Policy Committee

Role description and person specification – Branch nominated

Overall purpose
- To ensure that the Policy Committee (PC) fulfils its primary role of advising Council on all veterinary policy matters, including animal health and welfare, public health, and veterinary professional issues.
- To ensure that Policy Committee advice to Council is informed by the circumstances of the devolved nations of the UK.
- To assist the Association in pursuing its priority issues through developing robust, evidence-led policy positions and consultation responses, and advising on BVA campaigns.

Duties and activities
- Actively contributing to PC debates and discussions at meetings and via the online forum for committees (Glasscubes).
- Reading papers, research and other information presented to the PC in preparation for debates and discussions.
- Actively participating in evidence sessions and discussions with external contributors.
- Attending four PC meetings per year, in line with the BVA attendance protocol.
- Liaising with Branch Officers and Branch Council members before and after meetings to reflect country-specific information or experiences related to the issues being discussed by PC, and to engage Branch Council members in BVA’s wider policy agenda.
- Ensuring emerging country-specific issues are raised as part of Policy Committee horizon-scanning discussions.
- Contributing actively to the work of PC outside of the meetings by promoting discussion and exchange of views on the BVA online forum for committees (Glasscubes).
- Serving as a member of policy working groups on an ad hoc basis, attending working group meetings and inputting to working group research, evidence sessions and debates. Working groups will be time limited and issue focused. PC members will be asked to volunteer to join working groups according to areas of interest and expertise. [Note: Branches may be asked to nominate additional representative(s) to serve on working groups – it will not be the sole responsibility of the Branch-nominated member of PC]
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.

Term of office
All members of PC shall nominally serve for a term of up to three years. Branch nominated members will have the option of serving for a second term of up to three years (subject to nomination by Branch
Council) 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.
- Branch membership (all BVA members resident in the devolved nation are automatically members of the Branch)
- 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.

In selecting members of the PC, 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
- Policy development skills and experience
- Strategic thinking
- Evidence gathering and research
- 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 political and cultural climate in which BVA seeks to influence policy makers
- Understanding of the current veterinary landscape, particularly in relation to the relevant devolved nation.

**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

**Equality, diversity and inclusion**
Across the committee we are looking to ensure a range of expertise, interests, and backgrounds. We recognise and champion the importance of equality, diversity and inclusion and we are committed to ensuring that all members have equal opportunity to contribute to our work, including by making reasonable adjustments where needed to enable committee members to participate fully.

**Other**
Across the committee we are looking to ensure a range of expertise, interests, and backgrounds.
**Expenses**
Membership of PC is voluntary and unpaid but members are reimbursed for travel and other expenses incurred, in line with BVA's member expenses policy.

PC members receive free membership of BVA for the duration of their term of office.

**Declarations of interest and confidentiality**
All members of PC 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.

For more information, please contact BVA Policy and Governance Director Amelia Findon via ameliac@bva.co.uk

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