



Vice President Corporate Finance and Development

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 President is a Trustee of the Society and a member of the BCS Board, Executive (Professional and Operational) 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 ('Operational') implements the strategy and develops the operational policy. The Executive ('Professional') is a meeting of the BCS, BJCA, BSE, BSH, BCIS and BHRS focussing on Professional, Policy and Strategic matters. The Council addresses policy matters relating to the stakeholders of the BCS. All are chaired by the President.

The BCS is in its fourth year of 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 Vice President Corporate Finance and Development is responsible for:

- The corporate financial governance of the Society ensuring it complies with Charity Commission legislation and best practice. He/she has oversight of the finances of the Divisions and the Society as a whole, and of the investments of the Society.
- Advising the Trustees, with the CEO and Finance Director, on all financial matters relating to the Society and its activities.
- Leading on international developments and corporate development activities in support of business strategy, working with other trustees and stakeholders as appropriate
- Identifying and developing new business opportunities and partnerships and developing business cases with the appropriate Vice President for consideration by the Board
- Identifying and developing relationships with (prospective) commercial partners.
- Overseeing and ensuring effective development and management of Partnership relationships with industry.

The Vice President Corporate Finance and Development reports to the President and Board of Trustees.

Meetings

The Vice President Corporate Finance and Development will:

- Chair meetings of:
 - BCS Finance Committee (normally 4 x 2 hour meetings per year)
 - BCS Investment Committee (normally 4 x 1 hour meetings per year directly before the Finance Committee)
 - Corporate Strategy Working Group (4 x 1 hour meetings per year)
 - Task and Finish Groups (e.g. Estate Strategy Working Group)
 - BCS Principal Partnership Meetings (interchangeably with BCS President)
- Attend meetings of and provide regular reports to:
 - the Board (4 x 3 hour meetings per year)
 - the Operational Executive (8 x 1 hour meetings per year)
 - the Professional Executive (4 x 2 hour meetings per year)
 - Council (3 x 2 hour meetings per year)
 - the AGM (June meeting at BCS Conference)

In between Board meetings, the Vice President Corporate Finance and Development 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.

They will also:

- Undertake a clinical leadership role on functional areas of BCS business and activities as agreed by the President and Board
- Manage assignments designated by the President
- Represent the Society as requested by the President

Experience

Those standing for election should have an interest in finance and corporate development activities and a good head for figures but experience is not essential and induction and training will be provided.

Time Commitment

In addition to meetings set out above, it is anticipated that the Vice President, Corporate Development and Finance's responsibilities will require an indicative commitment of, on average, 12 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
- 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