

Honorary Secretary

# Role Description

**Term of Office:** Three years, following one 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 field of cardiovascular care and related 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 Honorary Secretary is a Trustee of the Society, a Company Director, and a member of the BCS Board, Operational Executive, Professional 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 Operational Executive implements the strategy and develops the operational policy. The Professional Executive membership includes representatives from the five societies the BCS works most closely with and is a forum for collaboration. The Council addresses policy matters relating to the stakeholders of the BCS. All are chaired by the BCS President.

# Responsibilities

## General

As a Trustee of the BCS and as a Company Director, the President, all Vice Presidents and the Honorary Secretary, along with the non-executive Trustees, are 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 its core aims, values and mission, and ensuring that there is compliance with its charitable status.

## Specifics

# Matters of governance:

* Ensuring that the Society functions effectively and efficiently within its organisational framework including recommending how proposed changes approved by the Board should be implemented and recruitment of non-executive trustees
* Reviewing the Constitution and Articles of the Society as necessary in relation to Society business

# Operational matters:

# Overseeing 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

# Supervising the BCS’s relationship with RCP Regional Advisors in Cardiology and related activities

# Reviewing nominations from BCS members for FESC

# Ex-officio member of all BCS committees

# Providing clinical input to internal HR matters, as required

# Meetings

The Honorary Secretary will:

* Attend meetings of and provide regular reports to:
	+ the Board (four meetings a year)
	+ the Professional Executive (three meetings a year)
	+ the Operational Executive (eight meetings a year)
	+ Council (two meetings a year)
	+ the AGM (during the BCS Conference in June each year)
	+ BCS/RCP Senior Officers meeting (two per year)
	+ BCS trainee representatives meeting (two per year)
	+ BCS-BMJ/Heart & Open Heart Managerial Committee meetings (two per year)

Some Board and Council meetings require in-person attendance at the BCS Offices in Fitzroy Square, London (likely to be once a year); other Board and Council meetings will be virtual. Most other types of meeting will also be held virtually.

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

In between Board meetings, Trustees may be expected to:

* Meet and/or engage by email or phone with the President, Chief Executive, other BCS Officers, BCS staff, and volunteers, as necessary. Current arrangements include a weekly strategy meeting with the President and Chief Executive and a monthly meeting with the Head of Membership & Engagement and the Membership Manager
* Undertake a clinical leadership role on active 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

## Time Commitment

In addition to attendance at the meetings set out above, the Honorary Secretary is likely to require approximately 10-12 hours per month to fulfil BCS responsibilities.

## Support

The appointee will be provided with comprehensive support by BCS staff to ensure the effective fulfilment of the role’s responsibilities. Staff work alongside the postholder to help with administration and to ensure that ideas, initiatives, and objectives are progressed.

A formal induction programme and relevant training will be provided to equip the appointee with the knowledge necessary to carry out their duties as a Trustee.

## Eligibility

Those standing for election to the role of Honorary Secretary 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 (or equivalent) of one of the BCS Affiliated Societies
* have the support of their employer (e.g., Chief Executive Officer) at their normal place of work and be able to meet the time commitments set out; the BCS will contact their employer as part of the application process, so will require their contact details.
* be able to commit to the broad remit and duties of the post
* have no criminal record or ongoing disciplinary issues
* be of good standing, and must not have been found guilty by a GMC tribunal
* 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 BCS Elections Committee as fulfilling the relevant person specification and job description
* be elected by a ballot of Ordinary Members of the Society