

NON-EXECUTIVE TRUSTEE role description

Responsible to: President (Chair of the Board) and the Board of Trustees

Term of office: 3 years from the date of appointment, renewable for a further 3 years by mutual agreement

Commitment: On average, 1 day per quarter.

Attendance at 4 Board meetings p.a (December Board is usually in person in London) plus strategy days no more frequently than once p.a

In between Board meetings, all Trustees may be asked to meet and/or engage with the President, other Trustees, CEO and other BCS staff as necessary.

Remuneration: The role is an unremunerated voluntary position, but reasonable expenses will be met.

British Cardiovascular Society (BCS)

With over 3,000 members working in cardiovascular health, the British Cardiovascular Society is the voice of cardiology in the UK. Founded in 1922 as the Cardiac Club, over the past century the Society has grown to become the major representative body for cardiology, with a key role in directing cardiology training, education, clinical guidelines and audits.

BCS officers have direct links to the Department of Health and Social Care, particularly through the National Clinical Director for Heart Disease, and as representatives on national bodies which influence the provision of cardiovascular care for patients. The BCS also benefits from its close relationship with our affiliated societies in areas of cardiovascular practice.

Our Board of Trustees is made up of Elected Officers (President, Honorary Secretary and 5 Vice-Presidents) and 5 appointed Non-Executive Trustees and act as the governing body of the Society. Our Chief Executive is in attendance at the Board. Trustees are responsible for ensuring BCS remains true to its charitable purpose and objects set out in its governing documents and for meeting BCS's legal and financial duties and a registered charity. BCS is also a company limited by guarantee and therefore all Trustees automatically become company directors registered at Companies House.

The Board are responsible for:

- Setting and evaluating the strategy of BCS and its key policies
- Developing the aims of BCS; its objectives and goals
- Fulfilling collective responsibility for the governance of BCS in accordance with prevailing legal requirements and regulatory guidelines
- Safeguarding the charity's assets, including its financial sustainability

- Working collegiately to support the Chair and to provide timely and robust decision-making and leadership

Key responsibilities

- To advise, guide and assist the BCS and its representatives to function within the legal and regulatory framework of the sector with the aim of continually striving towards best practice in governance
- To uphold the fiduciary duty invested in the role of Trustee, undertaking all duties in a way that upholds best practice in governance to maintain or enhance public confidence and trust in the BCS, including avoiding personal conflicts of interest
- To determine the overall direction and development of the BCS through good governance and management, and clear strategic planning
- Promoting and developing the BCS in order for it to maintain its relevance to the scientific community and the wider community
- Ensuring the effective and efficient administration of the BCS and its resources
- Maintaining financial stability of the BCS and ensuring that robust systems are in place for internal financial control and the protection of the funds and assets of the BCS
- Building strong, effective and trusting relationships with fellow Trustees, members of the Executive, CEO, senior management team, staff and other stakeholders
- Maintaining the confidentiality of sensitive/confidential information received in the course of a Trustee's responsibilities to the BCS

Personal attributes

- A commitment to the BCS and its vision
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively and bring informed perspectives to add contribution and stimulate debate
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trustees
- A reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity.
- Commitment to the Nolan principles <https://www.gov.uk/government/publications/the-7-principles-of-public-life>