Member Benefits and Events Committee

Role description and person specification

Overall purpose

- To ensure that the Member Benefits and Events Committee (MBEC) fulfils its primary role of advising the Board on member benefits and services to attract and retain members.

- To assist the Association in supporting members by advising on the development of useful and relevant member benefits and services, reviewing existing benefits and services, and actively participating in focus group activity during the development of benefits, services, guidance and resources.

- To assist the Association in supporting members by suggesting topics, titles, and speakers for BVA’s CPD programme at BVA Live, the London Vet Show, and other events.

Duties and activities

- Actively contributing to MBEC debates and discussions both in person and outside meetings via Glasscubes.

- Suggesting ideas for topics and speakers for sessions at BVA Live and the London Vet Show

- Providing content ideas (such as blogs, guides, articles, collateral) that would appeal to different types of vets at different career stages.

- Writing copy or providing author signposting for BVA resources, such as guides, articles or blogs. Review and proof-read materials.

- Reviewing marketing collateral and assets.

- Charing sessions at BVA Live and the London Vet Show

- Reading papers, research and other information presented to the MBEC in preparation for debates and discussions.

- Attending four MBEC meetings per year (usually in London)

- Taking part in MBEC sub-groups tasked with running tendering exercises for specific benefits and services on an ad hoc basis. Tender sub-groups will be time-limited and members will be asked to volunteer to take part.

- Promoting BVA and BVA membership as appropriate.

- Safeguarding and promoting the good name and values of BVA at all times.

- Volunteering for tasks and actions arising from MBEC meetings, as appropriate.

- Helping with the marketing copy for membership, benefits, and events
Additional duties for recent graduate members
- Actively engaging with BVA’s network of recent graduate members and non-members via the Young Vet Network, social media, BVA secretariat, and other appropriate channels.
- Help with the growth and development of the Young Vet Network, including promoting events and providing content or speaking at events.
- Liaising with the two recent graduate representatives on BVA Council to deliver joined up representations on behalf of BVA’s recent graduate members.

Additional duties for student members
- Actively engaging with veterinary students via social media, AVS, BVA secretariat, and other appropriate channels.

Term of office
All members of MBEC 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 Nominations and Awards Group (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. Student members may only serve whilst enrolled at a UK vet school.

Person specification
- MRCVS (for graduate members) or currently enrolled at a UK vet school (for student member) and BVA membership.
- At least two members of the MBEC must be recent graduates (up to eight years qualified) and no more than six years qualified at the start of a three-year term.
- One member must be a student
- 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, including attending meetings in person and contributing to discussion and debate via Glasscubes).

In selecting members of the MBEC, NAG will be tasked with meeting 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
- Copy writing
- 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
- A thorough understanding of the veterinary events market, including in person and online events and CPD
• Knowledge of, and ideally a network of contacts with high-quality veterinary CPD and events speakers
• 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:
• Large animal practice
• Small animal practice
• Equine practice
• Exotics (inc non-traditional companion animals)
• Large employer/Independent practice
• 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.

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

MBEC members receive free membership for the duration of their term of office, and a free ticket to BVA Live or the London Vet Show if they Chair a session at one of these events

Declarations of interest and confidentiality
All members of MBEC are required to complete a confidentiality agreement and declarations of interest form at the start of their term, and to notify the secretariat if the declaration needs to be updated.

Much of the Member Benefits and Events committee work takes place via an online workspace, 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 membership team on 020 7908 6350 or via membership@bva.co.uk

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