

Non-Executive Board Director: Role description

Last updated: April 2024

Overall purpose

- The Board’s role is to manage the business of the British Veterinary Association, as set out in the BVA Articles of Association

Duties and activities

- Actively contribute to Board discussions and decisions both in person and electronically.
- Reading papers and other information presented to the Board in preparation for meetings and decisions.
- Collectively:
 - establishing and maintaining BVA’s vision, mission, and values
 - deciding BVA’s strategy and structure
 - holding the Chief Executive and senior management team to account for delivering the annual budget and objectives
 - acting as a critical friend by constructively challenging the executive team
 - supporting the Chief Executive and senior management team in the delivery of the agreed strategies
 - ensuring risks are identified and managed effectively
 - ensuring principles of good governance are followed
 - ensuring openness and transparency by communicating effectively with the membership
- Attending six Board meetings per year, including two strategy sessions, plus the BVA AGM and ad hoc teleconferences.
- Promoting BVA and BVA membership, as appropriate, and safeguarding and promoting the good name and values of BVA at all times.

In addition:

- Individual Board members may be asked to take on additional duties as members of the Audit & Risk Committee or ad hoc sub-groups.

Term of office

Board Directors are elected for an initial term of three years. Directors will have the option of serving for a second term of up to three years subject to re-election. Directors may not serve for three successive terms, unless in the Chair.

Person specification

- Commitment to promoting and furthering the interests of BVA and the veterinary profession.
- Willingness to commit the necessary time and effort to fulfil the specified duties and activities.

Council-elected Directors (x4)	Directors appointed from outside the membership (x2)
- BVA member (inc MRCVS and associate members) - Elected by BVA Council, on the recommendation of the Appointments Committee	- Non-BVA member and non-MRCVS - Appointed by the Appointments Committee - Specific skills (eg finance) as required by the Board

- Demonstrable leadership and strategic planning skills
- Board Director level experience (desirable)
- Previous engagement with BVA and/or other veterinary organisations (for Council-elected Directors)
- Commitment to BVA's mission, vision, and values
- Ability to engage positively in debate and discussion
- Problem solving and decision making

Board Directors must not be serving officers (for example president, vice president/president-elect, secretary, treasurer, PRO) of a BVA division or RCVS Council members.

Equality, diversity and inclusion

Across the committee we strive to ensure a range of expertise, interests, and backgrounds. We recognise and champion the importance of equality, diversity and inclusion and we are committed to ensuring that all members have equal opportunity to contribute to our work, including by making reasonable adjustments where needed to enable committee members to participate fully.

Time commitment

Approximately 18 days per year.

Remuneration

Non-Executive Board Directors receive a salary set annually at the AGM. The basic rate for non-executive Directors for 2023/24 is £7,051.

In addition, Directors are eligible to claim travel and other expenses incurred in line with BVA's member expenses policy.

Declarations of interest and confidentiality

All Board Directors are required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the declaration needs to be updated.

For more information, please contact Derek Thorpe, Company Secretary, on 020 7908 6357 or via derekt@bva.co.uk