

Finance Committee

Responsible Trustee

Vice President for Corporate Finance and Development and Chair (Prof Nik Patel)

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 Finance Committee acts as an assurance and advisory body to the Executive and the Board of Trustees of the BCS. It is responsible for oversight of the financial and administrative affairs of the Society, including monitoring standards of financial performance to ensure the financial sustainability of the Society. It oversees the Society's finances, financial policies, and financial reporting and control systems to ensure that the Society's affairs are conducted in a financially efficient way. It considers and makes recommendations to the trustees on the annual income and expenditure and capital budgets of the Society, and future plans of the Society, ensuring best use of resources.

The Committee protects and safeguards the assets of the charity. It reviews the level of reserves, the investment portfolio, and banking arrangements, with the aim of protecting and maintaining the income of the Society. The Committee ensures correct financial controls and procedures are in place to reduce risk and ensure that the BCS operates within the framework set by the Charity Commission.

The Committee reviews the Society's risks and the measures taken to manage those risks to ensure they are sufficient and fit for purpose. It also oversees estate strategy plans.

The Committee has a number of sub-groups including the Estate Strategy Working Group (ESWG), which provides guidance regarding Estate plans and budgets, and the Investment Sub-committee. An in-depth knowledge of financial affairs is not essential but an interest in financial administration and governance is needed.

Elected members are expected to attend Committee meetings and actively engage in the work of the Committee between meetings, contributing to the work or membership of its sub-committee working groups and other initiatives, as directed by the Chair.



Frequency of meeting

The Finance Committee formally meets quarterly (at least 75% attendance required) with ad-hoc

meetings for the purpose of approving budgets/audit reports etc., in the intervening months, as required. Meetings are normally held via Teams (with very occasional face to face meetings when circumstances permit).

Reporting

Finance Committee members report to the Chair of the Finance Committee – the BCS VP for Corporate Development and Finance. The VP for Corporate Development and Finance reports 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 Finance Committee, applicants must be Ordinary or Affiliate Members of the BCS.

Term

Elected members serve a term of three years.

