

## Digital and IT Committee (DITC)

### Responsible Trustees

Vice President for Digital, Communications and Marketing (Dr Rajiv Sankaranarayanan), Chair (Dr Mohamed Mohamed)

### Role Description

#### 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 Digital and IT Committee (DITC) acts as an advisory body to the Executive and the Board of Trustees of the BCS. It oversees and informs the appropriate adoption and use of digital and IT systems and services aligned to current and new business requirements and the overarching strategic goals of the BCS. It can issue recommendations, reports and proposals to the Executive and the Board of Trustees in relation to Digital and IT aspects of BCS activities and future plans.

The DITC oversees the development and maintenance of the BCS's digital and IT strategy and agrees the roadmap for developments within this strategy, informing and making recommendations on the prioritisation of projects. It ensures that digital and IT requirements are joined up across business units and functions and that costs and other considerations and implications are widely understood. It considers the impact, dependencies and opportunities with transformational projects and plans, making recommendations to the Executive and Board of Trustees, as appropriate.

The Committee has a role in the management of new digital and IT projects, including participation in tender processes, supporting decision making, and agreeing timescales for implementation of new projects and activities. The Head of IT and Digital will work closely with the Chair of the DITC and the VP for Digital Communications to carry out the work of the Committee. Another important role of the Committee is the oversight and support for BCS Heartbeat, a series of short editorials about late-breaking news and headlines across the Cardiology community.

The DITC provides official sanction on the setting up of Task and Finish Groups and agrees the criteria for project/programme closures. It plays a key role in reviewing and informing relevant digital and IT risks and ensuring that actions are taken to mitigate against these risks. It has a role in the oversight of the BCS's GDPR compliance arrangements, ensuring that these are fit for purpose, and addressing actions as necessary, and in all third party contracts linked to digital and IT service support.

The DITC takes direction from the Executive and Board on strategic plans and activities which require Digital and IT solutions.



**Frequency of meetings**

The DITC normally meets quarterly (at least 75% attendance required) via Teams (with occasional face to face meetings when circumstances permit), but other meetings may be held according to need. Some of the DITC work is undertaken by email. Elected members are expected to attend Committee meetings and actively engage in the work of the Committee between meetings, leading on activities and initiatives as directed by the Chair.

At least 75% attendance is expected for meetings and email work combined.

**Reporting**

DITC Committee members report to the Chair of the DITC Committee. The Chair of the DITC Committee reports to the VP for Digital, Communications, and Marketing, with the VP reporting to the Operational Executive Committee (for operational matters) and to the Board of Trustees (which sets and approves strategy).

**Eligibility**

To stand for elected posts on the BCS DITC Committee, applicants must be Ordinary or Affiliate Members of the BCS.

**Term**

Elected members serve a term of three years.

