**Position:**  Cardiac Chair

**Organisation:** Association for Cardiothoracic Surgical Care Practitioners (ACTSCP)

**Responsible and report to:** ACTSCP President

**Term of reference:** 3 years

**Job Description:**

* Annual Vision and plan for next 3 years.
* Attending ACTSCP executive chair virtual meetings (4-5 annually, and depending on the necessity) and core sub-committee annual meetings.
* Education and Training: One webinar presentation for your sub-speciality professional group and one face-to-face, one day course with ACTSCP along with Educational Chair and the team.
* Informal professional group regional set up and discussion forum to promote education and CT SCP membership.
* Development of educational topics, materials and videos for the annual conference, training days and for our ACTSCP website.
* Learn and teach others.
* Promote teamwork and work collaboratively.
* Lead by example to your juniors and colleagues nationally.
* You will be involved in ACTSCP and SCTS annual meeting activities, as a faculty for technical skills, powerpoint presentation, and participate in your sub-speciality groups as part of the team with the meeting Lead.

**Open communication:**

* Understand the core values of the ACTSCP and SCTS vision and strategy.
* If any issues, then communicate directly with the ACTSCP President.
* Never withstand any bullying or harassment from anyone in the society.
* If you struggle with the workload, ask for help when needed.

**Finally:** If you think that you cannot do this job, please be honest and allow someone else to take this job over. It needs to be advertised to all members and recruitment will take place from scratch.

**\*Please note** that all ACTSCP executive chairs, will work with the education chair to set out webinar(s) and/or a full day course on annually for their professional group/members.