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| **Job Title** | President (& President-Elect appointment) |  |
| **Reports to** | BSG Board of Trustees and BSG Council |  |
| **Other Regular Relationships** | BSG Chief Executive, BSG Office Staff, Chairs of BSG Committees/BSG Executive (CSSC, Education, Training, Research, International), BSG Council, membership groups,  RCP & Other external bodies |  |
| **Overall Purpose of the Job** | To be the overall leadership figure and external representative for the Society; to chair (as President) the BSG Board of Trustees, BSG Executive Committee and BSG Council |  |

# DESCRIPTION OF THE BSG

* The mission of the British Society of Gastroenterology (BSG) is to support its members to provide the best care and achieve the best outcomes for patients with gastrointestinal and liver diseases.
* The BSG is an organisation focused on the promotion of gastroenterology within the United Kingdom. It has over four thousand members drawn from the ranks of physicians, surgeons, pathologists, scientists, nurses, dietitians, and others interested in the field. Founded in 1937 it has grown from a club to be a major force in British medicine, with representation within the British Royal Colleges and health service and Government bodies. Internationally it is represented at World and European level.
* The BSG is a registered Charity, subject to Charity Commission rules and has a governance structure composed of Trustees, an Executive, and an Elected Council representing the membership. The interplay of these groups is to ensure effective implementation and adherence to our mission.

# DESCRIPTION / KEY OBJECTIVES

* The role of President-Elect is a two year appointment that allows clear visibility across the BSG’s activities and decision-making processes, before commencing a two year term as President. The appointment of the President-Elect is, therefore, the *de facto* appointment to the role of the incoming President of the Society and has a total time commitment of four years.
* The President-Elect is the deputy to the President, is expected to be available to advise the President and to carry out duties on their behalf, as and when requested by the President or the Board of Trustees.

# MAIN DUTIES OF THE PRESIDENT OF THE BSG

* The President carries ultimate responsibility for all activities of the Society.
* Provides leadership for the specialty and its constituent professions in the four nations of the United Kingdom.
* The President is the Chair of the Board of Trustees for the BSG and is responsible for the good governance and running of the Charity and in addition chairs the BSG Executive and the BSG Council.
* The President chairs the Strategy Away Days and is expected to take an interest in the activities of all BSG groups and committees directly, or through a delegated authority.
* The President provides strategic input and long-term vision for the BSG.
* The President has a duty to ensure that the organisation is functional and fit for purpose.
* The President will work closely with, and line manage, the Chief Executive of the BSG.
* The term as President is two years and has significant time commitments.
* The President represents the BSG externally in multiple stakeholder bodies.
* To attend twice yearly meetings of the BMJ-BSG Journals Management Committee (usually June & December).
* To attend twice yearly meetings with Industry Partners
* To be part of Officer interview panels
* Represents the BSG in external fora, including the Council of the Royal College of Physicians (RCP), where the President is an ex-officio member.

# MAIN DUTIES OF THE PRESIDENT-ELECT

* To deputise for the President when required at the request of the President or the Board of Trustees
* To be a registered Trustee of the BSG with the Charity Commission and to be a Director of BSG Ltd.
* As a registered Trustee, the President-Elect is expected to undertake appropriate training for the role and to attend BSG Trustee Board meetings
* To attend BSG Executive and Council meetings
* To attend Strategy Away Days
* To attend twice yearly meetings with Industry Partners
* To liaise with the BSG executive and key Committees on all matters of BSG activity
* To work closely with the BSG Chief Executive, BSG Treasurer and BSG office staff on the sound running of the organisation
* The President-Elect attend Senior Leadership team meeting with the RCP (3 meetings per year) and is a member of the associated Medical Specialties Board (MSB) (3 meetings per year)
* The Sections of the BSG will report to the President-Elect on a quarterly basis to ensure that they are working in accordance with the Rules and Regulations of the Society and have sufficient support to carry out their activities
* The President-Elect is expected to attend meetings of Executive, Council, Strategy and other higher committees (eg CSSC, Education & Programme, Training, Research and International – attendance at these meetings should be split between the President and President-Elect). This comprises quarterly meetings of each committee

# OTHER ROLES AND RESPONSIBILITIES OF THE PRESIDENT

* To help to implement and monitor the strategic direction and priorities of the BSG
* To liaise with devolved nation ‘sister’ societies and represent the views of the UK gastroenterology and hepatology community.
* To meet and maintain good relations with other professional societies involved in the care of patients with Gastrointestinal and Liver disease (eg AUGIS, BASL, BAPEN, ACPGBI).
* To represent the BSG with NHS bodies and Governments.
* To act as a spokesperson for the BSG with media as required.
* To maintain effective and productive relationship with Guts UK and other related charities
* Other matters as determined from time to time by BSG Trustees, Council or Executive.

# GENERAL / ADMIN ELEMENTS

* To report back at regular intervals to BSG Trustees Board, BSG Council and the BSG membership on the activities of the Society.
* To communicate professionally, effectively and accurately on behalf of the BSG, both verbally and in written form with a wide variety of persons.

# ELIGIBILITY TO APPLY & PROCESS OF APPLICATION

* Any member of the BSG, from any specialty, who meets the essential criteria in the attached Person Specification, is eligible to become President-Elect/President.
* Applicants should be members of the BSG for at least 5 years, have a track record of involvement with the work of the Society and evidence of a significant contribution to promoting the specialties of Gastroenterology or Hepatology outside the Society, through national commitments or other expert roles.
* The President-Elect will be appointed by a committee drawn from the Board of Trustees, usually two non-exec Trustees (one as chair), two or more executive Trustees (President- Elect or the President, Treasurer or Senior Secretary,), one vice President (Liver or Endoscopy), at least one Elected Council member and the BSG CEO.

# TENURE

* As specified previously, this is a two year appointment as President-Elect followed by a two year appointment as President.

# TIME COMMITMENT

* The time commitment is extensive, particularly as President. Applicants should have agreed support of their employer in applying for the post.
* There will be regular meetings online, in London and elsewhere as part of the duties outlined above.
* Quarterly meetings of BSG Trustees, Executive and Council; Strategy Meetings and Higher Committee meetings.
* It is essential that the President attends these meetings and visits the BSG office on a regular basis; the President-Elect is expected to attend all trustee, executive and council meetings. Other committee meetings will be split with the President.

# FUNDING/SUPPORT/BENEFITS

* These are un-remunerated posts within the BSG and local arrangements (study or professional leave) should be negotiated at a local level. Reasonable expenses incurred through the role will be reimbursed.
* Training may be provided where appropriate but particularly for the role of Trustee and in Communications.

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| **Person Specification** | **Essential** | **Desirable** |
| **Clinical/Service Achievements/experience** | Consultant level or equivalent including senior nurse position of at least ten years experience  At least five years membership of BSG & in good standing  Evidence of significant contribution to and active participation in BSG activities  Evidence of a significant contribution to promoting the specialties of Gastroenterology or Hepatology outside the Society, through national commitments or other expert roles.  Recent experience in clinical service delivery  Experience of chairing committees within or outside BSG | FRCP or relevant Royal College  Familiarity with GMC/GCP good medical practice |
| **Established relationships** | Previous experience as Chair, Secretary or executive member of a Committee or Section of the BSG, or as an Elected Member of Council. | Chaired a Section or Higher committee of BSG or as an Elected Member of Council.  Similar experience of other Societies or National Committees  Track record in Education/Training or Research including publication, clinical standards or guideline involvement |
| **Personal Qualities Required** | Evidence of Leadership skills or effective roles  Horizon of 3-5 years for matters relevant to the BSG  Evidence of Strategic development or implementation  Evidence of Team working & relevant communication skills  Thorough understanding of structures and governance of BSG  Time, resilience & commitment to undertake the roles  Commitment to BSG values including fairness, equality, diversity and environmental sustainability | Ability to inspire or empower others  Board level or equivalent experience  Evidence of skills or examples of change or improvement management  Evidence of governance role or experience  Knowledge or training in issues of equality & diversity |