

Vice-President (Education)

Role Description

Term of Office: 3 years, following 1 year in Elect position

Context

The British Cardiovascular Society (BCS) is a membership organisation with charitable status.

The Vice-President (Education) is a Trustee of the Society and a member of the BCS Board, Executive and Council. The BCS Board of Trustees has oversight of the legal context and governance of the Society, setting and approving the strategy of the Society. The Executive implements the strategy and develops the operational policy. The Council addresses policy matters relating to the stakeholders of the BCS. All are chaired by the President.

The BCS is three years through its [5 year strategic plan](#). The BCS has an ambitious strategy to enhance its services and membership communications. It has an on-going vision to provide high quality education targeting all clinicians and healthcare professionals, and to promote research in cardiovascular medicine in the UK in partnership with stakeholders. The BCS is the voice for all those working in the fields of cardiovascular care and research in the UK; we aim to represent and support both the professionals who work in cardiology and the patients for whom we want to encourage the best possible treatment. Our mission includes setting standards of clinical excellence for the benefit of patients and to be the primary source of professional advice and advocacy in the prevention, diagnosis and treatment of cardiovascular disease.

Responsibilities

General

As a Trustee of the British Cardiovascular Society the President, all Vice Presidents and the Honorary Secretary are, along with the non-executive Trustees, responsible for ensuring the effective performance of the BCS and that the BCS meets its legal obligations.

All Trustees are expected to:

- work in partnership with other Trustees and the Executive Group to achieve the objectives of the BCS
- act as high level representatives for the BCS

Each Trustee is an equal member of the Board and has the same responsibility as the other trustees for the success of the organisation for delivering to its core purposes, values and mission and ensuring that there is compliance with its charitable status.

Specifics

The Vice-President (Education) is responsible for:

- Driving and leading the Society's commitment to enhance and maintain the highest standards in education and will lead on the BCS's 5 year vision in respect to:
 - becoming the leader in the delivery of high quality education in cardiology
 - developing the BCS's educational strategy and presence internationally
 - pioneering novel and modern approaches to education delivery

in order to support our goal to be a recognised Educator and the 'go to' provider of educational courses and content for cardiologists and allied professions.

- Developing, delivering and leading on the BCS's education strategy to support the vision in collaboration with the Chairs of the Education and Programme Committees whose activities they oversee. They will recommend to the Board changes that should be made and how these should be implemented.
- Provide strategic leadership and professional oversight to the chair of Education and the chair of the program committees.
- Providing leadership to the BCS Academy and its development including acting as Chair of the Academy Committee. This includes, but is not limited to, responsibility for the BCS mentorship programme, securing funding for and managing fellowships; responsibility for overseeing the Emerging Leadership Programme and its development and acting as Co-Course Director on it.
- Ensuring that the BCS is successful in meeting its stated objectives with respect to the education of medical and non-medical staff working in cardiovascular medicine.
- The future BCS conference strategy working closely with the President, CEO, Offices, Chair of the Programme Committee and staff managers to inform future plans.
- Sourcing funding and sponsorship in support of educational activities in collaboration with the Chair of the Education Committee and other officers of the Society.
- Undertaking a clinical leadership role on functional areas of BCS business and activities as agreed by the President and Board
- Managing assignments designated by the President

The Vice-President (Education) will:

- Attend meetings of and provide regular reports to:
 - the Board (4 meetings per year)
 - the Executive (4 meetings per year)
 - Executive 'lite' (8 meetings per year)
 - Council (3 meeting per year)
 - the AGM (June meeting at BCS Conference)In between Board meetings, Trustees may be expected to meet and/or engage in contact via email or phone, with the President, Chief Executive, and other BCS Officers, staff and volunteers as necessary
- Attend and participate in the:
 - Programme Committee (8 meetings per year following Board or Executive meetings) and be responsible for delivering a successful Annual Conference, in conjunction with the Chair and other members of the Programme Committee
 - Education Committee (4 meetings per year) and be responsible for working closely with the appointed Chair to ensure educational activities and developments are aligned with strategic goals and delivered to agreed timescales.
 - Education 'lite' (8 meetings per year)
 - Meetings with the BHF and BCS (2 meetings per year)
 - Meetings with Principal Partners (2 meetings per partner per year plus 2 round table meetings annually)
- Chair the Academy Committee (4 meetings per year)
- Liaise closely with the VP for Training
- Represent the Society as requested by the President

Physical attendance for several Board meetings and the full Executive Committee at the BCS Offices in Fitzroy Square, London is required; otherwise meetings will be virtual. All other meetings will normally be held virtually but with at least one face to face meeting per annum.

Officers and committee members are required to attend at least 75% of meetings.

Time Commitment

In addition to the meetings set out above it is anticipated that the Vice-President (Education) responsibilities will require an indicative commitment of, on average, 15 hours per month, with the need for flexibility given that this will be variable across the year linked to meeting and activity schedules.

Review Meetings with the President

Regular meetings will be held with the President in addition to 6 monthly review meetings to agree and monitor objectives.

Support

Appropriate administration support will be provided via the BCS offices in Fitzroy Square with access to meeting rooms as required.

Induction and training will be provided (and must be undertaken) with regard to wider Trustee responsibilities.

Eligibility

Those standing for election must:

- be an Ordinary Member of the Society
- have served as a member of Council, a member of a committee of the Society, or as an Officer of one of the Affiliated Societies
- have the support of his/her employer (Chief Executive Officer) at his/her normal place of work and meet the time commitments set out
- be able to commit to the broad remit and duties of the post
- have no criminal record or ongoing disciplinary issues
- declare any conflicts of interest
- be nominated and seconded by Ordinary Members of the BCS
- submit a personal statement relevant to the post
- be approved by the Election Committee as fulfilling the relevant person specification and job description
- be elected by a ballot of Ordinary Members of the Society