Member Benefits and Events Committee (MBEC)

Terms of reference

ROLE

1. The Member Benefits and Events Committee is a committee that reports to the Board.

2. The role of the Member Benefits and Events Committee (MBEC) shall be to:
   - review existing member benefits and services
   - review member research and feedback relevant to member benefits and services
   - propose new member benefits and services
   - assist as appropriate 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.
   - develop BVA's CPD programme including at BVA Live and BVA Congress/London Vet Show annually, in partnership with CPD partners as appropriate
   - explore new member benefit or CPD opportunities with our publishing partner
   - advise on the marketing of membership benefits and CPD including copy and course titles
   - horizon scanning for new opportunities or threats across the veterinary landscape

COMPOSITION

3. The MBEC shall be composed of:
   - 1 Officer (Senior Vice President)* (or their 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 5 (criteria for independent members)
   - MBEC may co-opt members with particular knowledge, as necessary.

   *All Officers are welcome to attend MBEC 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

4. 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 MBEC, and submits those names to the Board for approval.

CRITERIA FOR INDEPENDENT MEMBERS

5. Members of the MBEC must be MRCVS, and the student member must be currently studying at a UK vet school. NAG will be tasked with selecting members for the MBEC 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
• Networking
• A good knowledge of practice management and business development
• Experience in developing CPD programmes and events (desirable)

**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:
• Small animal practice
• Large animal practice
• Equine practice
• Exotics
• Other species specialisms
• Large corporate/ independent practice
• Public health
• Government
• Industry
• Academia
• Research
• International
• Wildlife/conservation
• Charity

**ELECTION OF CHAIR**
6. The election of the chair shall be carried out by way of candidates’ written statements and a ballot of all members of the MBEC by a simple majority. In the event of a tie the Officer in the chair shall have an additional casting vote. The Chair will normally be elected for a term of three years, regardless of their remaining term of office as a committee member

**ROLE OF CHAIR**
7. The Chair will work with the BVA secretariat to set meeting agendas. They will chair debates and summarise decisions. The Chair will assist the BVA secretariat in reporting to the Board. In the absence of the Chair, the Officer member will carry out the functions of the Chair, including chairing meetings of the MBEC and reporting advice to the Board in association with the BVA secretariat.

**ACCOUNTABILITY**
8. Members of the MBEC are accountable to the Chair for their work for the MBEC and the Chair is accountable to the Board for the work of the MBEC.

**TENURE**
9. All members of the MBEC shall 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.
MBEC MEETINGS

10. The MBEC shall meet four times a year with meetings scheduled to ensure effective programming of content for BVA Live and BVA Congress/London Vet Show.

PROTOCOL

11. All members of the MBEC 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 Glasscubes.

12. Members of the MBEC 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 secretariat.

13. Where advice is provided to the Board it shall be the agreed advice of the committee determined by a simple majority.

Last updated June 2022