

## BVA Officer role profile and person specification

### Overall purpose

The BVA officer team consists of President, Senior Vice President and Junior Vice President. Collectively, and working closely with the Chief Executive and his team, the officers provide leadership to the organisation to help ensure it fulfils its mission to be the leading body representing, supporting and championing the whole UK veterinary profession.

### Duties and activities

The President is the lead member of the officer team, however on a day-to-day basis, BVA officers work as a team and take collective responsibility for representing BVA members and the UK veterinary profession. Duties and activities are therefore broadly similar, although the time commitments vary.

- Representing the views and interests of BVA members and the wider UK veterinary profession to government, politicians, and stakeholders, as well as at European and international levels, including via the media and social media channels.
- Acting as a lead spokesperson and figurehead for BVA.
- Being a company Director and member of the BVA Board, which provides strategic direction for BVA and ensures sound financial and risk management.
- Chairing (President) and attending (JVP and SVP) BVA Council
- Attending Policy Committee (President and JVP are both members), Member Benefits Committee (SVP is a member) and CPD Committee (shared between the officer team). The President should also attend the Ethics and Welfare Advisory Panel but is not a member of the Panel.
- Taking responsibility for specific issues of interest to the veterinary profession and working with the policy, public affairs and media teams to advise on policy development and campaigns. Each BVA officer takes a lead on particular areas of work but should maintain an interest and involvement in all areas of work as part of the officer team.
- Maintaining good working relationships with BVA divisions and affiliates to ensure they are fully engaged with BVA.
- Forging and maintaining good relationships with the RCVS, CVOs, and other key partners and stakeholders, both within and outside the veterinary profession.
- Acting as a trustee of the BVA's charity, the Animal Welfare Foundation.
- Delivering speeches, presentations and webinars on political/policy issues, as well as about BVA. Officers work closely with the BVA secretariat to draft and/or refine speeches and presentations.
- Providing veterinary expertise, political advice and direction to assist the BVA secretariat in its day-to-day work.

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- Contributing regularly and effectively to BVA committee work at meetings and via the email loops.
- Attending weekly Coordination and Planning meetings chaired by the Chief Executive
- Contributing to the BVA blog and other online and social media channels.
- Working with the Membership & Commercial Director to promote BVA membership and support corporate partnerships
- Working with the secretariat to respond to communications from members.
- Attending a wide range of meetings, conferences, and events both in the UK and overseas to represent BVA.

In addition, the President will normally chair Joint Officer meetings with divisions, RCVS and other veterinary bodies, although in practice these duties are often shared amongst the officer team.

*NOTE: In the event of incapacity or prolonged absence of the President the Senior Vice President shall act in their place. In the event of the corresponding incapacity or prolonged absence of the Senior Vice President then the Junior Vice President shall so act.*

## Terms of office

Each officer role (JVP, President, SVP) lasts for one year from AGM to AGM (September to September). Candidates for JVP and President must be elected by the membership at the AGM to serve the coming year.

The total commitment is therefore three years as an officer, plus a further three years serving as a past president on BVA Council (four meetings per year).

## Time commitment and remuneration

JVP and SVP are paid to work two days per week for BVA and the President is paid to work four days per week. The current (2020/21) stipend is £36,125 for JVP and SVP, and £72,250 for the President, based on two days and four days a week at a day rate of £346.60. Officer stipends are subject to both PAYE tax and national insurance.

Due to the nature of the work, the time commitment is usually spread out over the week, including evenings and weekends, and BVA officers are very often required to respond to emails or phone calls at short notice. BVA officers are required to be as flexible as possible with their time to accommodate for particularly busy periods (eg committees and Council, BVA Congress etc).

## Person specification

- MRCVS
- Current BVA membership
- Demonstrable commitment to promoting and furthering the interests of the veterinary profession, and of BVA
- Understanding of, and demonstrable commitment to, BVA's vision, mission and values

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- Understanding of the current and future veterinary landscape, and the political and cultural climate in which BVA seeks to represent the profession
- Previous experience in veterinary membership organisations is highly desirable, either within BVA or within one or more BVA divisions or other veterinary associations
- Excellent communication, interpersonal and networking skills, and the ability to engage positively in debate and discussion
- Leadership, strategic thinking and decision-making skills
- Team player
- Passion and creativity to promote the value of the veterinary profession
- Previous experience of media performance and effective chairing is desirable

## Conflicts of interest

Candidates for BVA Officers must declare potential conflicts of interest at the time of application and before formally accepting the role of BVA Officer. Potential conflicts which would normally preclude candidates from becoming a BVA Officer may include concurrent terms as:

- an Officer or Board member of another veterinary association;
- an Officer or Council member of the RCVS;
- a director or active member of any organisation that acts contrary to BVA vision, mission, and values.

BVA Electoral College is tasked with considering whether such a conflict exists and would have the final decision on whether such a conflict exists.

## How to apply or nominate someone else

Self-nomination: Individuals are encouraged to nominate themselves and must complete and return the nomination form by the closing date (see below).

Nominating a colleague: BVA members may nominate a fellow BVA member but must obtain the individual's consent to do so. Nominators must complete the nomination form, have it signed by the nominee (or attached an accompanying email statement) and return the form by the closing date (see below).

All forms must be completed and returned to Amelia Findon, BVA Head of Policy and Governance via [ameliaf@bva.co.uk](mailto:ameliaf@bva.co.uk) by 9am, Monday 11 January 2021.

## Election of Junior Vice President 2021/2022

The Junior Vice President 2020/21, Justine Shotton, joined the officer team on 17 September 2020, with James Russell (as President) and Daniella Dos Santos (as Senior Vice President).

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Each year the members of the Electoral College, the body of electors that assesses nominations and formally selects members for election to officer status, are asked to identify the specific skills, expertise and experience that would best complement the other members of the officer team, to ensure that BVA officers cover as broad a range of veterinary expertise as possible. Any member is invited to apply to become a BVA officer.

The Electoral College will meet in February 2021 to discuss all nominations received and to agree a candidate to put forward to BVA Council in April. Applicants will be contacted in March to inform them of the Electoral College's recommendation to BVA Council.

Further information on the Electoral College process is available on the BVA website <https://www.bva.co.uk/about-us/our-structure/bva-officers/electing-bva-officers/>

If you have any questions about the process or the role, please contact Amelia Findon, BVA Head of Policy and Governance via [ameliaf@bva.co.uk](mailto:ameliaf@bva.co.uk) or 0202 79086355. An informal discussion with a member of the BVA officer team about the role can also be arranged via Amelia.

## Equality and diversity

BVA's [equality and diversity policy](#) sets out our commitment to respecting and promoting equality and diversity in all of our activities through an inclusive culture and working practices.

We are committed to ensuring equality and the fair and respectful treatment of all individuals in connection with our work.

**Last updated November 2020**

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