

BACHP Council Role Descriptions

Officers, Leads and Members of Council | 2027

Purpose. This document sets out the principal roles and responsibilities of BACHP Council members. It updates the former BANCC role descriptions and aligns the posts with the BACHP Constitution. BACHP serves as the professional home for cardiovascular nurses and allied professionals, providing a multidisciplinary forum for communication, education, professional development, research, leadership and national representation.

General expectations. All Council members are expected to act in the interests of BACHP and its membership; contribute actively to Council business; work collaboratively across professions and specialties; support the Association's objects and reputation; declare relevant conflicts of interest; maintain confidentiality where required; and comply with BACHP policies and professional standards.

1. President

Term of office: Two years. The President succeeds from the office of President Elect. On completion of the Presidential term, they automatically become Past President for one year. Following the Presidency, they are not eligible for re-election as President for a minimum of two years.

- Provide strategic leadership to BACHP and Council, keeping the Association's objects and priorities under review and identifying effective ways to achieve them.
- Represent BACHP nationally and internationally and act as a senior ambassador for the Association.
- Chair Council meetings and preside over the Annual General Meeting and Annual National Conference, ensuring balanced, constructive discussion and clear decisions.
- Work closely with the Honorary Secretary to plan Council business, agendas and follow-up actions, and maintain effective liaison with administrative support.
- Monitor relevant developments in cardiovascular care, professional practice, policy, education, research and the wider healthcare environment, and consider their implications for BACHP.
- Ensure all Council members have an opportunity to contribute and that agreed actions and decisions are clearly understood.
- Support and mentor Council members and promote effective succession planning and leadership development.
- Respond appropriately to significant concerns or complaints relating to the Association, in accordance with BACHP policies.
- Report relevant external representation and activity back to Council.
- At the end of the two-year Presidential term, automatically succeed to the role of Past President for one year.

2. Past President

Term of office: One year, automatically following completion of the term as President.

- Provide continuity, advice and organisational memory during the year following the Presidential term.
- Support the President and President Elect, including mentoring and handover where appropriate.
- Contribute to Council discussions and strategic priorities as requested.
- Represent BACHP or undertake specific projects on behalf of Council where agreed.

3. President Elect

Term of office: Two years. The President Elect is elected two years before taking up office as President and automatically succeeds to the Presidency.

- Support the President and deputise for them when required.
- Prepare to assume the Presidency by developing familiarity with all aspects of BACHP governance, strategy and external representation.
- Work closely with and, where appropriate, shadow the President in meetings, external representation, document development and decision-making.
- Identify any areas where additional experience or development would support transition into the President role.
- Contribute actively to strategic planning and succession planning across BACHP.
- Automatically succeed to the office of President at the end of the President Elect term.

4. Honorary Secretary

Term of office: Two years. The Honorary Secretary succeeds from the office of Junior Secretary. Following the term, they are not eligible for further re-election to the Honorary Secretary role for a minimum of two years.

- Coordinate the work and governance processes of Council in partnership with the President.
- Summon Council and Association meetings and ensure members receive appropriate notice, agendas, papers and programmes.
- Oversee preparation and accuracy of Council minutes and ensure agreed actions are followed up and reported back to Council.
- Keep the President informed of actions being taken on behalf of Council and support effective preparation for Council meetings.
- Coordinate electoral procedures, including nominations and voting, in accordance with the Constitution.
- Support induction and effective participation of Council members during their term of office.
- Work with the President to arrange the Annual General Meeting and support the organisation of the Annual National Conference and other Association meetings.
- Lead the secretarial team, including oversight of the process for reviewing membership applications.
- Maintain appropriate governance records and correspondence for the Association.

5. Junior Secretary

Term of office: Two years. The Junior Secretary is elected two years before taking up office as Honorary Secretary and automatically succeeds to that office.

- Support and deputise for the Honorary Secretary as required.
- Shadow and work in partnership with the Honorary Secretary to develop the knowledge and experience required for the role.
- Assist with Council agendas, papers, minutes, correspondence, elections, membership processes and meeting organisation as agreed.
- Support the secretarial team and contribute to effective governance and administration.
- Automatically succeed to the office of Honorary Secretary at the end of the Junior Secretary term.

6. Treasurer

Term of office: Two years. The Treasurer succeeds from the office of Junior Treasurer. Following the term, they are not eligible for further re-election to the Treasurer role for a minimum of two years.

- Maintain oversight of BACHP's financial accounts, income, expenditure and financial controls.
- Provide a financial report at each Council meeting and present the Treasurer's report and accounts at the Annual General Meeting.
- Alert the President and Council promptly to any concerns regarding the Association's financial position or financial risks.
- Work with administrative support on membership subscriptions, payment processes and financial record keeping.
- Arrange the required external examination or audit of accounts and ensure appropriate financial records are available.
- Oversee reimbursement of expenses and support compliance with BACHP's expenses and financial policies.
- Work collaboratively with Council on budgets, fundraising, sponsorship and other income-generating activities, ensuring appropriate governance.
- Provide a written financial update if unable to attend a Council meeting where this is required.

7. Junior Treasurer

Term of office: Two years. The Junior Treasurer is elected two years before taking up office as Treasurer and automatically succeeds to that office.

- Support and deputise for the Treasurer as required.
- Shadow and work in partnership with the Treasurer to develop the knowledge and experience required for the role.
- Assist with financial reporting, budgeting, membership income, expenses, sponsorship and financial governance as agreed.
- Automatically succeed to the office of Treasurer at the end of the Junior Treasurer term.

8. Education Lead

Term of office: A minimum of two years. The Education Lead succeeds from the office of Deputy Education Lead.

- Lead BACHP's education and professional development activities for cardiovascular nurses and allied professionals.
- Identify and promote high-quality education and development opportunities for members across specialties, professions and career stages.
- Lead or coordinate educational events, webinars, conference sessions and other learning initiatives agreed by Council.
- Work with Council and relevant partners to ensure BACHP educational activity is current, multidisciplinary and responsive to member needs.
- Support evaluation and continuous improvement of educational activities.
- Report education activity, priorities and outcomes to Council.
- Work closely with the Deputy Education Lead and support their development and transition into the Lead role.

9. Deputy Education Lead

Term of office: Two years. The Deputy Education Lead is elected two years before taking up office as Education Lead and automatically succeeds to that office.

- Support the Education Lead in delivering BACHP education and professional development activities.
- Assist with planning, delivery and evaluation of educational events, webinars, conference content and member resources.
- Deputise for the Education Lead when required.
- Develop the experience required to lead BACHP's education portfolio.
- Automatically succeed to the office of Education Lead.

10. Research Forum Lead

Term of office: Two years. The Research Forum Lead succeeds from the office of Research Forum Deputy. Following the term, they are not eligible for further re-election to the Research Forum Lead role for a minimum of two years.

- Provide leadership for BACHP's research, innovation, scholarship and evidence-based practice agenda.
- Promote engagement in cardiovascular research among nurses and allied professionals and support research capacity, capability and clinical academic careers.
- Lead the BACHP Research Forum and chair relevant Research Forum meetings or steering groups.
- Develop and coordinate research-related events, webinars, conference sessions, communications and member opportunities.
- Review and coordinate responses to research collaboration requests, consultations and relevant policy or strategy documents on behalf of BACHP where appropriate.
- Represent BACHP in relevant research partnerships and networks where agreed by Council.
- Report research activities, opportunities and priorities to Council.
- Work closely with the Research Forum Deputy and support their development and transition into the Lead role.

11. Research Forum Deputy

Term of office: Two years. The Research Forum Deputy is elected two years before taking up office as Research Forum Lead and automatically succeeds to that office.

- Support the Research Forum Lead in activities relating to cardiovascular nursing and allied professional research, scholarship, innovation and evidence-based practice.
- Assist with Research Forum meetings, events, communications, collaboration requests and research opportunities.
- Deputise for the Research Forum Lead when required.
- Develop the experience required to lead the Research Forum.
- Automatically succeed to the office of Research Forum Lead.

12. Equality, Diversity and Inclusion (EDI) Officer

Term of office: Two years.

- Champion equality, diversity and inclusion across BACHP's governance, membership, activities and communications.

- Support Council to ensure BACHP activities are representative and inclusive of people from diverse backgrounds, professions, specialties and career stages.
- Advise Council on EDI considerations in policy, events, education, research, recruitment, communications and member engagement.
- Identify opportunities to improve inclusion and participation and support proportionate monitoring of relevant EDI information.
- Promote an inclusive culture in which members feel respected, represented and able to contribute.
- Report relevant EDI activity, issues and recommendations to Council.

13. Communications Officer

Term of office: Two years.

- Lead and coordinate BACHP communications with members and external audiences.
- Oversee and support content for the BACHP website, newsletters, email communications and social media channels.
- Promote BACHP activities, events, opportunities, achievements and key messages in a timely and consistent manner.
- Work with Council leads to communicate education, research, professional and membership activity effectively.
- Support a consistent BACHP identity, tone and public profile across communications.
- Monitor engagement where appropriate and use feedback or analytics to help improve communications.
- Ensure communications are accurate, inclusive, professional and consistent with BACHP policies.

14. Ordinary Council Members

Term of office: Two years, with eligibility for re-election for one further two-year term. Following this, they may be elected to other Council officer or lead roles, but are not eligible for further re-election as an Ordinary Council Member for a minimum of two years.

- Prepare for and participate actively in Council meetings and decision-making; the role is not a passive one.
- Represent the breadth of BACHP's multidisciplinary membership and consider the views and interests of relevant professional, specialty and member groups.
- Complete agreed actions, contribute to consultations and respond to Council business within requested timescales.
- Attend meetings, conferences or external activities on behalf of BACHP when agreed and report relevant outcomes back to Council.
- Promote BACHP membership and engagement among appropriate professional networks.
- Collaborate with organisations and professional groups nationally and internationally where this supports BACHP's objects.
- Support officers and leads, and deputise where appropriate and agreed.
- Help ensure BACHP remains relevant across cardiovascular nursing and allied professional practice.
- Serve for the term specified in the Constitution and meet the required expectations for Council attendance.

15. Co-opted Council Members

Term of office: Two years. Co-opted members are appointed by a majority decision of BACHP Council to provide expertise that is not otherwise sufficiently represented on Council.

- Provide specific expertise or experience that Council has identified as important and not otherwise sufficiently represented.
- Contribute actively to Council discussions, projects and decisions within their area of expertise while considering BACHP's wider objects and membership.
- Undertake agreed actions and provide advice or representation as requested by Council.
- Comply with the same general standards of conduct, confidentiality, conflicts of interest and collaborative working expected of other Council members.
- Serve for the period agreed by Council and specified in the Constitution.

Council meetings and participation

- Council members are expected to attend at least three of the four Council meetings each year to remain on Council.
- A member who is unable to attend should notify the Honorary Secretary in advance and provide a written report or update if requested.
- Failure to attend two consecutive meetings may result in termination of the Council position, in accordance with the Constitution.
- Extraordinary meetings may be called by the President when required.
- Council members should contribute promptly to business conducted between meetings where decisions, consultation responses or actions are required.

Expenses and representation

- Reasonable expenses incurred on approved BACHP business may be reimbursed in accordance with the current BACHP expenses policy.
- Any BACHP-funded external activity should be agreed in advance through the appropriate governance process.
- Council members representing BACHP externally should make clear when they are speaking on behalf of the Association and report relevant outcomes back to Council.

Governance note: Where there is any inconsistency between this role-description document and the BACHP Constitution, the Constitution takes precedence. Role descriptions may be reviewed periodically by Council to reflect changes in BACHP structures, policies and ways of working.