



British Cardiovascular Society

'The Voice of UK Cardiology'

Vice-President for Professional and Society Values

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 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 enhancing and maintaining the highest standards in training, education and research 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.

The Vice President for Professional and Society Values is a Trustee of the Society, Company Director, 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.

Responsibilities

General

As a Trustee of the BCS, 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 delivering to its core aims, values and mission, and ensuring that there is compliance with its charitable status.

Specifics

The Vice President for Professional and Society Values is responsible for:

- Leading on professional and society values (e.g., developing BCS values for our members and the profession, establishing a formal position on workplace issues impacting cardiology e.g., bullying, etc).
- Evolving and developing a clear EDI strategy and policy for the BCS as an organisation and in respect of our members and standards for the profession
- Working closely with the Council, Women in Cardiology elected members, and the Women in Cardiology Committee to ensure alignment of work plans and strategy
- Engaging with Affiliated society members and the BJCA to develop shared EDI principles, policy and position statements
- Developing a clear published environmental and sustainability strategy for the BCS through the Environment and Sustainability Committee and ensuring this is embedded in business practices
- Overseeing the development of position statements for publication to our members, working closely with the VP for Digital, IT, Communications and Marketing
- Ensuring that the BCS's strategy regarding professional and society values reflects high standards, good practice, and are evidence based.
- Engaging and collaborating with the BCS's principal partners on areas of good practice to inform policy
- 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 for Professional and Society Values will:

- Attend meetings of and provide regular reports to:
 - the Board (4 meetings per year)
 - Professional Executive (4 meetings per year)
 - Operational Executive (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
- Act as Chair to the following:
 - Professional and Society Values Committee (biannual)
 - Environment and Sustainability Committee (biannual)
- Attend and participate in the:
 - Women in Cardiology meetings (12 meetings per year)
 - Principal Partnerships meetings
- Liaise closely with the President of the BJCA, Elected Women in Cardiology lead, and Affiliate Society Presidents
- Represent the Society as requested by the President.

In-person attendance for some (likely once a year) Board and Council meetings at the BCS Offices in Fitzroy Square, London, is required; other meetings will be virtual. Most

other meetings will be held virtually.

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

Time Commitment

In addition to attendance at the meetings set out above, it is anticipated that the Vice President for Professional and Society Values will require approximately 10-12 hours per month to meet BCS responsibilities.

Support

Appropriate administration support will be provided by the BCS staff who are based in the BCS offices in Fitzroy Square. There is access to meeting rooms as required for BCS business.

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