



British Cardiovascular Society

*'Promoting excellence in cardiovascular care'*

## **JOB DESCRIPTION**

<b>Title of post:</b>	Non-Executive Trustee
<b>Reports to:</b>	BCS President
<b>Accountable to:</b>	BCS President, other members of the Board
<b>Liases with:</b>	Board Members, other Non-Executive Trustees, Council, CEO, Managers, BCS staff, members, stakeholders and the public
<b>Job Summary and overall purpose</b>	Non-Executive Trustees (NETs) along with Executive Trustees of the British Cardiovascular Society (BCS) together form the "Board" and serve as Trustees responsible for ensuring the effective performance of the BCS and that the BCS meets its legal obligations. NETs have a close working relationship with the Board to ensure that there are good and effective standards of governance

Our Board of Trustees are responsible for:

- setting and evaluating the strategy and key policies and governance of the BCS
- developing the aims of the BCS, its objectives and goals
- fulfilling their collective responsibility for the governance of the BCS in accordance with prevailing legal requirements and regulatory guidelines
- monitoring and inspiring the performance of the BCS, its CEO and management team

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.

As members of the Board of Trustees, NETs should adopt a strategic approach and are responsible for bringing independent judgement to bear on issues of strategy, risk management, planning, performance, key appointments and relationships with the internal and external stakeholders of the BCS, including Council. They have a particular role in scrutinising the performance of the executive management team in meeting goals and objectives agreed by the Board.

NETs must uphold the highest standards of public life and public service in undertaking their role for the benefit of the community.

**Tenure:** 3 years, renewable for a further 3 years by mutual agreement

**Time commitment and meeting attendance:** NETs will normally be expected to attend 5 Board meetings annually (in London) including an annual Board of Trustees Strategy Day. Meetings are normally of 3 hours duration with the exception of the June meeting which is a day-long strategy and business planning meeting. NETs will be expected to contribute to broader activities and work of the BCS in line with the responsibilities set out in the role.

In between Board meetings, all Trustees may be expected to meet and/or engage in contact via email or phone, with the Chief Executive, and other BCS staff and volunteers as necessary.

**Remuneration:** The role is an unremunerated voluntary position, but reasonable expenses will be met.

## **KEY RESPONSIBILITIES**

- To advise, guide and assist the BCS and its representatives to function within the legal and regulatory framework of the sector with the aim of continually striving towards best practice in governance.
- To uphold the fiduciary duty invested in the role of Trustee, undertaking all duties in a way that upholds best practice in governance to maintain or enhance public confidence and trust in the BCS, including avoiding personal conflicts of interest.
- To determine the overall direction and development of the BCS through good governance and management, and clear strategic planning.
- To direct and monitor performance of the BCS and ensure that it is solvent and well run.
- Commit to working to, and encouraging within the BCS, the highest standards of probity (adhering to the Nolan principles: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>), integrity and governance; contribute to ensuring that the internal governance arrangements of the BCS conform with best practice, Charity Commission and statutory requirements.

## **KEY DUTIES**

- Acting in the best interests of the BCS at all times.
- Promoting and developing the BCS in order for it to maintain its relevance to the scientific community and the wider community.
- Ensuring the effective and efficient administration of the BCS and its resources.
- Maintaining the financial stability of the BCS and ensuring that robust systems are in place for internal financial control and the protection of the funds and assets of the BCS.
- Maintaining sound financial management of the resources of the BCS, ensuring expenditure is in line with its objectives and that investment activities meet accepted standards and policies.
- Monitoring the work and activities of the BCS, the Executive, CEO and senior management team.

- Establishing and monitoring the policies that govern organisational activity, systems for reporting and monitoring and the conduct of Board of Trustee business.
- Ensuring the BCS complies with legislative and regulatory requirements and acts within the confines of its Constitution and in furtherance of its objectives.
- Positively impacting Board of Trustee meetings (and any Committee meetings to which the Trustee is appointed) through bringing informed, quality perspectives to add contribution and stimulate debate.
- Be aware of, understand and apply relevant regulatory policies particularly in respect to the Charity Commission (Charity trustee - responsibilities - what's involved (CC3a) - GOV.UK.htm) governance documents and guidance, plus Trustees' legal responsibilities.
- Building strong, effective and trusting relationships with fellow Trustees, members of the Executive, CEO, senior management team, staff and other stakeholders.
- Maintaining the confidentiality of sensitive/confidential information received in the course of a Trustee's responsibilities to the BCS.
- Participate in 'walkabouts' and other processes of engagement with staff to help identify issues and provide assurance about the effectiveness of the Board's leadership of the BCS.

### **ROLE AS AN AMBASSADOR**

Trustees are expected to be good ambassadors for the BCS. Their behaviour at all times should enhance and protect the reputation of the BCS and be in accordance with Charity Commission guidelines. They should take every opportunity to champion the BCS and support its activities.

This job description will be subject to iterative review.

## PERSON SPECIFICATION – BCS NON-EXECUTIVE TRUSTEE

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	ASSESSMENT METHOD
Qualifications	First degree, or equivalent business experience	Postgraduate qualification	Application
Experience	<p>Strong and effective leadership skills at board level in a large and complex organisation.</p> <p>Experience of high level strategic and business planning and an ability to understand and shape the strategy of the BCS and influence its implementation</p> <p>Successful change management experience</p> <p>Senior level experience in a customer focused environment</p>	<p>Previous Non-Executive Trustee/Trustee experience</p> <p>The necessary networks and contacts to assist the BCS in achieving its objectives</p>	Application and assessment of evidence
Skills	<p>A specific specialist background enabling input of a key area of expertise to the BCS and its Board</p> <p>A collaborative approach to working, proactivity, a willingness to offer constructive challenge and support collective decisions</p> <p>Excellent team-working skills</p> <p>Ability to analyse and evaluate management information and other evidence</p> <p>Excellent communication skills, and an ability to persuade and influence to promote the interests of the Charity</p> <p>A strong commitment to the aims, mission and values of the BCS and an understanding of the opportunities and challenges which it faces</p> <p>A sharp mind with the ability to think creatively but remain mission-focused</p> <p>Good listening skills and an openness to other views and feedback on own contribution</p> <p>A commitment to inclusion and diversity</p>	<p>Able to engage a wide variety of stakeholders</p> <p>Leadership of projects/project management</p> <p>Coaching skills</p>	Application and assessment of evidence

	<p>Able to work across a complexity of health-related business activities and within a charitable status framework</p> <p>Sound judgement and the ability to seek and challenge information to reach and take decisions</p> <p>Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties</p> <p>Ability to synthesise complex information and present it with clarity</p> <p>Integrity and judgement</p>		
Knowledge	<p>A clear understanding of the role of a Trustee and knowledge of the principles of and current best practice in good governance</p> <p>Clear understanding and acceptance, of the legal duties, liabilities and responsibilities of NETs/Trustees within Charities Commission framework</p> <p>Sound knowledge of corporate governance and risk management</p> <p>Awareness of broader NHS political landscape and challenges facing the profession</p>	High level of understanding and interest in healthcare and social care	Application and assessment of evidence
Other	<p>High level of commitment to patients, carers and the community</p> <p>The ability to devote sufficient time, preparation and effort to discharge the responsibilities of a BCS Trustee</p>	Evidence of commitment to voluntary work or other public service contribution	Application and assessment of evidence

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