

## Member Benefits Committee

### Terms of reference

#### AUTHORITY

1. The Member Benefits Committee is a committee of the Board.

#### TITLE AND OBJECT

2. A standing committee shall be created called the 'Member Benefits Committee' (MBC) and it shall exist to advise the Board on member benefits and services in order to attract and retain members.

#### ROLE

3. The role of the MBC shall be to:
  - review and audit existing member benefits and services
  - review member research and feedback relevant to member benefits and services
  - propose new member benefits and services
  - assist in the tendering process for selecting providers of benefits and services
  - act as a focus group during the development of new benefits, services, guidance and resources for members.

#### COMPOSITION

4. The MBC shall be composed of:
  - 1 Officer\* (or his/her alternate)
  - 10 independent members appointed via the Nominations and Awards Group (NAG), including at least two recent graduates (up to 8 years qualified) and one student – see paragraph 7 (criteria for independent members)
  - 1 representative of the Association of Veterinary Students
5. MBC may co-opt members with particular knowledge, as necessary.

\*All Officers are entitled to attend MBC meetings but only one is a full member, and at least one Officer must be present at each meeting with an alternate afforded full membership on such occasions

#### ELECTION OF INDEPENDENT MEMBERS

6. The appointment of 10 independent members is by application to the NAG, which selects from the applications in accordance with the criteria and balance of skills required for the MBC, and submits those names to Board for approval.

#### CRITERIA FOR INDEPENDENT MEMBERS

7. Nine independent members of the MBC must be MRCVS, and two students (one independent and one AVS representative) must be currently studying at a UK vet school. NAG will be tasked with selecting members for the MBC that meet as many of the following criteria as possible:

##### Knowledge, skills and experience

Not all of these are essential for each individual but across the whole committee we require a mix of:

- Committee experience

- Strategic thinking
- Analysis and evaluation
- Excellent oral communication skills and ability to engage positively in debate and discussion
- Decision making
- Team work
- Problem solving
- Understanding of the current veterinary landscape

### **Veterinary expertise and experience**

Across the whole committee we are looking for a mix of experience and expertise within the range of veterinary work, including:

- Large animal practice
- Small animal practice
- Equine practice
- Other species specialisms
- Public health
- Government
- Industry
- Academia
- Research
- International
- Wildlife/conservation
- Charity

### **Other**

Across the committee we are looking to ensure a range of expertise, interests, and backgrounds.

## **ELECTION OF CHAIR**

8. The BVA Officer member shall chair the meeting until a Chair is elected from amongst the independent members. The election shall be carried out by way of candidate's statements (written and/or oral) and a ballot of all members of the MBC to a simple majority. In the event of a tie the Officer in the chair shall have an additional casting vote.

## **ROLE OF CHAIR**

9. The Chair will set the meeting agendas in collaboration with the BVA secretariat. They will chair debates and summarise decisions. The Chair will assist the BVA secretariat in reporting to the Board.
10. In the absence of the Chair, the Officer member will carry out the functions of the Chair, including chairing meetings of the MBC and reporting advice to the Board in association with the BVA secretariat.

## **ACCOUNTABILITY**

11. Members of the MBC are accountable to the Chair for their work for the MBC and the Chair is accountable to the Board for the work of the MBC.
12. MBC is ultimately financially accountable to the Board.

## **TENURE**

13. All members of the MBC shall be subject to NAG approval on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of

serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

#### **MBC MEETINGS**

- 14.** The MBC shall normally meet twice a year spaced whenever possible at times to ensure its advice can be effectively delivered to the Board.

#### **PROTOCOL**

- 15.** All members of the MBC are expected to contribute to the work of the committee, both in and outside meetings, including reading papers, research and proposals, contributing to discussions in person and via the Glasscubes.
- 16.** Members of the MBC are not permitted to represent the Association to stakeholders, the media or general public (for example at events) without prior approval of the Chair and Officers.
- 17.** Where advice is provided to the Board it shall be the agreed advice of the committee determined by a simple majority.

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