

Electoral College

The Electoral College is the body of electors that assess applications for the role of BVA Junior Vice President and puts forward a candidate to BVA Council.

Terms of reference

- To receive and consider applications for the role of BVA Junior Vice President (JVP)
- To evaluate applications against the role profile, person specification and specific skills/experience as advertised
- To shortlist three candidates for interview
- To participate in the interview process for candidates
- To identify a top preferred candidate to be recommended to BVA Council
- To identify a reserve candidate in case a fallback should be required
- To carry out a gap analysis within the officer team for the following year and draw up a list of specific skills/experience to publicise during the application period
- To promote the process and encourage applications

Membership

- 1 independent (ie non-vet) chair (non-voting) to be appointed by BVA Board
- 3 elected members to be elected via the whole membership
- 3 current officers (President, SVP and JVP)
- 1 past president – the most senior past president serving on BVA Council
- 1 BVA Board Chair (non-voting) in an observer capacity
- 1 BVA Chief Executive (non-voting) in an observer capacity

Also present: Secretariat (BVA Policy and Governance Director)

Process for Electoral College

Part 1: initial assessment of applications (preparation)

1. In advance of the meeting the secretariat will circulate the applications received to all members of EC, accompanied by a skills matrix.
2. All members of EC will review the applications - composed of an application form, CV, and short video – and score each application in line with the skills matrix provided.
3. All members of EC will return their scores to the secretariat in advance of the meeting.
4. The secretariat will collate the scores for discussion at the meeting.

Part 2: shortlisting of candidates (meeting #1)

1. The meeting will be in person at BVA HQ.
2. The meeting will be chaired by the independent Chair appointed by BVA Board.

3. The Chair will invite members of the EC to declare any interests relating to the candidates, including professional and personal relationships.
4. Each candidate will be discussed (in alphabetical order). The secretariat will provide the scores given to each candidate – one score for written application/CV and one score for video element - and will play the video. Members of the EC will be invited to comment on potential strengths and weaknesses, as well as the balance of skills/expertise.
5. In a secret ballot, members of the EC will rank the candidates and the Chair will combine these to give an overall ranking. Note that the EC Chair, the Chair of the Board and the CEO do not have a vote.
6. From this ranking, the top three highest scoring candidates will be identified but the ranking within the three will not be given.
7. EC will discuss and agree the interview questions and task and agree allocation of roles for the interview session.
8. If EC are in agreement, the secretariat will invite the top three candidates to interview. The interview date is pre-agreed with EC and included in the application material.
9. The President will contact those candidates who have not been shortlisted with feedback.

Part 3: interviews (meeting #2)

1. Candidates will be interviewed in person at BVA HQ. The interview will consist of two parts – task based, and a series of questions agreed by EC in advance.
2. During both parts of the interview, EC members will score the candidates using the matrix provided.
3. Following each interview the candidates will be discussed, observing potential strengths and weaknesses and how skills/expertise might complement the officer team.
4. Members of EC will vote in a secret ballot for their preferred candidate.
5. The ranking will be determined on a first-past-the-post-basis. In the event of a tie, there will be further discussion and members of the EC will re-vote in a secret ballot on the tied candidates.
6. This process will organise the list of three in order of preference.
7. The top scoring candidate be approached by the President.
8. In the event of the position not being accepted by any of the top three preferred candidates, the EC will be reconvened. The remaining candidates will be reconsidered and a new vote will be taken to determine order of preference. Candidates will be approached in order of preference. Should none of the candidates accept the invitation a third meeting of the EC will be held.
9. Copies of the paperwork will be held securely by the BVA secretariat.

Further information

See also: Electoral College elected member role profile available at <https://www.bva.co.uk/about-us/our-structure/bva-officers/electing-bva-officers/>

Last updated September 2025