

Faculty of Health and Care Board Treasurer

Brief

The BCS Faculty of Health and Care has recently been established to create a vibrant community of practice to support the professional development of all those working in digital¹ health and care and to provide an authoritative voice on behalf of the profession. The Faculty is governed by the Faculty of Health and Care Board (FHCB), which reports to the Community Board.

The Treasurer looks after the Faculty of Health and Care Board's finances – submitting budget proposals, requests for additional funding, and ensuring the group stays within their planned budget.

They also help the Chair in making sure the group is using their funds to make IT good for society through the four BCS strategic pillars; growing the membership of the group, inspiring others through events and activities, helping IT professionals at all levels to progress in and develop their career, and influencing society by working with the BCS Policy team.

Key responsibilities and Actions

- Prepares annual budget and potential project funding each year.
- Prepares or advises on requests for additional funding submitted in year.
- Responsibility to the FHCB for management of Faculty funds and any other appropriate financial business. This includes the management of any additional income and rollover funding (such as from the BMJ HCI Journal).
- Reports at fixed intervals to FHCB.
- Submits income and expenditure statements produced by BCS Finance to the FHCB annually.
- Deals with payments and receipts to and from the operational budget and liaises with BCS HQ staff as necessary.
- Notifies, through the Community Team (groups@bcs.uk), any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation.

Our Expectations

Commitment

We expect that the role holder will attend FHCB meetings at least on a quarterly basis to provide a financial report. In addition to this we expect that the holder to be responsible for the completion of tasks that fall within the key responsibilities laid out above

Personal specification

- Must be at least a Professional Member of the BCS

¹ The term 'digital' is used to cover all digital, data, informatics, technical and associated human-centric roles such as user experience design, business analysis, requirements management, stakeholder management and ethical use of IT..

Faculty of Health and Care

- Enthusiasm for supporting community
- Experience with creating and presenting financial reports for committees
- Communicate with accuracy and effectiveness

Support

The Treasurer will be supported by:

- The Community Board Finance Committee
- The Chair of Faculty of Health and Care Board
- A training package which will introduce the scope and benefits of the role, then suggest various actions and processes the role holder should take.
- Faculty secretariat and wider HQ staff

Volunteering at BCS

- BCS provides a wide range of volunteering opportunities, locally and nationally. Being a volunteer at BCS allows a unique chance to deliver aspects of our Royal Charter. BCS also provides a range of opportunities to develop skills and meet others passionate about Making IT Good for Society.
- Volunteering with BCS can be an outlet to give back or a route to career development.
- As part of BCS' aim to improve equality and diversity within the profession, we seek to increase the diversity of board and committee members. This means that BCS welcomes applications equally, regardless of race or ethnic background, sex, gender, gender identity, sexual orientation, disability, age, marital status, or religious beliefs.