

## Honorary Secretary

### 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 Honorary Secretary 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 health 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 Honorary Secretary works closely with the President and CEO on all strategic matters of the Society and deputises for the President as required.

They will work closely with the President, CEO and other officers in support of the BCS's corporate relationships with Principal and other Partners and international activities.

The Honorary Secretary is responsible for:

- Matters of governance:
  - Ensuring that the Society functions effectively and efficiently within its organisational framework and will be expected to recommend to the Board changes that should be made and how these should be implemented.
  - The Constitution and Articles of the Society
  - Oversight of the BCS Elections process
- Providing clinical leadership to the BCS's membership strategy and plans
- Providing clinical leadership to the BCS's Affiliated Society strategy and plans
- Organise the process to support BCS members for National Clinical Impact Awards
- The BCS's relationship with Regional Advisors and related activities
- Providing clinical input to internal HR matters as required
- 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 Honorary Secretary 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 BCS Elections Committee (April meeting)
  - the AGM (June meeting at BCS Conference)In between Board meetings, the Honorary Secretary 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 weekly one-hour meetings with the President and CEO to discuss strategic issues and developments.
- Attend and participate in the:

- Programme Committee (8 meetings per year following Board or Executive meetings)
- Trainee Representatives Group (2 meetings per year)
- Physiologist Council (3 meetings per year)
- Imaging Council (3 meetings per year following Council meetings)
- Royal College of Physicians Cardiology Joint Specialty Committee (2 meetings per year)
- Royal College of Physicians Medical Specialties Board (3 meetings per year)
- Meetings with Principal Partners (2 meetings per partner per year plus 2 round table meetings annually)
- Attend annual conferences of the ESC and ACC as an officer and representative of the BCS as required by the President
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- 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 Honorary Secretary's 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