

## **Member Benefits and Events Committee: Terms of reference**

### **Role**

1. The Member Benefits and Events Committee (MBEC) exists to:
  - Keep existing member benefits under review and propose new benefits based on member research.
  - Act as a focus group during the development of new benefits, guidance and resources.
  - Oversee the development of BVA's CPD programme, including for BVA Live and BVA Congress at London Vet Show.
  - Horizon scan for the hot topics of interest to the profession.

### **Authority and accountability**

2. MBEC is a committee of BVA Board, and the chair is accountable to Board for the work of the committee.

### **Composition**

3. MBEC is composed of:
  - 10 independent members, including at least two recent graduates and one student.
  - The BVA Senior Vice President.

### **Appointment of independent members**

4. The appointment of ten independent members is by application to the Nominations and Awards Group (NAG). NAG appoints using a blind recruitment process against a skills matrix in line with the role description. The appointments are approved by Board.

### **Election of chair**

5. The chair is elected from the independent members.
6. The election is carried out by a ballot of all members of the committee to a simple majority. In the event of a tie the Officer in the chair shall have an additional casting vote.
7. The chair is elected for a term of three years, regardless of their remaining term of office as a committee member.

### **Role of chair**

8. The chair works with the BVA team to set the agenda. They chair debates and summarise decisions. The chair may attend BVA Council as an observer by invitation.

### **Tenure**

9. All members serve for a term of up to three years and may apply for a second term. Members may seek re-appointment for a third term following a break in service of at least one year.

### **Meetings**

10. Member Benefits Committee meets 4 times per year, scheduled in line with CPD programming deadlines for events. Meetings are held with a remote option available.

## **Conduct**

- 11.** All members of the committee are expected to contribute to the work of the committee, both in and outside meetings, including reading papers, and contributing to discussions in person and via the online workspace.
- 12.** All members of the committee are expected to work collaboratively with members of BVA Officers and staff, communicate with courtesy, uphold our values, and challenge attitudes and behaviours which are not consistent with those values.
- 13.** Members should not represent or present BVA's views to the media or government without prior approval.

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