

## **Role descriptions relating to officers and members of the BANCC Council**

### **1. President**

Roles and responsibilities:

- Considering the remit of the Council and ways of achieving its aims
- Noting developments both within and outside the BANCC which impact upon matters of interest to the Association and considering the implications
- In order to keep him/herself informed about developments in areas which interest the Association, the President should maintain close liaison with the secretariat/administrative staff
- Regular discussions and/or meetings with the Honorary Secretary to help to ensure that the President has all the available information on the work of the Association. Such meetings enable the President and the Secretary to discuss other issues which may be of interest to the Council in the future
- Pre-Council meeting briefings are particularly important and beneficial. They will help to ensure that there is agreement between the President and the Honorary Secretary on the desired outcome of a particular discussion
- The President is responsible for chairing council meetings, or delegating the tasks listed below when appropriate:
  - Maintaining order
  - Ensuring that all members have an opportunity to contribute to the discussion
  - Managing the discussion to ensure that time is not wasted and that any arguments remain balanced, constructive and impersonal
  - Remaining objective and impartial
  - Encouraging members to reach a conclusion collectively and to decide how the Council should proceed
  - Giving his/her opinion to manage the discussion when the committee is divided
  - Summarising the conclusions reached, and any decisions taken, at the end of each agenda item. This enables all those present at the meeting to go away with a sound understanding of the action to be taken by the committee on a particular issue. It also ensure that the administrator can record accurate minutes
  - Ensuring that the minutes of a Council meeting are accurate and clear
  - The President will be involved in representing the Council at other meetings or conferences.  
The President should report back to Council at meetings
- To act as a mentor and to support other members of the council and the association
- To respond promptly to complaints about the association
- To attend BCS council meetings as BANCC representative

## **2. President Elect**

The President Elect should be able and be prepared to deputise in all of the roles described in relation to the office of President. The President therefore needs to identify their own areas of competence and plan a strategy to address any areas he/she feels the need for further experience/guidance. This may include, for example, shadowing the President or others in a similar role at meetings, drafting documents and responses in partnership with the President.

## **3. Honorary Secretary**

Roles and Responsibilities:

- The Honorary Secretary provides support and advice for the Chairman, to enable him or her to Chair the Council meetings effectively so that the Council can function efficiently. The Honorary Secretary is responsible for the overall coordination of the committee and its work
- Keep the President abreast of action being taken on behalf of the Council
- Oversee the production of agendas and papers for Council meetings, by the Administrator, in consultation with the President. The agenda needs to be ordered logically with allocation of discussion time
- Oversee the production of meeting minutes by the Administrator. The Honorary Secretary is responsible for ensuring the minutes are accurate prior to being distributed to Council
- Ensure that any action that the Council resolves to take is carried out and that the results of this action are related back to Council
- Ensure that Council members are notified of the dates of the next meetings and sent the agendas as soon as practicable
- Supporting Council members at induction and during their period of office
- Co-ordination of all electoral procedures including nominations and voting procedures
- Conference organisation - coordination of BANCC sessions at BCS Annual Conference

## **4. Treasurer**

Roles and Responsibilities:

- Manage the financial accounts of the association and report on these at each council meeting
- Alert the President and Council to any concerns regarding the financial status of the association
- Liaise with administrative staff concerning the payment and renewal of membership dues
- To arrange the annual auditing of the accounts
- Present the Treasurer's report at the Annual General Meeting
- Overseeing the re-imbusement of expenses and ensuring the expenses policy is adhered to
- Oversee the management of the Education and Training Fund
- Work collaboratively with the BANCC council with regard to fundraising and sponsorship activities
- Expected to attend all council meetings, if unable to attend should send a written update of the current financial position of the BANCC

## 5. Junior Secretary

The Junior Secretary should be able and prepared to deputise in all of the roles described in relation to the office of Honorary Secretary. The Junior Secretary therefore needs to identify their own areas of competence and plan a strategy to address any areas where he/she feels the need for further experience/guidance. This may include, for example, shadowing the Honorary Secretary or others in a similar role at meetings; drafting documents and responses in partnership with the Honorary Secretary.

The Junior Secretary will shadow the work of the Honorary Secretary for their first year in post, as part of the handover process.

## 6. Junior Treasurer

The Junior Treasurer should be able and be prepared to deputise in all of the roles described in relation to the office of Treasurer. The Junior Treasurer therefore needs to identify their own areas of competence and plan a strategy to address any areas where he/she feels the need for further experience/guidance. This may include, for example, shadowing the Treasurer or others in a similar roles at meetings; drafting documents and responses in partnership with the Treasurer.

The Junior Treasurer will shadow the work of the Treasurer for their first year in post, as part of the handover process.

## 7. Ordinary Council members (Including Officers)

Roles and responsibilities:

The role of an ordinary council member is not a passive one. Council members should:

- Prepare for meetings to enable them to participate fully in the debates
- Take into account in formulating their arguments not only their own view, but, more importantly, the views of any group, profession, or organisation which they be representing
- Send apologies to the Honorary Secretary if they are unable to attend the meeting and notify their deputy (if they have one) so that he/she may attend the meeting
- If asked, they should take action arising from the meeting, by providing information, advice or written text
- Take part in consultation exercises. In order to facilitate a balanced response, members should ensure that they meet the deadlines for comments requested by the secretariat
- Occasionally, Council members may be asked to attend meetings or conferences on behalf of the committee. The member should write a report of the event to present to Council
- To actively encourage membership of BANCC by lobbying appropriate individuals and groups
- To respond promptly to BANCC business or if unable to do so, notify the President and identify an appropriate alternative
- To collaborate with other organisations, nationally and internationally, to achieve common goals
- To deputise for officers where appropriate
- To liaise closely with other non-nursing groups (doctors, physiotherapists, occupational therapists, dieticians, pharmacists etc.) to ensure a consistent common interest across the disciplines



## **8) Meetings**

Council has to meet 4 times per year (usually in January, April, July and October), excluding the AGM (usually takes place during the BCS Conference). Council members are required to attend three of the four meetings per year to remain on council. Failure to attend two consecutive meetings may result in termination of their position. Council members unable to attend a meeting should notify the Honorary Secretary and BCS secretariat of their planned absence. The Honorary Secretary will advise them if a written report/update is required from them, for presentation in their absence.

The President may convene extra meetings if it is felt necessary. All Council meetings will usually take place at the British Cardiovascular Society Office, London. Arrangements for meetings will be made by the Honorary Secretary in consultation with the BANCC administrator.

## **9) Expenses**

Travel to BANCC council meetings is reimbursed. Please ask to see a copy of the BANCC expenses policy for further information.

NB: Full or partial funding will be provided by the BANCC to support activities of the President and other council members where these are carried out on behalf of the BANCC, unless alternative funding may be easily obtained.