

# BSH governance

**Information outlining how the BSH is run.**

## Annual General Meeting

There is an Annual General Meeting (AGM) of members, which is combined with the annual conference held in November in London. The main objective of this meeting is to share the financial situation of the Society, and any major strategic decisions to ensure transparency.

## BSH Board of Trustees

The Board of Trustees are charitable trustees elected by BSH members every 2 years. The senior members of the BSH board (Chair, Chair Elect, Deputy Chair, Treasurer) ensure that consideration is always given to the charitable aims, and the views of the membership are represented. The elected Councillors support the delivery the charitable aims, consider and act on current issues affecting professional practice and standards.

The purpose of the BSH's governing body is to:

- develop BSH strategy, define policy, agree the business plan and monitor the progress of BSH affairs
- oversee the execution of the BSH charitable aims
- ensure the proper and effective management of BSH assets

The senior members of the Board have the authority to carry out the BSH's charitable responsibilities and can delegate to the programme leads and councils. It works closely with the Councils but ultimately, all decisions are either taken by, or on behalf of, the Board of Trustees, and reported to the members at the AGM.

The full board and observers formally communicate quarterly (2/3 face to face meeting and 2 teleconferences)

## Councillors (committees)

There are three councillors responsible to the Board and they are elected by the membership. They will contribute to many different aspects of the Society's running, including one or more of the Councils alongside other board members.

Councils:

- **Policy Council**– to which members come together to review guidelines, technology appraisals and develops BSH policy in relation to professional and clinical matters. It gives authority to BSH statements and publications
- **Research Council** – this will oversee the BSH commitment to research and will include oversight of the Young investigators Award, BSH research fellowships, and contribution to the UK heart failure research investigators network.
- **Education Council** – this brings together programme directors for the educational meetings, and representatives from the research council as appropriate to inform content

Councils meet twice a year either face to face or via teleconference.

## Observers

The Board invites/co-opts observers from its membership to the Board who have the skills and behaviours necessary to support the Society's activities. This is a developmental position and their role is to attend board meetings and contribute to discussion as a valued member of the team.

## Management and staff

The day-to-day operation of the BSH is delegated to the chief executive and team, who are accountable to the Board of Trustees. The management and staff are ultimately accountable to the chief executive.

The operations team meets six times a year and is responsible for advising the Board of Trustees on:

- the application and use of resources
- monitoring the business planning process

- reviewing the annual financial statements through quarterly phasing, and for recommending them for approval to the Board

The staff meeting is chaired by the Chief Operating Officer, and its membership includes the Business Support Team. Sub- contractors and external service providers are invited as appropriate.

## Our Annual Reports

Our Annual Reports highlight our achievements, outline both our income and expenditure and include a brief review of our performance against our purpose and objectives. Details can be found on the Charity Commission website.