or Affiliate events as lecturer, poster presenter or moderator.

**Responsibilities and Duties of a Director:**
* Serves as a member of the Board of Directors to:
  - participate as an informed decision maker;
  - support, monitor and communicate the Association’s mission, goals and positions;
  - monitor emerging issues and evaluate the Association’s activities in relation to the needs of the members.
* Explores information required to make sound decisions on Association policies, programs and activities;
* Reads and responds to all Board correspondence as necessary in a timely manner;
* Serves as Director to one or more (usually two) AACVPR committees; presents committee reports, proposed programs and action plans to the Board of Directors for approval/progress in conjunction with committee chairs;
* Participates in and/or chairs committees of Board and task forces as appointed by the President;
* Attends all meetings of the Association and all required Board meetings (see travel required).

**Time Commitment:**
May be as much as 5-10 hours each month depending on the business of the Organization. Travel may be 10-15 working days per year
Understanding Your Next Step...

We hope that you are excited by the leadership opportunities available through AACVPR and that you are ready to submit your name for consideration for a particular leadership position. Let’s review the process:

1. **Nominee Application**
   Complete the online nominee application.

2. **Your biosketch (no CVs please), not to exceed 1000 words, including:**
   **This will be posted on the AACVPR website for the membership to see.**
   - Education
   - Employment
   - AACVPR National involvement
   - AACVPR Regional involvement
   - Presentations/publications
   - Other related organization or professional awards/participation
   - Special professional training, skills, or hobbies that you could bring to the AACVPR Board
   - Professional qualifications and strengths

3. **Electronic Photo:**
   Email an electronic photo in JPEG format. This will be posted on the AACVPR website.

**May**
Candidate interviews scheduled with member of Nominating Committee.

Nominating Committee discuss nominee responses via conference call to determine the proposed election slate.

**June**
Slate presented to board for approval.

Slate presented to membership.
Self-Appraisal and Personal Checklist for Leadership Candidates

*There are no right or wrong answers, just a better understanding of your chance for a rewarding experience.*

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**Self-Appraisal**

1. Why do I want to be an elected leader?
2. Am I willing to sacrifice time, money and other goals?
3. Will my health and spirit withstand the barrage of demands?
4. Am I emotionally fit to withstand the jealously, fears and criticisms of peers?
5. Can I take constructive criticism?
6. Can I communicate effectively? Can I deliver the message to others?
7. Can I subordinate my personal biases to respond to the needs of the full constituency?

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**Personal Leadership Check-List**

- √ I have reviewed the Association’s bylaws and strategic plan. (*Copies can be obtained through AACVPR Headquarters.)*
- √ I reflect the values I claim to believe in.
- √ I have read the position description and have a clear understanding of my duties.
- √ I make decisions in a timely manner.
- √ I am aware of my strengths and weaknesses and ask for help when I need it.
- √ I do not let personalities affect decisions I make about Association issues.
- √ I am sensitive to the needs of others and encourage them to express their points of view.
- √ When communicating with others, I stress the positive, even when facing a negative situation.
- √ I work to create an environment that allows others to express new ideas, even if there is a chance for failure.
- √ I act on behalf of the best interest of the Association and not personal gain/achievement.
- √ I come to meetings prepared to discuss and make decisions on items on the agenda.
- √ I am in touch with members’ changing needs for service from the Association and consider them prior to making decisions.