

Vice President for Education

# 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 Vice-President for Education 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

# Driving and leading the Society’s commitment to enhance and maintain the highest standards in education and will lead on the BCS’s vision in respect to:

# o becoming the leader in the delivery of high quality education in cardiology

# o developing the BCS’s educational strategy and presence internationally

# o pioneering novel and modern approaches to education delivery

# In order to support our goal to be a recognised Educator and the ‘go to’ provider of educational courses and content for cardiologists and allied professions.

# Developing, delivering and leading the BCS’s education strategy to support the vision in collaboration with the Chairs of the Education and Programme Committees whose activities they oversee. They will recommend changes that should be made and how these should be implemented to the Board.

# Provide strategic leadership and professional oversight to the Education Committee Chair and the Programme Committee Chair.

# Providing leadership to the BCS Academy and its development including acting as Chair of the Academy Committee. This includes, but is not limited to, responsibility for the BCS mentorship programme, securing funding for and managing fellowships; overseeing the Emerging Leadership Programme and its development and acting as Co-Course Director on it.

# Ensure that the BCS successfully meets its stated objectives in educating medical and non-medical staff working in cardiovascular medicine.

# The future BCS conference strategy is working closely with the President, CEO, Officers, Programme Committee Chair and staff managers to inform future plans.

# Sourcing funding and sponsorship in support of educational activities in collaboration with the Chair of the Education Committee and other officers of the Society.

# Meetings

The Vice President for Education 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)

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
* 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 Vice President for Education 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 Vice President for Education 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