

**Bylaws of the International Consortium of Circulatory Assist Clinicians (ICCAC)
Version 11 February 2022**

Article I

Name

Section I

The name of the organization shall be: International Consortium of Circulatory Assist Clinicians (hereinafter referred to as the Consortium), a nonprofit corporation formed under the laws of the State of New Jersey. These are the amended and Restated Bylaws (herein referred to as the “bylaws”) of the Consortium, an international organization under the acronym, ICCAC.

Article II

Purposes and Restrictions

Section I: Purposes

This consortium is organized exclusively for Educational and Scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the consortium shall function:

- To associate and provide continuing education through networking, symposia and periodic, scheduled, educational conferences electronically and in person, to persons whose professional focus includes the treatment of heart failure and cardiogenic shock through the use of MCS or Mechanical Circulatory Support devices (ventricular assist devices, IABP, ECLS, artificial hearts, etc.), and to promote optimal outcomes for patients requiring this treatment.
- To provide through community outreach, regarding late stage heart failure and provide access to information related to current treatment options and processes for referral for mechanical cardiac assistance, as well as the importance of early consideration of this treatment.
- To influence through public comment, education, or active lobbying for enhanced regulatory standards of care, financial reimbursement or national policy.

Section II: Restrictions

No activities may be conducted by the Consortium, its officers or members which are not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or any corresponding provision of any future United States Internal Revenue Law), by a corporation incorporated pursuant to the provision of the Non-Profit Corporation law of the state of New Jersey, or by a corporation granted authority to do business pursuant to the Non-Profit Corporation law of the state of New Jersey.

The powers of the corporation and of its Directors and members and all matters concerning the conduct and regulation of the affairs of the corporation shall be subject to the provisions set forth in the Articles of Incorporation and in these Bylaws.

Article III

Membership and Meetings

Section I: General

The Consortium shall have members (hereinafter referred to as “members”), such members which may be classified by one (1) or more membership classifications. Membership in the Consortium shall be limited to natural persons only.

Section II: Types of Membership

Active Members - Active membership shall be open to all Mechanical Circulatory Support Device (VAD) Professionals: 1) Coordinators, 2) Advanced Practice Nurses, 3) Registered Nurses, 4) Perfusionists, 5) Clinical Engineers, 6) Research Coordinators, 7) Social Workers, 8) Pharmacist's, 9) Therapies, 10) Cardiologist, 11) Surgeons or other multidisciplinary team members whose primary clinical/professional focus is the treatment of heart failure through the implementation of mechanical circulatory assist device technology, and those in related medical, commercial and regulatory areas.

Each Active member shall be eligible to hold office and serve on Committees and shall have one (1) vote at any Committee or membership meeting during the fiscal year for which he/she is a member in good standing, present, and voting.

Corporate Members – Corporate membership shall be open to all members of industry who share an interest in and commitment to the field of Mechanical Circulatory Support. Corporate members will be non-voting, non-office-holding members of the consortium.

Section III: Other Membership Classifications

The Board may from time to time establish one (1) or more non-voting, non-office-holding classes of membership in the Consortium. The terms and conditions of such membership classifications shall be determined and defined by the Board in its sole discretion, provided that no such membership classifications shall have the right to vote or hold office in the Consortium. Such classes of membership may be established as appropriate for recognition, patrons, or for interested non-professionals.

Section IV: Applications

Application for membership must be made on an official membership application form provided by the Consortium and submitted with the appropriate fee to the Headquarters Office of the Consortium or via online submission. Any member who fails to pay annual membership dues will be removed from the membership roster of the Consortium.

Section V: Annual and Regular Meetings

The members of the Consortium shall meet at least once annually at a combined business and general membership meeting. The time and place thereof will be determined by the Board of Directors and notice thereof shall be transmitted electronically and/or mailed to every member prior to such meetings.

Section VI: Special Meetings

The President or Board of Directors may call for additional special meetings of the members of the Consortium in such manner and format as they deem appropriate to the pursuit and advancement of the purposes of the Consortium. Notice thereof shall be transmitted electronically and/or mailed to every

member prior to such meetings. Business transacted at all special meetings shall be confined to the purposes stated in the notice thereof.

Section VII: Quorum

A quorum for the annual business meeting or any other official meeting of the membership of the Consortium shall consist of no less than 5 members.

The act of a majority of the Active Members present at a meeting at which a quorum is present shall be the act of members, except as otherwise provided by law or by these Bylaws.

Section VII: Teleconferencing

To the extent permitted by the Act and as authorized by the Board, any person participating in a meeting of the membership may participate by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate in the meeting. Such participation shall constitute presence in person at the meeting.

Section VIII: Written Mail, Facsimile (Telecopier), or Electronic Ballot.

To the extent permitted by the Act and as authorized by the Board, any action required to be taken at a meeting of the membership or any action which may be taken at a meeting of the membership may be taken without a meeting if duly approved by a written mail, facsimile (telecopier), or electronic ballot of the membership. Such written mail, facsimile (telecopier), or electronic ballots shall be subject to the same minimum approval and quorum requirements as are required for votes taken at a meeting of the membership.

Article IV Amendments

Section I: Amendments

The members of the Consortium may amend the Bylaws by majority vote of a quorum at any regular or special meeting of the members.

Section II: Exceptions

The Secretary or Society Administrator is authorized to make, without need for membership or Board approval, appropriate and necessary changes to wording, grammar, syntax, and style, provided that such changes do not affect the meaning of the original wording or intent of the Bylaws.

Article V Board of Directors and Officers

Section I: General

The Board of Directors of the Consortium shall be the policy-making body which is authorized to exercise all corporate powers as limited by law, the Articles of Incorporation, and/or the Bylaws.

Section II: Officers

The Officers shall be the President, the President Elect, the Immediate Past President, the Secretary, the Secretary Elect, the Treasurer, and the Treasurer Elect. They shall have the duties usually associated with the office. In the event of the absence of the President, the President Elect shall officiate at all meetings. If an officer resigns or is unable to complete their term, board discretion and voting shall be used to fill the position temporarily until the next voting cycle can be completed by members. Notice to members of the board change will be within two months.

- a) **The President** The President shall serve as the senior officer of the Consortium and shall in general supervise and have charge of all of the affairs of the Consortium. The President shall preside at all meetings of the Board and the membership and shall be the President of the Board. The President may sign any contracts, deeds, mortgages, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws or by statute to some other Officer or agent of the Consortium. The President may delegate this responsibility to the President Elect in occasions where timely response is necessary for the full working of the society. The President in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.
- b) **President Elect** The President Elect shall assist the President in the performance of his or her duties; serve in an advisory capacity; assume the position of President pro-tem in the President's absence, incapacitation, or resignation; and, in general perform all the duties incident to the office of Vice-President and such other duties as from time to time may be assigned to him or her by the President or the Board. The President Elect may sign any contracts, deeds, mortgages, or other instruments which the President has delegated him or her responsibility, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws or by statute to some other Officer or agent of the Consortium.
- c) **Immediate Past President** The Immediate Past President shall assist the President in the performance of his or her duties by providing continuity, advice and other assistance to the President; and, in general perform all the duties incident to the office of Immediate Past President and such other duties as from time to time may be assigned to him or her by the President or the Board.
- d) **Treasurer** The Treasurer shall serve as the Chair of the Finance Committee of the Consortium. The Treasurer shall have charge of and be responsible for oversight of the finances of the Consortium and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Board. The Treasurer shall be responsible for preparing and distributing an annual operating budget of the Consortium to the Board, to be approved by the Board each year prior to the commencement of the Consortium's fiscal year. The Treasurer shall be responsible for preparing and distributing annual financial reports of the Consortium to the Board. If authorized by the Board, the Treasurer may obtain a surety bond on behalf of the Consortium.
- e)

- f) **Treasurer Elect** The Treasurer Elect shall assist the Treasurer in the performance of his or her duties. The Treasurer Elect will work with and learn from the Treasurer in oversight of the finances, and upkeep of the operating budget. The Treasurer Elect will chair the Finance Committee in the absence of the Treasurer, and will provide continuity, advice, and other assistance to the Treasurer.
- g) **Secretary** The Secretary shall be responsible for the recordation and keeping of the minutes of the meetings of the Board and the membership; ensure that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; oversee corporate records, including but not limited to all correspondence of the Consortium; be the custodian of the seal of the Consortium and ensure that such seal is affixed to all documents, the execution of which on behalf of the Consortium under its seal is duly authorized in accordance with the provisions of these Bylaws; and in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board. The secretary shall maintain records of all board meetings. The secretary shall distribute records to board members. The Secretary shall ensure deadlines are set and met. Should a deficiency of a deadline occur, the secretary shall inform the President in a timely manner.
- h) **Secretary Elect** The Secretary Elect shall be responsible for supporting the secretary and standing in his or her stead, should the secretary be unable to continue in the position. The secretary elect will ensure a timely and smooth transition in the final two months of the secretary's term.
- i) **Officer Resignation** Should an-aforementioned Officer resign prior to the completion of his or her term, a special election shall be held within 60 days of notification to the board of directors unless that resignation occurs within 60 days of the completion of his or her term.

Section III: Composition, Term of Office, and Qualifications

The Board shall consist of 16 members: 7 Officers and 10 directors, as well as appointed committee chairs in a number required to satisfy the needs of active committees. In addition, at such time as an official publication has been established, the Editor of the publication will serve as an ex-officio, non-voting member of the Board, unless he or she is an Officer or Director otherwise appointed to the Board.

There shall be at least two Non-US members of the board at all times. Board members and officers shall serve without compensation. The board reserves the right to provide the editor of the *publication* an honorarium for service.

Founding President The Founding President of the Consortium shall maintain a life-long non-voting, honorary position on the Board. The Founding President position shall be an additional position on the Board with termination at the will of the Founding President.

Only Active Members in good standing shall be eligible to serve as, and to elect, Directors. All Elected Officers shall be elected to the Board for a two (2)-year term. Except as otherwise provided herein, Elected Officers may serve one (1) or more consecutive two (2)-year terms; provided that no Elected Officers may serve more than two (2) consecutive two (2)-year terms. Notwithstanding the preceding, no

individual shall be prevented from serving as President-Elect, President, or Immediate Past President on the basis that such individual served or will have served as an Officer for at least one consecutive term.

All Officers shall be elected by the affirmative vote of the Active Members through electronic ballot. Alternatively, elections may be held either in person or by proxy, at an Annual Meeting or Special Meeting, provided that a quorum of Active Members is present at such meeting.

All Elected Officers must remain engaged with the needs of the board throughout their term. 75% attendance at board meetings is required as well as prompt response to communication and requests of the board or its members. Less than 50% attendance will result in removal of that member from the board. If any member of the board is unable to complete these requirements, their term of office should be communicated with the President, or President Elect. A special appointment of replacement will occur with nomination either from board members or the President and confirmation of the board to maintain full working order of the society.

Section IV: Meetings

Regular meetings of the Board shall be held at least annually at such time and place as may be determined by the Board. Special meetings of the Board may be called by the President or any two Board members or Officers. At least thirty days notice must be given for any meeting of the Board. Travel expenses will be reimbursed to Board members for in-person Board meetings not held in conjunction with the annual meeting of the membership.

The notice of each meeting of the Board shall state the date, time, and place of the meeting but need not state the purpose of the meeting unless required by law or these Bylaws. No written notice is required if the date, time, and place of the meeting have been announced at a previous meeting of the Board. Notice may be waived in writing before, at, or after the time of such a meeting, and the attendance of a Board member at a meeting shall be deemed to constitute waiver of notice unless it is solely for the purpose of asserting the illegality of the meeting.

At least 7 Board members shall constitute a quorum for the transaction of business.

All decisions of the Board shall be made by a majority vote of the members of the Board present at the meeting.

To facilitate timely progress of society business, any action of the Board may be taken without a meeting if consent in writing, including electronic communication, is obtained from >90% of the members of the Board.

Videoconferenced Board meetings are to be held at least monthly to conduct and maintain workings and advancement of the consortium. Board member attendance requirements will be at least 75% of all meetings, including the annual in-person meeting. Board members will actively participate and attempt to vote on items relevant to the function of the society.

Board members or committee members may participate in and act at meetings of the Board or committees through the use of a video conferencing or other communications equipment by means of

which all persons participating in the meeting can communicate with each other. Participating in such meetings shall constitute attendance and presence in person at the meeting.

Article VI Committees

Section I: Committees

The Consortium will maintain at minimum the following committees:

Best Practice Committee
Communications
Education Committee
Program Planning Committee
Research Committee
Policy Committee
Webinar Committee

The Board may define and create such other committees and task forces of the Consortium not having and exercising the authority of the Board in the management of the Consortium, to perform tasks specified by the Board. Except as otherwise provided by the Board, members of each such body must be Active members of the Consortium. The board may dissolve a committee or task force at any time with a quorum of votes from the Board.

Section II: Selection

Committee chairs will initially be appointed by the Executive Board of Directors. Thereafter, committee membership will recommend committee chair succession to be approved by the President. Discretion of Committee design will be delegated largely to each committee, however, committee chairs will maintain a length of term no more than two years. Committee chairs are able to participate in multiple committees, but only chair one committee at a time.

Section III: Governance

All committees shall be structured and governed as determined by the Board in its sole discretion, subject to the terms and provisions of these Bylaws, and the Consortium's Articles of Incorporation. The committee chairs will participate in Board calls as requested, or report their work via email to the President for reporting out to the Board.

Section IV: Mission, Vision, and Goals

Each committee will write, maintain and recommend committee bylaws to the Board at the request of the President upon creation and annually. Each committee will review its mission and vision annually to ensure they align with the committee work as well as the goals of the Consortium. Annual submission of goals and deliverables will be reported to the Board within the first quarter of each year.

Article VII Dues and Finances

Section I: Fiscal Year

The fiscal year of the Consortium shall be the calendar year commencing on January 1 and ending on December 31 of each year.

Section II: Funds

Funds for the Consortium, its operation, and its programs shall be derived from dues, fees, sponsorships, and other sources, as directed and budgeted by the Board of Directors. The Board shall review and approve all budgets and expenditures as prepared by the Treasurer or Treasurer Elect no less than annually.

Section III: Finances

All expenditures will be approved by at minimum the Executive Board. The Treasurer will maintain and report the budget, income, and expenditures bi-annually to the Board. The Treasury Team will conduct internal audits quarterly. The Treasurer and Treasurer Elect shall have full access to the banking records and ability to conduct transactions. Annual review of the Consortium finances will be conducted by a hired accountant to include review of books and payment of any taxes or fees incurred by the Consortium in accordance with the state laws of New Jersey.

Section IV: Dues and Collection

The dues for membership and the registration fees for the educational, scientific, and other activities of the Consortium shall be determined by the Board of Directors. Dues are not refundable for any reason whatsoever. Members will be notified at least 30 days before dues expiration. Failure to pay all dues within thirty (30) days of the date any such payment is due shall cause the delinquent member to jeopardize his or her good standing status. Any member who has not paid his/her dues by thirty (30) days post expiration will be notified by the Consortium Office that she/he is no longer in good standing and therefore shall not be accorded any rights or privileges of membership.

Article VIII. Consultant Services

The Board may elect to support a paid consultant as the budget allows and specific support is identified and aligns with the growth, mission, and vision of the Consortium. This consultant will provide productivity reports monthly to the President or the Board. Performance and continued need will be evaluated at least annually by the Board who can, with majority vote, make changes to the consultant contract as needed by the Consortium.

Article IX. Parliamentary Procedure

All procedures of the meeting of the members, the Board, and its committees shall be governed by Roberts Rules of Order, Newly Revised, except where otherwise provided by law or in the Bylaws.

Article X. Indemnification

The Consortium shall, to the fullest extent permitted by the Act and the Code, save, indemnify and hold harmless any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit, by reason of the fact that he or she is or was a Trustee, Officer or employee of

the Consortium or a member of a Board Committee or Regular Committee, and arising out of or based on acts done or omissions made within the scope of the duty to the Consortium, in good faith by such person and in a manner such person reasonably believed to be in or not opposed to the best interests of the Consortium, against all of the expenses and liabilities (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit. The indemnification provided for herein shall be deemed not exclusive of any other rights to which those indemnified may be entitled under any Bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity while holding such office. Such indemnification shall continue as to a person who has ceased to be a Trustee, Officer or employee of the Consortium or a member of a Board Committee or Regular Committee, and shall inure to the benefit of the heirs, executors, administrators, beneficiaries, and other successors in interest or obligation of such a person.

The Consortium shall be authorized but not required to purchase insurance for the purpose of such indemnification. If Insurance coverage lapses or is not in place for any reason, this provision shall be void and the indemnification of liability shall be at the discretion of a two-thirds (2/3) consent of the board.

Article XII. Corporate Seal

The Consortium may, if the Board so elects, create, establish, and use a corporate seal. Any work produced or supported by the Consortium, Board, and Committees will incorporate the appropriate recognition including use of the corporate seal or acknowledgement of the Consortium within the publication or presentation. Any distribution of this seal without the written approval of the Executive Board is prohibited.

Article XIII. Dissolution

On dissolution of the Consortium, the Board shall, after paying or making provision for payment of all liabilities of the Consortium, distribute all of the assets of the Consortium to such organization or organizations as the Board may determine, which are organized and operated exclusively for charitable, educational, or scientific purposes and which qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Service Code or to which contributions are otherwise deductible under Section 170(c) (1) or 170(c) (2) of the Internal Revenue Service Code. Such assets not so disposed of shall be disposed of by the district court of the county in which the principal office of the consortium is then located.

ICCAC Committee By-Laws 2022

Alphabetical Order

1. Best Practice Committee
2. Communications Committee
3. Educational Planning Committee (Formerly MPV)
4. Exchange Award
5. Mentorship Committee
6. Pediatric Task Force
7. Program Planning Committee
8. Public Policy and Relations Committee
9. Research Committee
10. Social Work Taskforce
11. Temporary Mechanical Circulatory Support Committee
12. Webinar Committee
13. VAD-C

1. Best Practices Committee Bylaws

Reviewed 12/2021

Committee Name: Best Practices Committee

Mission/Vision: To serve as a framework for MCS Coordinator-driven care that is most current, evidence based, and compliant with regulatory standards. These recommendations represent consensus of the MCS community that are intended for multiple, diverse programs in achieving optimal patient outcomes. Our vision is to develop best practices and clinical pearls in the care of MCS patients through interdisciplinary collaboration that is based on evidence. Our secondary mission is to serve as a resource to new programs and novice coordinators.

Membership and Committee Chair Requirements:

- **How Leadership is Determined:** Notification of available position(s) will be sent to all active ICCAC Best Practice Committee members. Interested members can submit a short biography or curriculum vitae with a letter of interest. Recommended to serve for (1) year on the Best Practice Committee. Recommended to have been an active ICCAC member for (1) year. The leadership position is a 2-year commitment (one year as Chair-elect; second year as Chair).
- **Leadership Length of Service:** 2 years
- **Succession Plan (including how to replace if/when chair leaves early):** If the Committee Chair is unable to fulfill his/her role or needs to step down the co-chair will step into the position of Best Practice Committee Chair. The notification of an available position will be sent to all active Best Practice Committee members. Interested members can submit a short biography or curriculum vitae with a letter of interest. Recommended to serve for (1) year on the Best Practice Committee. Recommended to have been an active ICCAC member for (1) year. The leadership position is a 2-year commitment. If the co-chair is unable to fulfill his/her position the same process will be rolled out to invite an active member of the Best Practice Committee to fulfill this role.
- **Best Practice Committee Membership:**
 - Committee will have at least 5 active ICCAC members.
 - Industry representation may be on the committee.
 - Team/topic leaders cannot be industry member
 - Ancillary ICCAC members may be on committee for projects requiring that discipline's input.
 - Recruitment achieved through the MCS Collaboration board, newsletter article, word of mouth via colleagues and communication from Board of Directors/ Officers.
- **Committee Membership Requirements:**
 - Attendance on (1) call per month
 - Expected 60% attendance
 - Chair/Chair-elect will monitor attendance & notify members with < 60 % attendance to respond within 15 days with their intention to be removed or stay. Chair will remove the member if there is no response.
 - Participation in at least (1) project per year

Scope and Objectives:

The Best Practice Committee is responsible for identifying MCS practice issues of concern or in need of guidance. The Best Practice Committee will select projects and assemble a team of interested members to work on said project(s). Final results will be shared with the BODs for approval and will then be shared with ICCAC membership via a document/ paper; poster; PowerPoint or other communication method.

Deliverables:

Best Practice statements (documents) posted on the ICCAC website of selected topics. Recommendations will include the evidence (or lack thereof) in support of selected topics.

2. **Committee Name:** Communication Committee Bylaws-
Reviewed 3/31/22

Committee Name: Communication Committee

Mission/Vision: To provide a venue for ICCAC members to assist with member benefits and work toward member recruitment and retention. The committee also seeks to enhance the membership experience of MCS clinicians participating in the organization by improving communication and addressing membership questions and concerns. This includes providing a secure, up-to-date website for all ICCAC related events and communications allowing our members one place to share information, educate and support each other and to assist in all efforts of device clinical research and development.

Membership and Committee Chair Requirements:

- **Membership:**
 - Current MCS Clinician
 - Active ICCAC Member
 - At least one member that is also a member of the board of directors
 - Industry members can participate in this committee with limited scope
- **Committee Chair Requirements:**
 - Leadership: Chair and Co-Chair
 - Chair/Co-Chair candidate must meet membership requirements, active membership of at least one year in committee preferred
 - Chair and Co-Chair are established based on volunteers and then approved by committee vote
 - In the event the chair is unable to fulfill the position or needs to step down, the Co-Chair will step into the position of Chair. The notification of an available position will first be offered to committee members, if no active committee members are able to fill the position, it will be opened to the active ICCAC membership.

Scope and Objectives:

The committee is responsible for all facets of membership including:

- Maintain, monitor and update ICCAC Website
- Communicating with members and answering questions related to membership
- Communicating updates from ICCAC and BOD via social media (Facebook, Twitter, Instagram, LinkedIn, YouTube)
- Communicating regarding membership opportunities and assisting members with active engagement in the organization
- Maintaining membership records
- Reviewing and revising membership benefits as needed
- Preparing membership proposal including pricing and discounts to present to ICCAC Board
- Maintain working website with links, emails and content
- Collaborate regularly with committees to highlight successes and encourage involvement via website
- Posting, monitoring, and maintaining ICCAC blog

The committee will maintain subcommittees including but not limited to:

- Membership

- Social Media
- Blog
- Website

Deliverables:

- Minimally retain 250 members
- Target 300 members
- Convey benefits of membership in clear communication
- Streamline communication between ICCAC, BOD, and members
- Increase awareness of ICCAC through social media and other platforms
- Collaborate regularly with committees to highlight successes and encourage involvement via website

3. Education Planning Committee

Reviewed 3/10/22

Committee Name: ICCAC Education Planning Committee

Mission/Vision: Our mission is to provide opportunities for professional growth, enhance clinical knowledge and meet educational needs of MCS clinicians. We will provide building blocks for MCS clinicians from beginner to expert through in-person conferences, virtual seminars, and serve as a resource for clinicians.

Membership and Committee Chair Requirements:

- 7-14 Members at large
Requirements: Active ICCAC Member. Minimum 1 year as MCS Clinician.
Chairs of all sub-committees (DT Summit, Bootcamp, EMS conference, New VAD Coordinator Summit, Webinar, VAD Track ASAIO?) will be members. Requirements for each subcommittee to be determined by that committee
- Leadership is Determined; Notification of available position(s) will be sent to all active ICCAC members. Interested members can submit a short biography or curriculum vitae with a letter of interest. The leadership position is a 2-year commitment (one year as Chair-elect; second year as Chair).
- Active committee members must participate in 50% meeting phone calls. Should schedules conflict occur, an email including project updates will suffice.
- Leadership Length of Service: 2 years 2 Chairs and 2 chair-elects.
- Requirements: Active ICCAC Member. Minimum 2 years as MCS Clinician.

Scope and Objectives:

The education committee is responsible for identifying education needs from ICCAC members. The committee will support education programs and facilitate CEs.

Deliverables:

- Assess educational needs of ICCAC members
- Provide CE/CEUs for educational activities
- Plan and coordinate educational activities for members (member only benefit)
 - Webinars
- Plan and coordinate educational activities for larger MCS community through collaboration with other professional societies
 - VAD Coordinator Sessions
 - MCS Bootcamp
 - Joint Symposium
 - EMS conference
 - Small Center Summit
 - ISHLT
 - ASAIO

4. **Committee Name:** ICCAC Exchange Award Committee

Reviewed 4/12/22

Committee Name: Exchange Award

Mission/Vision: Enhancement of MCS clinician idea sharing, relationships, and programmatic diversity understanding within the ICCAC membership.

Leadership:

Committee Chair Requirements:

- o Leadership: Chair Chair/Co-Chair candidate must meet membership requirements, active membership of at least one year in committee preferred
- o Chair is established based on volunteers and then approved by committee vote

Committee Member Requirements:

- **Membership:**
 - o Current MCS Clinician
 - o Active ICCAC Member
 - o Industry members do not participate in this committee
 - o Members will be able to meet at least every 2 months

Scope and Objectives:

The committee is responsible for overseeing administration and evaluation of ICCAC member exchange process

Deliverables:

- have 1 diad engage in transnational, transcultural or trans-programmatic process each calendar year.
- Have the above diad present findings at a physical meeting or electronically to the membership for lessons learned and growth across the membership.

5. **Committee Name:** Mentorship Committee 2022

Mission/Vision: The mentorship Committee offers VAD Coordinators (and other healthcare professionals involved with VAD patients) quality support that leads to growth and independence. Our philosophy involves collaboration with those we serve: VAD patients, VAD teams, communities, and professional organizations to name a few. And it is with this we continue to apply collaboration to the mentoring program in working as a dyad to innovate, energize, and offer support to the VAD Coordinator (and other healthcare professionals). The goal to grow, empower, and share ideas is extremely important to ICCAC and this too is reflected in our mentoring program.

Membership Requirements:

Co-Chair: The Co-Chairs of the committee are voluntary and the individuals who volunteer will remain in the Co-Chair position for two years with rotation every year (keeping overlap of one of the chairs).

○ Requirements:

§ Experienced VAD Coordinator with more than 5 years of experience

§ Experience as a preceptor or educator and/or management experience of a VAD team

Co-Chair Elect: Voluntary role with goal to take over Co-Chair role at end of one year of service (January)

· Mentors:

- Experienced Clinicians who are active ICCAC members and are willing to mentor fellow ICCAC members.
- Opportunity to share their experience with a mentee, helping to overcome hurdles on their career path or refine processes for their program.
- The Committee Co-Chairs and Co-Chair elect will work to pair the mentee with a mentor with experience in their area of interest.

· Mentees:

- May be new to the MCS experience or be an experienced MCS team member who is an active ICCAC member seeking assistance with a specific professional or programmatic concern.
- Will be partnered with a mentor who has experience in the area of interest requested by the mentee.

· General Members:

- ICCAC members interested in being part of the committee to assist Co-Chairs/Co-Chair elect
- Potential to progress to Co-Chair
- Review applications
- Encourage ICCAC members to use Mentors
- Assist with development of documentation library to assist future mentors/mentees
- Check in with mentor/mentee dyads
- Assist with collection of evaluations and collate responses
- Opportunity to present to Committee members

Scope and Objectives:

- To provide support to healthcare personnel who care for VAD patients (inclusion of VAD Coordinators, Social Workers, Palliative Care etc.)
- To provide support to new leaders and VAD teams
- To build relationships among VAD personnel and centers
- Long term allied health mentorship
- ICCAC support for mentors and mentees

Deliverables:

- Match 12 pairs of mentor/mentees
- Provide a mentor and mentee introduction
- Provide educational session to prepare the mentor/mentee for a successful mentorship relationship
- Evaluate the success of the program at least semi-annually
- Provide report of the dyad outcomes to the ICCAC Board annually

6. Program Planning Committee

Reviewed 4/10/2021

Committee Name: Program Planning Committee

Mission/Vision: To provide up to date educational meetings based on current clinical management and future technology for mechanical circulatory support patients and networking opportunities on a global level for active ICCAC members.

Membership and Committee Chair Requirements:

• **How Leadership is Determined:** Notification of available position(s) will be sent to all active ICCAC members. Interested members can submit a short biography or curriculum vitae with a letter of interest. Recommended to serve for (1) year on program planning committee. Recommended to have been an active ICCAC member for (2) years and have attended a minimum of (1) annual meeting. The leadership position is a 2-year commitment.

• **Length of Service:** 2 years

• **Succession Plan:** If the Committee Chair is unable to fulfill his/her role or needs to step down the co-chair will step into the position of Program Planning Committee Chair. The notification of an available position will be sent to all active ICCAC members. Interested members can submit a short biography or curriculum vitae with a letter of interest. ○ Recommended to serve for (1) year on the program planning committee.

○ Recommended to have been an active ICCAC member for (2) years and have attended a minimum of (1) annual meeting.

○ The leadership position is a 2-year commitment. If the co-chair is unable to fulfill his/her position the same process will be rolled out to invite an active member to fulfill this role.

• **Committee Requirements:** Monthly Conference Calls – minimum attendance of 1 call per month

• **How many members must be a part of the committee to remain functional:** There must be a minimum of (4) committee members to remain functional. The Chair, Co-Chair, and representation from ICCAC President and President would be sufficient as a minimum. • **Industry cannot be on this committee.**

Scope and Objectives:

• **Planning Annual Meeting and Networking Opportunities** at national and international conferences with MCS presence. This would include obtaining speakers, funding, CEU's, coordinating catering menu/AV requirements, advertisement, registration, feedback and surveys to demonstrate successful deliverables. Coordinate ICCAC Annual VAD Coordinator of the Year Award and Exchange Award.

Deliverables:

• **Administer quantitative surveys** at annual and networking meetings to determine active member participation, attendance from national and international members and expect increased attendance and participation on yearly basis.

7. **Committee Name:** ICCAC Pediatric Task Force

8. **Committee Name:** Public Policy and Relations Committee- Erin Davis

Created 2022

9. Research Committee Bylaws Reviewed

Reviewed 4/4/22

Committee Name: ICCAC Research Committee

Mission/Vision: Our mission is to serve as a research framework for ICCAC members, providing strategical steps and opportunities in creating research projects for the betterment of the MCS Patient. These directives will add to the literature available for the MCS Coordinator and the patients they provide care to. Our vision is to provide guidance and strategic steps to MCS Coordinators who want to be active in research within the ICCAC community.

Membership and Committee Chair Requirements:

- One Chair; The chair is established based on volunteers and then approved by a committee vote. The term is one calendar year. Should the chair have to leave the position early, that position will be filled by the Co-Chair or Chair-elect; or if neither are available, an interested interim co-chair. Should there be no chair-elect to replace the current chair, the current chair may remain in position until said co-chair-elect position is filled.
- One Co-Chair/Elect; same selection process as above. The chair-elect will take over as chair at the start of the calendar year should there be one available.
- Membership of at least 4 active members. Recruitment is achieved through MCS collaboration board, newsletter article, word of mouth via colleagues.
- Minimum 1 year as MCS clinician
- Active ICCAC Member
- Interest in research to advance the benefits of MCS therapy
- Active members must participate in 50% of bi-monthly phone calls. Should schedules conflict occur, an email including project updates will suffice.

Scope and Objectives:

- Provide a Research Framework for ICCAC members and to engage those interested in Research to experience opportunities that are available in research Provide grant funding for top two grant submissions yearly

Deliverables:

- Through the Research Committee efforts, members will be able to streamline and standardize the care for the MCS patient across centers nationally and internationally. Goal is to perform multi-center collaboration in order to increase sample size and impact of MCS research.
- Yearly awards up to two \$2000 grant awards to the top two scored grant submissions.

- Yearly awards of two \$1000 grant awards for two members for Publications/Presentations
- Provide IRB funding for multi-center studies guided by the research committee members
- Monitor ICCAC member surveys when submitted

Research Grant:

- A. The research committee would like to have funds available to be able to award dollars available for two selected Research Grant proposals submitted and chosen by the Research Committee
- B. Timeline Planning:
 1. Heavily promote Research Grant proposals submissions on ICCAC website and social media outlets with Guidelines for submission (would like at least 5 to pick from)
 - To be submitted to the Research Committee Chair and then disbursed to the research committee members for scoring review
 2. Opening date: May 1, 2022
 3. Submission close date August 31, 2022
 4. All research proposals will be evaluated and scored with the approved Research Grant Score sheet (to gain approval from ICCAC Board of Directors for approval prior to use after approval from the ICCAC Research Committee members)
 5. Grant proposal selection will be made and announced by October 31, 2022 with appropriate funding made available to the chosen researchers/Principal Investigator(s) based upon scoring and the available funding within the budget (no more the \$1500 per grant)
 6. The chosen grant researchers will be asked to provide an update once per year at an ICCAC meeting in a 5-10 minute presentation to update the membership (does not have to have full results).
 7. Research committee members have the right to submit research grant proposals
 8. The Research Committee Chair will be the only one to have full disclosure of names. The proposals will be de-identified when sending to the rest of the Research committee members. The Research Committee members are not allowed to score their own and we ask for academic, ethical and professional integrity amongst the Research Committee members to not discuss their scoring with other members until things have been officially graded
 9. In the event of a tie between 1st and/or 2nd place positions, the Research Committee Chair will send the blinded proposals to the position-holding ICCAC Executive Board members (Past-President President and President Elect, Secretary and Treasure) for scoring and final decisions of the top three grant proposals
 10. If a grant submission fails to include a budget request, the grant will not be scored

IRB Status:

1. The Research committee members have discussed the option of having funds available for those individuals pursuing research studies within the constraints of ICCAC Research Committee
2. Costs from IRB evaluation for either exemption of a protocol or assistance in a multi-center trial can be significant but the Research committee will coordinate with the ICCAC Board to explore cost sharing measures.
3. The Research Committee Chair shall coordinate with a centralized IRB such Western Institutional Review Board (WIRB). A (general) cost sheet will be provided for the Research Committee Chair for personal reference only.

4. Should the Research committee develop a multi-study trial protocol that needs to be reviewed for protocol review, consent approval and other document review, the necessary documents will be submitted to the ICCAC Board from the Research Committee Chair for approval; to which once approval is obtained the documents and application will be submitted to WIRB without initial charge until evaluation takes place (meaning there is no initial fee to submit to WIRB for evaluation—the charge(s) will come with evaluation)
5. The Research committee shall request annual funding set aside for the IRB fees not be completely used within the calendar year (or fiscal year per the ICCAC board members) that rolls over to the next year to be added to the newly approved yearly budget

Surveys:

ICCAC Research Committee members recognize that surveys can be quite taxing and cause survey fatigue when members are inundated with copious requests. However, surveys are often beneficial in jumpstarting a research study. Therefore the Research Committee members have decided on the following protocol in relationship to survey delivery amongst the ICCAC members:

1. To avoid survey burnout, the research and executive board will be gatekeepers for the timing and volume of surveys to our members. A list of the surveys will be posted on the webpage with the titles so that surveys aren't replicated.
3. Those surveys that are completed by the ICCAC members, we will be asking the individual creators of the surveys to submit to the Research Chair a summary of the results so the ICCAC members may take advantage of these survey results.
4. Instructions for submitting surveys for review by the Research Committee will be posted on the Research Committee's Web Page
5. Abstracts and/or manuscripts created from survey results from ICCAC members, will be branded for appropriate documentation and recognition.
6. Prior to an abstract submission of survey results to a conference, the abstract will be reviewed and approved by the research committee. The abstract will then be branded with the ICCAC name.

10. ICCAC Social Worker Workforce

Reviewed 04/08/2022

Committee Name: ICCAC Social Worker Workforce

Mission/Vision: MCS Social Workers conduct the psychosocial evaluation of a potential VAD patient, including, but not limited to, identifying social support for the patient and caregiver, compliance, mental health, coping skills, substance use and abuse, legal issues, understanding of MCS process and motivation for MCS, communication and learning style and the importance of body image. Additionally, MCS Social Workers seek to enhance the effective functioning and well-being of the VAD patient, their families, and their community through collaboration with multidisciplinary members of the circulatory clinical team in daily patient care, publishing and through education and advocacy.

- The Society for Transplant Social Workers' CCTSW – MCS (Certified Clinical Social Worker- Mechanical Circulatory Support) certification, is a JCAHO designated best practice for all Social Workers in a VAD program, be it BTT or DT. Therefore, it is a recommended certification for all MCS social workers.
- It is with this role description that this workforce, within ICCAC, strives to represent the Social Worker within ICCAC projects, goals, and any other ability to progress our field forward into the future

Membership and Committee Chair Requirements:

- At least 2 members is recommended to maintain the efficiency of the committee
- Recruitment is achieved through MCS collaboration board, newsletter article, word of mouth via colleagues
- Chair of the committee is strictly voluntary and the individual who volunteers shall remain in the chair position for a minimum of 1 year
 - If there are no other volunteers to follow the Chair position, the individual in the chair position can maintain in this role until another volunteer is found
- Co-Chair (if established) will take over January of the following year and will change to "Chair" status at to which time active recruitment for future co-chairs will take place
- Minimum 1 year as MCS clinician
- Active ICCAC Member

Scope and Objectives:

- Establishing a Social Work platform for multi-disciplinary collaboration amongst the organization. Although there are established organizations which allow SW to gain knowledge/support from one another, ICCAC offers a unique opportunity for collaboration across centers with other clinicians working specifically with the MCS population

Deliverables:

- Grow the SW committee to provide a platform for communication and collaboration amongst the ICCAC community
- Develop material to educate the new VAD SW

11. Temporary MCS Committee Bylaws

Reviewed 1/20/2022

Committee Name: Temporary MCS Support Committee

Mission/Vision: In collaboration with active MCS Coordinators and leading Industry Clinical Specialists, we will provide education on temporary mechanical support devices utilized on cardiogenic shock patients. The most updated education and evidence-based practices that are compliant with regulatory standards will be shared across ICCAC members. This educational and clinical committee is intended for all programs caring for cardiogenic shock patients. Our goal is to develop resource materials, best practices and clinical pearls in the care of temporary MCS patients through interdisciplinary collaboration that is based on evidence. Our secondary mission is to serve as a resource to new programs and novice coordinators.

Chair and 2 Co-Chair: Edith Boyes

Co-Chairs: Casey Miller, casey.miller@emoryhealthcare.org

Justin Okray, jokray@surgery.bsd.uchicago.edu

Membership and Committee Chair Requirements:

- **How Leadership is Determined:** Notification of available position(s) will be sent to all active ICCAC members. Interested members can submit a short biography or curriculum vitae with a letter of interest. Recommended to serve for (1) year on Temporary MCS Committee. Recommended to have been an active ICCAC member for (1) year. The leadership position is a 2-year commitment (one year as Chair-elect; second year as Chair).
- **Leadership Length of Service:** 2 years
- **Succession Plan (including how to replace if/when chair leaves early):** If the Committee Chair is unable to fulfill his/her role or needs to step down the co-chair will step into the position of Temporary MCS Committee Chair. The notification of an available position will be sent to all active ICCAC members. Interested members can submit a short biography or curriculum vitae with a letter of interest. Recommended to serve for (1) year on Temporary MCS Committee. Recommended to have been an active ICCAC member for (1) year. The leadership position is a 2-year commitment. If the co-chair is unable to fulfill his/her position the same process will be rolled out to invite an active member of the Best Practice Committee to fulfill this role.
- **Committee Membership:**
 - Committee will have at least 2 active ICCAC members.
 - Industry representation may be on the committee.
 - Team/topic leaders cannot be industry member
 - Ancillary ICCAC members may be on committee for projects requiring that discipline's input.
 - Recruitment achieved through the MCS Collaboration board, newsletter article, word of mouth via colleagues and communication from Board of Directors/ Officers.
- **Committee Membership Requirements:**
 - Attendance on (1) call per month
 - Expected 75% attendance

- o Chair/Chair-elect will monitor attendance & notify members with < 75 % attendance to respond within 15 days with their intention to be removed or stay. Chair will remove the member if there is no response.
- o Participation in at least (1) project per year

Scope and Objectives:

The Temporary MCS Committee is responsible for identifying MCS practice issues of concern or in need of guidance. The Temporary MCS Committee will select projects and assemble a team of interested members to work on said project(s). Final results will be shared with the BODs for approval and will then be shared with ICCAC membership via a document/ paper; poster; PowerPoint or other communication method.

Deliverables:

Temporary MCS Clinician Manual or statements (documents) posted on ICCAC website of selected topics. Recommendations will include the evidence (or lack thereof) in support of selected topics.

Industry	Clinical Education Specialist	Device
Abbott	Melissa Barnes	CentriMag
Abiomed	Michelle Kassemos mkassemos@abiomed.com	Impella
	keleuteri@abiomed.com	
	levans@abiomed.com	
LivaNova	Elizabeth Martin	Tandem
Maquet?		CardioHelp

Co-Chair: casey.miller@emoryhealthcare.org

Co-Chair: Justin Okray, jokray@surgery.bsd.uchicago.edu

12. Webinar Committee Bylaws

Reviewed 01/11/2021

Committee Name: ICCAC Webinar Committee

Mission/Vision: Our mission is to provide an educational platform for ICCAC members through a variety of pertinent topics related to MCS therapy. Our vision is to provide at least monthly webinars to the ICCAC community that are thought-provoking, clinically relevant and allow for collaborative education amongst colleagues.

Membership and Committee Chair Requirements:

- At least 2 members are recommended to maintain the efficiency of the committee
- Recruitment is achieved through MCS collaboration board, newsletter article, or word of mouth via colleagues
- Chair of the committee is strictly voluntary and the individual who volunteers shall remain in the chair position for a minimum of 1 year
 - If there are no other volunteers to follow the Chair position, the individual in the chair position can maintain in this role until another volunteer is found
- Co-Chair (if established) will take over January of the following year and will change to “Chair” status at to which time active recruitment for future co-chairs will take place
- Minimum 1 year as MCS clinician
- Active ICCAC Member
- Active committee members must participate in >50% meeting phone calls. Should schedules conflict occur, an email including project updates will suffice

Scope and Objectives:

- Continue providing an educational platform for ICCAC members
- Provide speaking engagements for those wanting to be more involved in educational speaking
- Provide educational opportunities through lectures and case study presentations that are thought-provoking and collaborative to provide clinical assistance in the care of the MCS patient
- Create an environment conducive to host native language webinars, with the opportunity of providing translation keys for non-native language speaking individuals

Deliverables:

- Provide monthly lectures on a variety of topics pertaining to MCS therapy
- Provide two CME lectures (June or July and November or December) of each year
- Provide hosting guidance for monthly European webinars
- Provide hosting guidance for quarterly native language webinars (e.g. APAC or Brazil)

13. VAD-CB Bylaws

Reviewed 04/17/2022

Committee Name: **VAD-CB** (VAD-C™ Certification Exam Board)

Mission/Vision: Our mission is to create and maintain a VAD-C™ certification exam to validate expertise of clinicians that care for durable ventricular assist device populations.

The VAD-C™ Certification Exam is currently being developed by members from the VAD-CB. The VAD-CB is a separate entity from the ICCAC Executive Board and University of Michigan, has their own governing bylaws and therefore, this set of “bylaws” is to describe the make-up of the VAD-CB, how members are selected and the overall primary objectives. Full VAD-CB governing bylaws should be referred to in depth if any further questions arise.

Board Member Make-Up:

Each VAD-CB is a separate entity from ICCAC and is made up of a President, President-Elect and Past President, Secretary, Treasurer, and three additional board members, one of which is the lay community member

Initial board members for the FIRST VAD-CB were selected by the ICCAC Executive Board to make up half of the board member make up

The additional half of the board member make up consists of University of Michigan representation

At least one individual will be selected by the VAD-CB as a lay representative

ICCAC Executive Board will appoint a liaison to the VAD-CB to act as a communicator between both boards (ICCAC Executive Board and the VAD-CB)

Board Member selection:

First initial board is selected by the ICCAC Executive Board and officials at University of Michigan

Moving forward, each subsequent board member will derive from elected individuals through application submission process

The presidential series commitment (Past President, Current President, President-Elect) will be a total of 3 years (1 year in each role)

The secretary commitment is 2 years

The treasurer commitment is initially 3 years and after this will change to two years thereafter

The Board Member A (Community Lay person) and Board Member C commitments are initially 3 years and after this will change to two years thereafter to avoid rolling off the board all at once
Board Member B commitment is 2 years

Scope and Objectives:

Develop a VAD-C™ Clinician Certification Exam

Create a plan for future exams to where the exam is self-sustainable

All board members will be chairs of all committees to bring the previous goal to fruition

Deliverables:

Creation of VAD-C™ Certification Exam in 2022