



IBHRE Board of Directors Public Member Application

The International Board of Heart Rhythm Examiners (IBHRE) is currently accepting applications for the Public Member position for its Board of Directors. This three-year term position will begin June 1, 2025 and end May 31, 2028 with the option for reappointment. **The application deadline is March 1, 2025.**

About IBHRE

The International Board of Heart Rhythm Examiners (IBHRE) is the global leader of certification in heart rhythm management. The mission of IBHRE is to promote optimal outcomes for heart rhythm patients by providing certification services that validate specialized knowledge and continuing competence in heart rhythm management. IBHRE certifies in electrophysiology, cardiac device management, and device remote monitoring. IBHRE is governed by a 15-member Board of Directors. IBHRE Board of Directors holds fiduciary responsibility for the organization and is responsible for granting IBHRE certification and the strategic direction of the organization. The one Board approved Public Member position will serve on this prestigious Board of Directors.

Public Member Job Description (see attachment)

The Public Member is a representative of the consumers of services provided by a defined certified professional population, serving as a voting member of the governing body of IBHRE and bringing a unique perspective to the organization.

Method of Appointment

The public member is elected and approved by the IBHRE Board of Directors per IBHRE Bylaws

Required Activities

- Attend IBHRE's Annual Business meeting (in-person preferred and held in conjunction with the Heart Rhythm Society's Annual Meeting; travel reimbursement in accordance with IBHRE's policy)
- Participate in conference calls and web-based meetings approximately 6 times per year (as determined) and vote when required

Additional Information

- All Board of Directors are required to sign an annual Non-Disclosure Agreement and a Conflict-of-Interest Agreement to serve.
- For IBHRE Bylaws and other governance information, visit <https://ibhre.org/about-ibhre/governance>

To Apply

Email your CV/resume along with a cover letter explaining your interest in serving and your background information **by March 1, 2025** to:

Tracy Lofty-Brown, MSA, CAE

IBHRE Chief Executive Officer

tlofty@hrsonline.org

Subject Line: Public Member Application

11.5.2024

IBHRE PUBLIC MEMBER JOB DESCRIPTION

Term of Office

Three (3) year term up to three terms

Method of Appointment

The public member is elected and approved by the IBHRE Board of Directors by written or electronic mail ballot, per IBHRE Bylaws.

Accountability

Report to: IBHRE Board
Key relationships: Board members, CEO

Strategic Plan Alignment

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

Purpose

A representative of the consumers of services provided by a defined certified professional population, serving as a voting member of the governing body of IBHRE and bringing a unique perspective to the organization

Responsibilities

- Represent the direct and indirect users of certified professionals' skills/services
- Effectively advocate for the public
- Contribute to defining IBHRE'S mission, policies and procedures
- Consistently apply IBHRE's policies to evaluation of new and renewal certification applications and/or appeals
- Willing to analyze data and make recommendations
- Advocate for the views of the IBHRE certified professionals' services
- Add new perspectives to Board discussions that are free of industry or insider bias
- Keep IBHRE Board's activities in check by providing some balance between filling the needs of certified professionals and providing public protection
- Serve as a link to the Board and its activities to the public
- Educate others about the IBHRE's Strategic Plan, Board actions and decision-making rationale, and strategic trends affecting the organization
- Encourage innovative thinking and a future focus in committee, subcommittee, or task force deliberations.
- Act as a sounding board and advisor to current and emerging volunteer leaders, including Chairs, Vice Chairs and Co-Chairs to help them strengthen their effectiveness, develop their leadership skills and maximize their contribution to the IBHRE's mission

Decision-Making Authority

- Vote on matters duly brought before the Board
- Disclose actual or potential conflicts, and refrain from voting on issues related to the conflict, which may require leaving the meeting for the duration of the discussion

Qualifications

- Thorough, good follow-through on commitments
- Strong attention to detail
- Good verbal and written communication skills
- Analytical, with a global perspective internal and external to the Commission
- Conscientious, strong deadline orientation
- Ability and willingness to be a team player and consensus builder, and independent thinker
- Discreet, thoughtful in handling sensitive matters (see IBHRE Confidentiality Policy)
- Excellent reading comprehension
- Demonstrated leadership capabilities
- Willingness and ability to make the time commitment required and be accountable for results
- Honesty and integrity
- Big-picture mindset; ability to think strategically, creatively and with a future-focused perspective
- Interpersonal skills: ability to listen, be open-minded, respectful and articulate
- Analytical skills: ability to evaluate data and exercise sound judgment
- Teamwork skills: ability to work effectively with and through others
- Responsiveness
- Not certified by IBHRE

NOTE: Refer to IBHRE Bylaws for additional information.