

Appointed Chair (Elect) of the Programme Committee

Role Profile

Term of office: 1 year (Elect), then 3-year term

Context

The British Cardiovascular Society (BCS) is a membership organisation with charitable status. The BCS plays a pivotal role in the setting and advising on standards and, through a variety of activities, influences the quality of cardiology practice in hospitals. It has a broad education portfolio, contributes to training, professional examinations and research activities. The BCS has an ambitious strategy to enhance its services and membership communications. Its vision is to be the voice of cardiology in the UK, to provide high quality education both in the UK and overseas, and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

The BCS is governed by a Board of Trustees which has oversight of the legal context and governance of the Society, setting and approving its strategy. The Executive implements the strategy and develops the operational policy. The Council addresses policy matters relating to the stakeholders of the BCS.

The work of the BCS is undertaken by a number of different functional divisions, with a vice president (VP) providing clinical leadership to each division. The VPs, together with the President, the Honorary Secretary and the Non-Executive Directors form the Board of Trustees.

The divisions of the BCS are supported by various committees as shown in Appendix 1 attached. The Programme Committee sits within the Division of Education. It acts as an advisory body to the Executive and the Board of Trustees of the BCS.

It is primarily responsible for developing and delivering the BCS’s Annual Scientific Conference for trainees and members of the BCS and its affiliated societies.

The BCS has a 5-year vision to ‘be the leading voice for cardiologists in the UK’ and an ambitious strategy to enhance its services and membership communications. It has an ongoing mission to provide high quality education in the UK and overseas and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

In order to apply for this post applicants are required to have had current or previous experience in / membership of BCS Programme Committee.

The appointed Chair of the Programme Committee will have responsibility for the committee’s development and delivery of conference programmes which engage BCS membership and ensure it is the ‘go to’ annual event for BCS members and those working within the field of cardiology within the UK and attracts the cardiology community further afield.

They will work with the VP Education to develop future plans linked to conference delivery.

Role responsibilities

General

The Chair of the Programme Committee reports to and works closely with the VP for Education. The post holder will also work closely with other officers, and staff around logistical, communications and marketing and financial aspects of conference delivery. The Chair is responsible for providing leadership to the Programme Committee in support of its remit and purpose and in line with organisational strategy and objectives. The Chair will work with the committee members (elected, co-opted, trainee, lay, and BCS ex-officio members).

Specific duties

1. Chair meetings of the Programme Committee meetings and to ensure that a programme of meetings is planned and agreed as far in advance as possible.
2. Work with the Programme Committee Administrator to ensure agendas, papers and minutes are prepared in support of the committee's work on a timely basis and in accordance with BCS target timelines.
3. Ensure the Committee is managed in line with its defined Terms of Reference and constitutional requirements.
4. Strive to ensure that the recommendations of the committee reflect the wider membership of the Society, especially with respect to equality, diversity and inclusion.
5. Identify Programme Committee members to undertake specific tasks or to be committee leads for specific topics.
6. Provide and develop a conference programme and event to meet the needs of trainees and members of the British Cardiovascular Society which is engaging, fresh and innovative, fit for purpose and financially viable.
7. Ensure appropriate and innovative formats and methods of programme delivery to meet needs of stakeholders and maximise uptake.
8. Establish clear lines of engagement with Committee members to ensure the programme, its theme and tracks are developed and delivered in line with requirements and strategic goals.
9. Seek input and development of educational content for the conference from the Education committee through the Chair of the Education Committee who is a member of the Programme Committee.
10. Attend and actively engage in monthly meetings of the Conference Logistics Oversight Committee led by the Head of Education in support of its defined Terms of Reference to manage the logistical and financial aspects of conference delivery.
11. Collaborate with the VP Education on strategic plans with respect to conference delivery including decisions around the future geographical location for conference, venues and formats of delivery.
12. Develop any other aspects of the conference programme in collaboration with and as requested by the Vice Presidents and/or Executives of the British Cardiovascular Society in line with the BCS's strategic goals.

13. Work closely with the Education staff team and in partnership to support conference delivery and in setting and working within agreed budgets. Provide clinical leadership to the programme of work required to secure faculty, ensure the programme is ready in good time, that registration can open to required schedules, that courses are organized and all arrangements for delivery are in place for a successful conference.
14. Undertake iterative review of conference programmes, uptake, feedback, and budgets to inform proposals and recommendations for future conference programme strategy and plans.
15. Work collaboratively with the BCS Education, Communications and Digital staff team to develop and update conference content for the BCS website and promotional/marketing purposes.
16. Encourage interaction between the Society and its members in all aspects of the conference programme.
17. Provide reports to the VP Education and presentations for the Board of Trustees of the British Cardiovascular Society through the Division of Education on conference programme delivery and proposed plans.
18. Contribute to the development of the Education division strategic plans and subsequent implementation.
19. Contribute to annual reports, AGM and other publications as required.
20. Provide support and input to the VP Education on matters relating to Academy activities as required and in respect to the development of materials for the Digital Knowledge Hub or for international promotion and marketing purposes.
21. Act as spokesperson for the Programme Committee when required to do so.

Person Specification

Attribute or Skill	Essential	Desirable
Specialist Expertise in Education	<p>Thorough knowledge of the current medical training environment, at both core and specialist levels.</p> <p>Experience at a high level of administration/management of education.</p>	Similar related experience to the role of Chair.
Appropriate skills	<p>Previous experience in / membership of BCS Programme Committee</p> <p>Demonstrable leadership qualities.</p> <p>Ability to work well in a team and communicate effectively.</p> <p>Evidence of commitment to the NHS.</p> <p>Effective clear verbal and written communication skills.</p> <p>Good knowledge of the Equality and Diversity principles contained in the Equality Act 2010 and how they apply to medical education.</p> <p>To have completed a formal course in Equality and Diversity.</p>	<p>Successful committee chair.</p> <p>Evidence of the use of initiative.</p> <p>Good IT skills (appropriate use of email, word, spreadsheets, version control etc)</p> <p>To have completed a formal course in Equality and Diversity.</p>
Education Expertise	Demonstrable commitment to the development of specialist training.	<p>Evidence of professional development in education e.g. courses / qualifications.</p> <p>Contribution to developments in organisation / delivery of education.</p>
Clinical Expertise	To be in good standing with employer and GMC.	Achievement and additional contributions to specialty
Specialist Representation	To be a Member of the BCS.	

Roles and responsibilities set out in this document will be reviewed every 3 years

BCS Officers/Committee reshaped structure (exc. HS and President's Committees and Boards)



- Current Officers / Committees
- New VP roles and Committees

