

## 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 enhancing and maintaining the highest standards in education and will lead on the BCS's vision in respect to:

- Becoming the leader in the delivery of high-quality education in cardiology.
- Developing the BCS's educational strategy and presence internationally.
- Pioneering novel and modern approaches to education delivery.
- To support our goal of becoming a recognised national Educator and the 'go-to' provider of educational courses and content for cardiologists and allied professions.
- Develop, deliver, and lead the BCS's education strategy to support the vision, in collaboration with the Chairs of the Education and Programme Committees, whose activities it oversees. They will recommend changes to the Board and how these should be implemented.
- Provide strategic leadership and professional oversight to the Education Committee Chair and the Programme Committee Chair and potentially serve as course director for high-profile educational events.
- Provide 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; overseeing funding strategies and securing and managing fellowship programme funding; overseeing the Emerging Leadership Programme and its development; and serving as Co-Course Director for it.
- Oversee funding and sponsorship strategy in support of educational activities, in collaboration with the Chair of the Education Committee and other officers of the Society.
- Oversee international strategy, including developing relationships with international markets and international medical societies.
- Provide leadership to specific educational initiatives, including but not limited to the BCS Webinar Programme, Digital Knowledge Hub, and Fellowship programmes (ACC and HRUK).
- Work closely with the President, CEO, officers, Programme Committee Chair and staff managers on future BCS conference strategy to inform plans.
- Ensure the BCS meets its stated objectives of educating medical and non-medical staff in cardiovascular medicine.



## Meetings

The Vice President for Education will:

- Attend meetings of and provide regular reports to:
  - Board (four meetings a year)
  - Professional Executive (three meetings a year)
  - Operational Executive (eight meetings a year)
  - Council (two meetings a year)
  - AGM (during the BCS Conference in June each year)
  - Education Committee (4 each year)
  - Principal Partner meetings (varying number per year)
  - Education Strategy (3-4 per year)
  - Education Team catch-up (twice a month)
  - ad-hoc Academy-related meetings
  - ad-hoc meetings with BCS Marketing Team
  - ad-hoc meetings with BCS Digital Team
  - ad-hoc meetings with industry to drive forward educational initiatives

Some Board and Council meetings will require in-person attendance at the BCS Offices in Fitzroy Square, London (likely 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 must 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 15-20 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 of an offence by a GMC tribunal
- declare any conflicts of interest

