

## Policy Committee: Terms of reference

### Role

1. Policy Committee exists to:
  - Develop policy across a wide range of animal health and welfare, public health, and veterinary professional issues.
  - Horizon scan for the emerging topics of interest to the profession.
  - Recommend and approve policy, lobbying and campaigning priorities for each Association year.
  - Advise on responses to consultations from government, the devolved administrations, and other key stakeholders.

### Authority and accountability

2. Policy Committee is a committee of BVA Council, and the chair is accountable to Council for the work of the committee. Committees of Council are appointed and dissolved by BVA Board.

### Composition

3. Policy Committee is composed of:
  - Eight independent members (including at least one recent graduate)
  - Three members appointed by our Branches in the devolved nations.
  - Two BVA Officers, including JVP.

### Appointment of independent members

4. The appointment of eight independent members is by application to the Committee Appointments Group. CAG appoints using a blind recruitment process against a skills matrix in line with the role description. The appointments are approved by Council.

### 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 is a member of BVA Council, reports the committee's advice to Council, takes questions, and receives feedback and direction from Council.

### 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. Policy Committee meets four times per year. 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 on any policy matters to the media or government without prior approval.

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