

## **HFA Board Elections 2026-2028**

### **Job descriptions & profiling**

HFA elections are conducted according to the HFA Rules of Governance (Annex V of the [ESC Bylaws](#)).

#### **Positions open**

##### **HFA Executive Board**

- President-Elect (1 position)
- Secretary (1 position)
- Treasurer (1 position)
- 1 Coordinator National Heart Failure Societies or working groups
- 1 Coordinator of the Basic Science Section
- 1 Coordinator of the Clinical Science Section

##### **HFA Board**

- Ordinary Board Member (7 positions)
- Ordinary Board Member - Nurse specialist or Allied professional (1 position)

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## **Introduction**

The Heart Failure Association (HFA) is an internal constituent body of the European Society of Cardiology (ESC), with a mission to “to reduce the burden of cardiovascular disease”.

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

### **ESC Governance**

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.

The administration of HFA is conducted by a Board composed of:

- Voting members elected by the HFA members
- Appointed members (appointed with an advisory role)
- Ex-officio members (appointed by virtue of holding another office)
- The Chief Executive Officer and the HFA manager, both as non-voting members

### **HFA Governance**

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

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

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.

## **HFA President-Elect**

### **Roles and responsibilities of the HFA President-Elect**

The President-Elect is the second level of authority and representation in the HFA Board. She/he will automatically assume the office as President of the HFA after two years and acts on behalf the President when needed. The President-Elect is also responsible for supervising the HFA annual congress in collaboration with the assigned Congress Chairperson.

The role of the President-Elect of HFA includes but is not necessarily limited to:

- Perform the duties of the HFA President in his/her absence or incapacity including completing the Presidential term in the event of a vacancy
- Manage assignments given by the President or the HFA Board
- Appointing the non-voting appointed members of the HFA Board for his/her mandate

### **Roles and responsibilities of the HFA President**

The President of the HFA is a voting member of the ESC Board.

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

- Chair all meetings of the HFA Board, Executive Board, and General Assembly, ensuring effective governance, participation, and decision-making processes.
- Define and regularly update the strategic vision and long-term goals of HFA in alignment with its mission and the overarching strategy of the European Society of Cardiology (ESC).
- Ensure the effective execution of the HFA and ESC strategic plans and ensure the daily operation of the HFA by overseeing the activities of committees, working groups, and task forces.
- Serve as the official spokesperson and representative of HFA at national and international levels, promoting the association's mission, partnerships, and visibility across the cardiovascular and electrophysiology communities.
- Uphold and promote the highest standards of ethics, transparency, and integrity in all HFA activities, ensuring compliance with ESC's Code of Ethics and regulatory frameworks.
- Maintain active communication and coordination with the ESC Board, Associations, Working Groups and Councils, and ESC Committees to align HFA's goals with broader ESC initiatives.
- Provide leadership in the development and promotion of scientific programs, research initiatives, educational content, and clinical guidelines relevant to heart rhythm disorders.
- Foster strong engagement with HFA members, national cardiac societies, patient advocacy groups, and industry stakeholders to build a cohesive and collaborative community.

### **Roles and responsibilities of the HFA Past President**

The President automatically becomes Past-President without further voting.

The immediate Past President is responsible for:

- guaranteeing continuity on the HFA Presidential Trio and Executive Board,
- chairing the HFA Nominating Committee (as non-voting member),
- assume responsibility for establishing that high ethical standards are adhered to by all who are engaged in the HFA business and affairs
- supervising the international affairs of the HFA: defining the roadmap for collaborations with global associations contributing actively to the HFA meetings and activities.

## Requested profile

### Background and Experience

- Experienced healthcare professional with proven expertise in heart failure and team leadership,
- Internationally recognized research profile or strong educational experience is preferable
- Demonstrated leadership in HFA, ESC or national society
- Good knowledge of HFA structures and ESC governance
- Experience in governance, financial oversight, and managing multidisciplinary teams
- Able to communicate and cooperate with health authority executives and to represent HFA at international level with stakeholders and partners

### Personal experience

- Commitment to a National Cardiac Society or ESC Association, preferably the HFA.

### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Strong leadership and diplomatic skills.
- Responsive, reliable in task delivery
- Ability to reach consensus and manage conflicts

## Commitment

HFA President-Elect, President and Past-President are expected to attend:

- Weekly HFA Presidential Trio calls (1H)
- Monthly HFA Executive Board calls (1H)
- HFA Board meetings: 2h-3H on a bi-monthly basis and in-person approximately 2 times per year (two days).

In addition, the HFA President is expected to attend:

- Quarterly Association Forum meetings (3H)
- ESC Board Meetings and other ESC meetings according to ESC Leadership Calendar

Time commitment is expected to be approx. 6H hours per week.

## **HFA Secretary**

### Roles and responsibilities

- Maintain accurate and comprehensive minutes of all HFA Board, Executive Board, and General Assembly meetings, ensuring proper documentation and secure archiving of decisions and actions.
- Collaborate closely with the HFA President and Executive Board to support the effective planning, coordination, and execution of board meetings, monitor the timely completion of Board-related assignments and responsibilities, providing reminders and coordination support to ensure effective workflow and accountability, and governance processes.
- Ensure the proper dissemination of decisions and follow-up actions within the HFA Board and among relevant committees, promoting continuity and institutional memory.
- Act as a representative or spokesperson of HFA when delegated by the President or required by circumstance, supporting the external visibility and advocacy of the association.
- Assist in the orientation of new Board members by providing institutional knowledge and background on ongoing initiatives, governance procedures, and strategic priorities.
- Overseeing HFA Membership activities, defining its strategy and action plans, and liaising with the HFA Membership representative within ESC Membership Advisory Group

### Requested profile

#### Background and Experience

- Experienced clinician/scientist in the field of heart failure. Good knowledge of HFA structures and ESC governance.
- Experience with organisational processes and documentation.

#### Personal experience

- Commitment to a National Cardiac Society or ESC Association, preferably the HFA.

#### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic and agile in task delivery respecting timelines.
- Ability to reach consensus and manage conflicts

#### Commitment

HFA Executive Board Members are expected to attend:

- 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).

Time commitment is expected to be approx. 2 hours per week.

## **HFA Treasurer**

### Role & responsibilities

- Define the financial roadmap for HFA and monitor progress in collaboration with Association Manager
- Collaborating with Association Manager and ESC CFO to prepare 3-year business plans
- Identifying areas of investment and assigning income / expenses to the projects of the Association in collaboration with HFA Executive Board
- Act as representative or spokesperson of the HFA, particularly towards industry companies and representative of ESC Industry Department
- Participate in fundraising activities and ensure full transparency of all transactions and compliance with current regulations

### Requested profile

#### Background and Experience

- Experienced clinician/scientist in the field of heart failure. Knowledge of financial oversight and budget management.
- Experience with fundraising and transparent reporting.

#### Personal experience

- Commitment to a National Cardiac Society or ESC Association, preferably the HFA.

#### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic
- Ability to reach consensus and manage conflicts

### Commitment

HFA Executive Board Members are expected to attend:

- 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).

Time commitment is expected to be approx. 2 hours per week.

## **Coordinator of the Basic Science Section**

### Role & responsibilities

- In collaboration with incoming HFA President, define the structure of and assign chairpersons for the basic science section committees / study groups for the next mandate
- Supervising the roadmaps and activities for all of the basic science section committees / study groups for the duration of the mandate
- Reporting to the HFA Board on the progress and activities of all of the basic section committees / study groups for the duration of the mandate

### Requested profile

#### Background and Experience

- Experienced clinician/scientist in the field of heart failure. Ability to reach consensus and manage conflicts.
- Successful track record in heart failure (e.g.: demonstrated by publications, HFA scientific documents)

#### Personal experience

- Commitment to a National Cardiac Society or ESC Association, preferably the HFA

#### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic.
- Ability to reach consensus and manage conflicts

### Commitment

HFA Executive Board Members are expected to attend:

- 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).

Time commitment is expected to be approx. 2 hours per week.

## **Coordinator of the Clinical Science Section**

### Role & responsibilities

- In collaboration with incoming HFA President, define the structure of and assign chairpersons for the clinical section committees / study groups for the next mandate
- Supervise the roadmaps and activities for all of the clinical science section committees / study groups for the duration of the mandate
- Report to the HFA Board on the progress and activities of all of the clinical section committees / study groups for the duration of the mandate

### Requested profile

#### Background and Experience

- Experienced clinician/scientist in the field of heart failure. Good communication skills
- Successful track record in heart failure (e.g.: demonstrated by publications, HFA scientific documents, participation in guidelines process)

#### Personal experience

Commitment to a National Cardiac Society or ESC Association, preferably the HFA.

#### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic
- Ability to reach consensus and manage conflicts

#### Commitment

HFA Executive Board Members are expected to attend:

- 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).

Time commitment is expected to be approx. 2 hours per week.

## **Coordinator for the National Heart Failure Societies and working groups**

### Role & responsibilities

- Animation of a network of Heart Failure National Societies and Working groups for the duration of the mandate
- The coordination of the Heart Failure Awareness Days
- The organisation of the HFA Summit in collaboration with the President

### Requested profile

#### Background and Experience

- Experienced clinician/scientist in the field of heart failure.
- Good communication skills
- Successful track record in heart failure (e.g.: demonstrated by publications, HFA scientific documents)

#### Personal experience

- Commitment to a National Cardiac Society or ESC Association, preferably the HFA.

#### Personal Characteristics

- Proficient in English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic
- Ability to reach consensus and manage conflicts

### Commitment

HFA Executive Board Members are expected to attend:

- 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).

Time commitment is expected to be approx. 2 hours per week.

## **Ordinary Board Member**

### Role & responsibility

- Participate in all Board discussions and decisions with word and vote
  - on the approval of projects, activities and corresponding budgets,
  - on matters brought to the attention of the HFA Board,
- Contribute actively to the activities of the HFA Association to reach the HFA Board objectives and ensure delivery of the assigned tasks
- Act as a representative and spokesperson for the HFA

Regular Board members may, or may not take specific responsibilities within the Board, such as leading one of the HFA Committees, Study Groups or Task Forces, according to the HFA needs, their level of expertise or interest

### Requested profile

#### Background

- Experienced clinician/scientist in the field of heart failure.

#### 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 English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic.

### Commitment

HFA Board Members are expected to attend all HFA Board meetings:

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

Time commitment is expected to be approx. 4 hours per month.

## **Ordinary Board Member – Nurse or allied healthcare professional**

### Role & responsibility

- Participate in all Board discussions and decisions with word and vote
  - on the approval of projects, activities and corresponding budgets,
  - on matters brought to the attention of the HFA Board,
- Contribute actively to the activities of the HFA Association to reach the HFA Board objectives and ensure delivery of the assigned tasks
- Act as a representative and spokesperson for the HFA
- Advocate and represent the community of Nurses & Allied Professionals in the HFA

Regular Board members may, or may not take specific responsibilities within the Board, such as leading one of the HFA Committees, Study Groups or Task Forces, according to the HFA needs, their level of expertise or interest

### Requested profile

#### Background

- Experienced nurse or allied professional in the field of heart failure
- Experience in a heart failure clinic

#### 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 English (written and spoken).
- Open-minded, respectful of the democratic process, and sensitive to international, cultural, religious, gender and ethnic differences.
- Detail-oriented, reliable, diplomatic.

### Commitment

HFA Board Members are expected to attend all HFA Board meetings:

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

Time commitment is expected to be approx. 4 hours per month.