

## **Electoral College elected member role profile**

### **Overall purpose**

To take part in the thorough evaluation of applications for BVA Junior Vice President (JVP) to ensure the process for selecting and electing the officer team is open, fair and robust.

### **Duties and activities**

- Evaluate and assess applications for BVA JVP against the role profile and person specification.
- Actively participate in Electoral College discussions to agree a list of the top three candidates in order of preference.
- Take part in the interview process for shortlisted candidates as required.
- Help to ensure the integrity of the process for selecting a candidate to go forward to BVA Council.
- Represent the best interests of the veterinary profession and BVA members.
- Help to promote the process.
- Contribute to a skills and experience gap analysis for the following year.
- Declare any interests relating to the candidates, including professional and personal relationships.
- Ensure that applications are treated in confidence.

### **Term of office**

Members will be elected to serve on the Electoral College for three years and will be eligible to stand for a second term of three years.

### **Time commitment and expenses**

The Electoral College usually meets once per year in Jan/Feb in London to shortlist candidates, and again for interviewing, approximately 10 days later. In addition, time for pre-reading applications is required.

Members can claim expenses to attend the meeting of the Electoral College in line with BVA's member expenses policy.

### **Person specification**

- MRCVS
- Current BVA membership
- Commitment to promoting and furthering the interests of the veterinary profession, and of BVA
- Understanding of, and commitment to, BVA's vision, mission and values

- Excellent communication skills and the ability to engage positively in debate and discussion

Elected members of the Electoral College must not be:

- BVA past presidents
- Serving division or RCVS officers
- Non-MRCVS members of BVA (ie students, vet nurses, allied professionals, and honorary [non-vet] members)

## **How to stand for election to the Electoral College**

Members fulfilling the person specification above are invited to complete the online application by midday on Monday 27 October 2025.

## **Application and election process**

Applications and eligibility to stand will be checked by BVA secretariat and candidate names, photographs and 'manifestos' will be uploaded to the BVA website.

Elections will be carried out electronically (dates tbc) and all BVA members will be eligible to vote.

Candidates will be informed of the results within a few days of the polls closing.

If you have any questions about the process or the role, please contact Amelia Findon, Policy & Governance Director on 020 7908 6355 or [ameliaf@bva.co.uk](mailto:ameliaf@bva.co.uk)

## **Further information**

See also: Electoral College terms of reference available at <https://www.bva.co.uk/about-us/our-structure/bva-officers/electing-bva-officers/>

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