

*NOTE: all Council meetings are currently taking place via Zoom. There is currently no expectation that regional representatives will attend local veterinary meetings in person.*

## **BVA Council Regional Representative**

### **Role description and person specification**

#### **Overall purpose of regional representation**

- To contribute to the furtherance of BVA's mission to be the leading body representing, supporting and championing the whole UK veterinary profession, through engagement with members.
- To support Council in fulfilling its primary role of representing members' views on matters of veterinary policy and advising Board accordingly.
- To contribute to effective horizon scanning on matters of veterinary policy providing leadership of the veterinary agenda and an informed steer to BVA's Policy Committee.

#### **Duties and activities**

- Gathering views from BVA members in the region by:
  - reading papers, research and other information presented to Council in preparation for debates and discussions
  - providing tailored content for regionally segmented emails from HQ pre and post Council meetings
  - monitoring the email account allocated to the region and responding to emails from members with support from the BVA secretariat
  - maintaining contact with active BVA territorial divisions within the region, electronically and, where possible, in person (expenses are reimbursed)
- Ensuring that the views of BVA members in the region are represented at Council meetings (representatives are permitted to give their own views, but not at the expense of the consensus of the region)
- Providing written comments to the secretariat in advance of Council meetings on those occasions where attendance in person is not possible
- Actively contributing to Council debates and discussions both in person and via the online discussion facility 'glasscubes'
- Actively participating in evidence sessions and discussions with external contributors.

**British Veterinary Association**  
Patron: Her Majesty The Queen

7 Mansfield Street, London W1G 9NQ

T 020 7636 6541 E [bvahq@bva.co.uk](mailto:bvahq@bva.co.uk)  
W [www.bva.co.uk](http://www.bva.co.uk)

- Attending four Council meetings per year (three in London and one elsewhere, attached to BVA Members Day)
- Responding to ad hoc comments and questions from BVA members in the region and signposting to relevant BVA department as appropriate.
- Actively engaging with veterinary surgeons in the region by identifying events and other opportunities to promote BVA activities and membership, approximately once per quarter with support from BVA HQ\*.
- Supporting BVA Young Vet Network activity in the region
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.

\*Regional representatives will be provided with training and materials to present to groups of veterinary surgeons about the work of BVA. Representatives are encouraged to identify and attend approximately one event/meeting per quarter within the region for which expenses will be paid. Attendance at events should be agreed with the BVA policy team in advance.

## Term of office

Regional representatives 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 re-election by BVA members in the region, 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.

## Person specification

- MRCVS and BVA membership.
- Based in the region being represented (the main address held on the BVA membership database will be referred to for this purpose)
- Commitment to promoting and furthering the interests of the veterinary profession, and of BVA.
- Willingness to commit the necessary time and effort to fulfil the specified duties and activities.

## Knowledge, skills and experience

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

- Committee experience
- Policy development skills and experience
- Strategic thinking
- Evidence gathering and research
- Analysis and evaluation

**British Veterinary Association**  
Patron: Her Majesty The Queen

---

7 Mansfield Street, London W1G 9NQ  
T 020 7636 6541 E [bvahq@bva.co.uk](mailto:bvahq@bva.co.uk)  
W [www.bva.co.uk](http://www.bva.co.uk)

- Excellent oral communication skills and ability to engage positively in debate and discussion
- Decision making
- Team working
- Problem solving
- Understanding of the political and cultural climate in which BVA seeks to influence policy makers
- Understanding of the current veterinary landscape

## Expenses and benefits

Membership of Council is voluntary and unpaid but members are reimbursed for travel and other expenses incurred, in line with BVA's member expenses policy.

Regional representatives receive complementary BVA membership throughout the duration of their term of office, and attendance at BVA Council qualifies as CPD.

Members who carry out more than ten days on behalf of BVA within a year may be entitled to claim a day rate. Further information is available via the secretariat.

## Declarations of interest

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

All regional representatives are expected to act with honesty and integrity at all times, upholding the values of BVA and representing the interests of BVA members.

As members of BVA Council, regional representatives may, from time to time, have access to privileged or confidential information, and must treat such information in strict confidence

## Council communications

Some Council work takes place via an online discussion facility 'glasscubes'. Members should ensure that the secretariat has their current active email address. Guidance on using glasscubes is available.

For more information, please contact the BVA policy team on 020 7908 6370 or via [policy@bva.co.uk](mailto:policy@bva.co.uk)

## 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. **We will not tolerate any form of unlawful discrimination, harassment or victimisation.**

**Last updated December 2021**

**British Veterinary Association**  
Patron: Her Majesty The Queen

---

7 Mansfield Street, London W1G 9NQ

T 020 7636 6541 E [bvahq@bva.co.uk](mailto:bvahq@bva.co.uk)  
W [www.bva.co.uk](http://www.bva.co.uk)