# 2013 IBHRE Governance Charges

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### IBHRE Board of Directors Charge

#### Number of Members
Maximum of 15

#### Purpose
To govern IBHRE, protect the organization’s image and assets, and be the moral voice of its certificants.

#### Composition
Board members must be members of the Heart Rhythm Society in good standing, and cannot be industry employees. At least one Board member holds the title of Public Member. The President of HRS holds the position of ex-officio.

#### Method of Appointment
Directors are determined through a slate of candidates assembled by the IBHRE Board of Directors and supporting staff. The number of candidates shall equal the number of available seats and an equal number of alternates. The selected slate of candidates is submitted to the HRS Board of Trustees for approval by a majority vote at the time of its annual meeting.

#### Accountable to
HRS Board of Trustees, IBHRE Board of Directors, IBHRE Stakeholders, Staff Liaison, Executive Director

#### Strategic Plan Alignment
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

#### Term of Office
Each Director serves for a term of three years. The President of HRS shall serve for a term of one year to commence immediately following the annual Board meeting in May. The terms of the Directors is staggered to the greatest extent possible, and taking into consideration any Director serving ex-officio, one-third of the Directors of the corporation are elected each year.

#### Meeting Frequency
One in-person meeting a year at the location of the Heart Rhythm Society Annual Scientific Sessions. Two to three conference calls or webinar meetings held throughout the year to approve budget and discuss strategic initiatives.
Travel

Travel to the Heart Rhythm Society’s Scientific Sessions is generally not covered by IBHRE, unless under special circumstances.

Responsibilities

The Board of Directors is the ultimate governing authority of the IBHRE. The Board is expected to legally act in the best interest of IBHRE, avoid conflicts of interest and respect corporate authorities.

It is the responsibility of the Board to:

• Establish and oversee execution of a strategic plan consistent with IBHRE’s mission, vision, and strategic goals

• Convene at least two meetings per year, generally at the time of the HRS Annual Scientific Sessions, and at such time during the fiscal year of the corporation as the President shall determine. Special meetings of the Board may be held at any time and place when called by the President or any three (3) or more Directors.

• Exercise fiduciary oversight of the IBHRE’s financial, ethical, and legal affairs

• Approve IBHRE’s annual operating and capital plans, and ensure adequate human and financial resources are available to implement the plans

• Ensure that IBHRE’s programs and services effectively attract, engage, and retain examinees

• Establish and advocate policies that serve the best interests of certificants

To carry out its responsibilities, the Board will exercise decision making authority to:

• Approve strategic initiatives, establish policies and organizational standards and procedures.

• Empower committees and task forces to carry out the examination scheme and act on recommendations

• Retain and advise a senior executive to manage IBHRE program and operations

• Ensure that the Board consists of diverse skills and backgrounds, and works effectively as a team
• Regularly monitor its own effectiveness and adopt leadership development plans for the Board and committees

• Ensure a succession of capable and effective volunteer leaders

Edited 2.15.2013
IBHRE Test Writing Committee Charge

**Number of Members**  
Minimum of 10 Members

**Purpose**  
To improve the quality of knowledge of heart rhythm professionals through the development and delivery of certification examinations

**Composition**  
Members may include Directors of IBHRE and members of HRS. Membership in the Heart Rhythm Society is encouraged for committee members but not required. Industry employees are not permitted to join IBHRE’s Test Writing Committees. Members shall have successfully passed the examinations for which they are writing questions. Committees include the Allied EP Test Writing Committee (for both Physicians and Allieds), Physician EP Test Writing Committee (Physicians only), and the Pacing Test Writing Committee (for both Physicians and Allieds).

**Method of Appointment**  
Members shall be appointed by the Board in consultation with the Committee Chair and Executive Director

**Accountable to**  
Committee Chair, the IBHRE Board of Directors, Staff Liaison, and Executive Director

**Strategic Plan Alignment**  
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Term of Office**  
Members of the Writing Committees shall be elected to serve for a three (3) year term, and may be elected to serve for three (3) consecutive terms, after which time such person shall not serve for at least one (1) year, unless such requirement is expressly waived by vote of the Board of Directors.

**Meeting Frequency**  
Test Writing Committees meet at the request of the IBHRE Board, Committee Chairs, and the contracted testing services vendor (currently the National Board of Medical Examiners). If applicable, one on-site meeting per year, and three test development meetings/reviews will be held per year via conference call or webinar. The Writing Committees may hold and conduct meetings, provide notices and otherwise generally conduct themselves in the same manner as applies to other IBHRE Committees.

**Travel**  
If travel is required to accommodate onsite test development meetings at the National Board of Medical Examiners (NBME),
travel expenses will be covered by IBHRE. Travel to the Heart Rhythm Society’s Scientific Sessions is not covered by IBHRE.

**Responsibilities**

With the guidance of a contracted test development vendor, Test Writing Committees are responsible for defining test objectives and specifications, developing examination blueprints, helping ensure test questions are unbiased, determining test format, considering supplemental test materials, writing and reviewing test questions, and partaking in the scoring process with statisticians and test developers. All committee members are required to sign an annual confidentiality agreement to protect the security of the examination.

In addition to carrying-out stated responsibilities, the Committees will:

- Be informed about and support the Board of Director’s mission to govern IBHRE, protect the organization’s image and assets and be the moral voice of its certificants
- Carry out specific directions of the Board, and take action on policies or when the Board directs the committees to do so
- Plan, execute and oversee examinations for physicians and allied professionals
- Facilitate dialogue between IBHRE and cardiac arrhythmia representatives on issues of mutual interest, as appropriate
- Be informed about and support the IBHRE’s mission, services, policies and programs
- Take on special assignments as necessary to advance the work of the Committee
- Keep up-to-date on developments in the field
- Follow conflict of interest and confidentiality policies as established by IBHRE

**Decision Making Authority**

- Make recommendations to the Board
- Establish the committee’s procedures
- Establish procedures for coordinating subcommittee work
- Act on the recommendation of subcommittee

Edited 2.15.2013
IBHRE REVIEW AND APPEALS COMMITTEE CHARGE

**Number of Members**
5

**Purpose**
To define the process by which appeals, grievances and complaints from exam applicants, candidates and certificants will be addressed and reviewed. Appeals may be applied to any decision made by the IBHRE as it applies to an applicant, candidate or a certificant, including, without limitation, to the following:

- Declined exam application
- Failing score on an exam
- Denial or revocation of certification for any reason
- Action in response to a test center complaint
- Failure to meet Professional Development Activities requirements

**Composition**
Two representatives of the Cardiac Electrophysiology Test Writing Committee (the committee chair and one appointed member from that committee), two representatives of the Cardiac Pacing Test Writing Committee (one committee chair and one appointed member of that committee). Additionally, a Chair of the Review and Appeals Committee shall be duly appointed to serve as the head of the Review and Appeals Committee and as liaison between the Board of Directors of IBHRE and the Appeals Committee. At least one member of the Review and Appeals Committee shall at all times be a member of the Board of Directors of IBHRE.

**Method of Appointment**
Board of Directors

**Accountable to**
Board of Directors, Committee Chairs, Staff Liaison, and Executive Director
<table>
<thead>
<tr>
<th><strong>Strategic Plan Alignment</strong></th>
<th>IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.</th>
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</thead>
<tbody>
<tr>
<td><strong>Term of Office</strong></td>
<td>No term limit</td>
</tr>
<tr>
<td><strong>Meeting Frequency</strong></td>
<td>Meetings shall convene by conference call as appeals are submitted. The deliberations of the Review and Appeals Committee, and any hearing with respect to the matter shall take place within ninety (90) days following receipt by IBHRE of the appellant’s written claim. The final determination of the Review and Appeals Committee and its written decision shall be completed within thirty (30) days following its determination or the completion of the hearing, as the case may be.</td>
</tr>
<tr>
<td><strong>Responsibilities</strong></td>
<td>The Committee shall uphold the standards and policies of IBHRE with respect to applicants, exam candidates and certificants, and to provide such persons with fair and objective due process in the event they disagree with decisions made by IBHRE.</td>
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**Conflicts of Interest**

Each member of the Review and Appeals Board shall be required to certify in writing with respect to each claim, that he or she does not have a conflict of interest with regard to that claim. In the event that a member or members of the Review and Appeals Committee does have a conflict, based upon the facts or circumstances of the claim, including employment or other affiliations of the appellant, then the Board of Directors in conjunction with the acting Chair of the Review and Appeals Committee shall select a substitute member or members to hear and decide upon that claim.

**Authority**

The Review and Appeals Committee shall act by majority vote. Absent manifest error, arbitrariness or capriciousness in rendering a decision, or failure to follow sanctioned appeals procedures, all as determined by the Board of Directors of IBHRE in their discretion, the decisions of the Review and
Appeals Committee shall be final and binding on the appellant and IBHRE.

**Additional Responsibilities**

The Chair of the Review and Appeals Committee may informally review questions or concerns brought forward by IBHRE staff regarding any issue or discrepancy which may arise on an application. The Chair may refer the question or concern to any other member of the Review and Appeals Committee as it pertains to their respective certification scheme for further deliberation. The Chair will be responsible for communicating any decision or point of clarification resulting from the deliberation to the IBHRE staff. Should a need for policy change result from such deliberations, the Chair will be responsible for reporting the proposed change to the Board of Directors. All changes in policy shall require action by the Board of Directors of IBHRE.

**Decision Making Authority**

- Make recommendations to the Board
- Establish procedures for coordinating work
- Act on recommendation of the IBHRE Board and Test Writing Committee

*Edited 2.7.2013*
**IBHRE Content Experts Committee Charge**

<table>
<thead>
<tr>
<th><strong>Number of Members</strong></th>
<th>Minimum of 10 Members</th>
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</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To improve the quality of knowledge of heart rhythm professionals through the development of educational materials and programs.</td>
</tr>
<tr>
<td><strong>Composition</strong></td>
<td>Members may include industry and clinical certificants. Non-IBHRE certified applicants who meet criteria will also be considered on a case-by-case basis. Heart Rhythm Society membership is not required. Physicians and allied professionals with experience in designing instructional programs are preferred.</td>
</tr>
<tr>
<td><strong>Method of Appointment</strong></td>
<td>Members shall be appointed by the Board in consultation with the Executive Director</td>
</tr>
<tr>
<td><strong>Accountable to</strong></td>
<td>IBHRE Board of Directors, Staff Liaison, and Executive Director</td>
</tr>
<tr>
<td><strong>Strategic Plan Alignment</strong></td>
<td>IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.</td>
</tr>
<tr>
<td><strong>Term of Office</strong></td>
<td>Members of the Content Experts Committee shall be elected to serve for a two (2) year term, and may be elected to serve for consecutive terms.</td>
</tr>
<tr>
<td><strong>Meeting Frequency</strong></td>
<td>The Content Experts Committee shall meet at the request of the IBHRE Board, staff, and a contracted product vendor. If applicable, one on-site meeting per year, and 3-5 planning/review meetings will be held per year via conference call or webinar. The Content Experts Committee may hold and conduct meetings, provide notices and otherwise generally conduct themselves in the same manner as applies to the existing IBHRE Committees.</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>If travel is required to accommodate onsite content development meetings with the product vendor, travel expenses will be covered by IBHRE. Travel to the Heart Rhythm Society’s Scientific Sessions is not covered by IBHRE.</td>
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</table>
**Responsibilities**

With the guidance of IBHRE staff and a contracted product vendor (as applicable), the Content Experts Committee is responsible for defining and developing educational tools to support IBHRE’s competency domains. This may include developing mock exam questions, educational materials, and identifying the specific educational needs of the examinee population. All committee members are required to sign an annual confidentiality agreement to protect the security of the exam programs and products.

In addition to carrying-out stated responsibilities, the Committee will:

- Be informed about and support the Board of Director’s mission to govern IBHRE, protect the organization’s image and assets and be the moral voice of its certificants
- Carry out specific directions of the Board, and take action on policies or when the Board directs the committees to do so
- Plan, execute and oversee all IBHRE courses and learning programs for physicians and allied professionals
- Explore opportunities and collaborate with other organizations to design, develop and execute learning programs for physicians and allied professionals
- Be informed about and support the IBHRE’s mission, services, policies and programs
- Take on special assignments as necessary to perform the duties of the committee
- Keep up-to-date on developments in the field
- Follow conflict of interest and confidentiality policies as established by IBHRE

**Decision Making Authority**

- Make recommendations to the Board
- Establish the committee’s procedures
- Establish procedures for coordinating sub-committee work
- Act on the recommendation of subcommittee

*Edited 2.15.2013*
IBHRE Ambassador Charge

**Purpose**
To advocate and represent the IBHRE’s interest with designated external organizations

**Composition**
Members shall consist of IBHRE certificants, both clinical and industry, physicians and allieds. Heart Rhythm Society membership is not required.

**Accountable to**
Board of Directors, President, Staff Liaisons Exam Coordinator and Executive Director

**Strategic Plan Alignment**
IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.

**Term of Office**
Ambassadors shall serve for unlimited terms.

**Meeting Frequency**
A minimum of one conference call or webinar will be held annually with IBHRE staff. IBHRE Ambassadors may personally meet with prospective examinees in their geographic region at their discretion.

**Travel**
No travel is required. Travel to the Heart Rhythm Society’s scientific Sessions is not covered by IBHRE.

**Responsibilities**
IBHRE Ambassadors serve a fundamental role in advancing the mission of IBHRE by advocating for IBHRE certification and offering guidance to prospective examinees. This will be done with the guidance and support from the IBHRE Board, Committees, and staff. In addition to carrying-out stated responsibilities, IBHRE Ambassadors will:

- Be informed about the IBHRE’s Strategic Plan, Board policies and annual priorities
- Serve as the IBHRE’s official representative and spokesperson within approved boundaries, including:
Discuss and obtain approval from the designated staff liaison prior to presenting an IBHRE position to an external group

- Comply with the IBHRE’s conflict of interest and code of conduct policies, including:
  - Annually complete the IBHRE’s disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require
  - Annually sign the IBHRE’s *Volunteer Code of Conduct*

- Include appropriate IBHRE staff on all committee-related communications, including new topics that will require IBHRE input or resources

- Report external activities and discussions to the staff liaison, Chair as appropriate

- Actively promote the IBHRE Certification and support its staff

- Perform other duties as directed by the Board

**Decision Making Authority**

- Make recommendations to committee chairs, committee staff liaisons, or Board

- Self-disclose and self-recuse from any discussion on which a conflict of interest exists

**Limitations**

Ambassadors are strictly prohibited from advocating on behalf of any company or other entity with which they have a financial relationship. Ambassadors are explicitly required to identify any such conflict of interest at the beginning of all related discussions. Ambassadors are not authorized to enter into binding agreements with external organizations on behalf of the IBHRE.

*Edited 2.15.2013*
**IBHRE TASK FORCE CHARGE**

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<th><strong>Number of Members</strong></th>
<th>Minimum of 5 Members</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To represent the IBHRE’s interests and work in partnership with the Chair and staff liaison to fulfill the charge of the reporting/designated committee</td>
</tr>
<tr>
<td><strong>Composition</strong></td>
<td>Members may include industry and clinical certificants. Non-IBHRE certified applicants who meet criteria will also be considered on a case-by-case basis.</td>
</tr>
<tr>
<td><strong>Method of Appointment</strong></td>
<td>Members shall be appointed by the Board or recommending committee in consultation with the Executive Director</td>
</tr>
<tr>
<td><strong>Accountable to</strong></td>
<td>IBHRE Board of Directors, Committees, Staff Liaison, and Executive Director</td>
</tr>
<tr>
<td><strong>Strategic Plan Alignment</strong></td>
<td>IBHRE will ensure its structure, operations and governance model support the growth and administration of its programs.</td>
</tr>
<tr>
<td><strong>Term of Office</strong></td>
<td>Generally one-year and may vary according to needs/terms of the organization.</td>
</tr>
<tr>
<td><strong>Meeting Frequency</strong></td>
<td>The Task Force shall meet at the request of the IBHRE Board, Committee or staff. Meetings will be held via conference call or webinar. The Task Force may hold and conduct meetings, provide notices and otherwise generally conduct themselves in the same manner as applies to existing IBHRE Committees but within the task force change.</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>If travel is required to accommodate planning meetings, travel expenses will be covered by IBHRE. Travel to the Heart Rhythm Society’s Scientific Sessions is not covered by IBHRE.</td>
</tr>
</tbody>
</table>
| **Responsibilities**  | - Be informed about the IBHRE’s Strategic Plan, annual priorities and charge of the reporting entity.  
  - Be informed about the annual objectives, work plan and timeline for the task force’s activities  
  - Work collaboratively with the chair and staff to achieve the task force’s goals and objectives |
• Participate actively and constructively in all meetings, including contributing to task force deliberations by being familiar with distributed materials
• Respond to email notifications and solicitations in a timely manner
• Maintain the confidentiality of deliberations and materials
• Contribute to the timely completion of products and deliverables, including meeting deadlines
• Volunteer for special assignments when able
• Comply with the IBHRE’s conflict of interest and code of conduct policies, including:
  o Annually complete the IBHRE’s disclosure form, and proactively update personal disclosure information whenever material changes in circumstances require
  o Comply with the Chair’s request to self-recuse from participating in discussions, meetings/calls and/or voting as appropriate
  o Annually sign the IBHRE’s Volunteer Code of Conduct
• Comply with the IBHRE’s travel and expense reimbursement policies

Decision Making Authority

• Make recommendations to committee chairs, committee staff liaisons, or Board
• Self-disclose and self-recuse from any discussion on which a conflict of interest exists

Limitations

Members are strictly prohibited from advocating on behalf of any company or other entity with which they have a financial relationship. Members are explicitly required to identify any such conflict of interest at the beginning of all related discussions. Members are not authorized to enter into binding agreements with external organizations on behalf of the IBHRE.

Edited 2.7.2013