

HFA Secretary

Job description and profiling

Introduction

The Heart Failure Association (HFA) is an internal constituent body of the European Society of Cardiology (ESC), with a mission to “**improve quality of life and longevity through better prevention, diagnosis and treatment of heart failure, including the establishment of networks for its management, education and research**”.

The HFA develops education and training for heart failure specialists and promotes standards of care for heart failure patients throughout the world.

Governance

ESC Board

The ESC is a not-for-profit organisation registered in France. The HFA is part of the ESC and does not have any separate legal existence. The ESC deciding body is the ESC Board and the HFA has one voting representative on the ESC Board.

HFA Board

Under the leadership of the HFA President, the HFA Board is responsible for:

- defining the general policy and strategic direction of the HFA, in respect of the ESC strategic plan and reports this to its members,
- approving the projects, the programme of activities and all corresponding budgets
- preparing the annual budget of the HFA.

HFA 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 HFA Board on a regular basis with the CEO and/or ESC management staff,
- to discuss and report to the HFA Board on governance issues prior to reporting to the ESC Board,
- to propose and seek approval for the budget from the HFA Board within the ESC budget guidelines.

Roles and responsibilities of the HFA Secretary

The HFA Secretary is a member of the HFA Executive Board.

As a member of the HFA Executive Board, the Secretary:

- acts as a representative and spokesperson for the HFA,
- ascertains that the HFA Board focuses on strategic planning and policy development,

- contributes to the development of business and operational plans,
- provides guidance to the HFA President and HFA Board on statutory and organisational matters.

To be noted:

- The HFA Executive Committee meets online (1H) on a monthly basis.
- The HFA Board meets online (2-3H) on a bi-monthly basis and in-person approximately 2 times per year (two days).

More specifically, the HFA Secretary is responsible for:

- reviewing the official minutes of all HFA Board Meetings and HFA Executive Board meetings,
- chairing the HFA Membership Committee, defining its strategy and action plans, and liaising with the ESC Membership Advisory Group.

Requested 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.