BVA CPD Committee

Terms of Reference
August 2016

AUTHORITY
1. The CPD Committee is a committee of the Board.

TITLE AND OBJECT
2. A standing committee shall be created called the ‘CPD Committee’ (CPDC) and it shall exist to develop a comprehensive national CPD programme for members.

ROLE
3. The role of the CPDC shall be to:
   - develop BVA's national multi-species clinical and non-clinical CPD programme annually, including topics, speakers and venues
   - develop BVA's CPD programme at the London Vet Show annually, in partnership with CPD partners as appropriate
   - review BVA member and non-member research and feedback relevant to CPD
   - advise the Board on CPD-related developments, for example e-learning and other online CPD opportunities
   - advise on CPD marketing including copy and course titles
   - promoting CPD courses within their networks

COMPOSITION
4. The CPDC shall be composed of:
   - 1 Officer* (or his/her alternate)
   - 8 independent members appointed via the Nominations and Awards Group (NAG), including at least one recent graduate (up to 8 years qualified) – see paragraph 7 (criteria for independent members)

5. The CPDC may co-opt members with particular knowledge, as necessary.

*All Officers are entitled to attend CPDC meetings but only one is a full member, and at least one Officer must be present at each meeting with an alternate afforded full membership on such occasions

ELECTION OF INDEPENDENT MEMBERS
6. The appointment of eight independent members is by application to the NAG, which selects from the applications in accordance with the criteria and balance of skills required for the CPDC, and submits those names to Board for approval.

CRITERIA FOR INDEPENDENT MEMBERS
7. All members of the CPDC must be MRCVS and hold BVA membership. NAG will be tasked with selecting members for the CPDC that meet as many of the following criteria as possible:
   - Knowledge, skills and experience
     - A thorough understanding of the veterinary CPD market, including online CPD
     - Knowledge of, and ideally a network of contacts with, high-quality veterinary CPD speakers
o A good knowledge of practice management and business development
  o Experience in developing CPD programmes and events (desirable)
  o Excellent oral communication skills and ability to engage positively in debate and discussion
  o Decision making
  o Team work
  o Understanding of the current veterinary landscape

- **Veterinary expertise and experience**
  Across the whole committee we are looking for a mix of experience and expertise across species:
  o Companion
  o Exotics (inc non-traditional companion animals)
  o Production animal
  o Equine

- **Other**
  Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:
  o Geography
  o Gender
  o Age
  o Employment status

**SELECTION OF CHAIR**
8. The Chair is selected by the BVA Board and will be invited to serve a three-year term, renewable once.

**ROLE OF CHAIR**
9. The Chair will set the meeting agendas in collaboration with the BVA secretariat. He/she will chair discussions and summarise decisions. The Chair will assist the BVA secretariat in reporting to the Board.

10. In the absence of the Chair, the Officer member will carry out the functions of the Chair, including chairing meetings of the CPDC and reporting advice to the Board in association with the BVA secretariat.

**ACCOUNTABILITY**
11. Members of the CPDC are accountable to the Chair for their work for the CPDC and the Chair is accountable to the Board for the work of the CPDC.

12. CPDC is ultimately financially accountable to the Board.

**TENURE**
13. All members of the CPDC shall be subject to NAG approval on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) 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.

14. Membership of the group may be terminated by an individual member or by BVA with two months’ written notice.
CPDC MEETINGS
15. The CPDC shall normally meet seven times a year for planning meetings.

PROTOCOL
16. All members of the CPDC are expected to contribute to the work of the committee, both in and outside meetings, including reading papers and proposals, contributing to discussions in person and via the email loop, and volunteering for tasks and actions as appropriate.

17. Members of the CPDC may be asked to represent the Association, for example chairing/hosting CPD events, but are not permitted to represent the Association without prior approval of the Chair and Officers.

18. Where advice is provided to the Board it shall be the agreed advice of the committee determined by a simple majority.

Last updated: August 2016

BVA CPD Committee

Role description and person specification
August 2016

Overall purpose
- To ensure that the CPD Committee (CPDC) fulfils its primary role of developing a comprehensive national CPD programme for members.

- To assist the Association in supporting members by developing the multi-species clinical and non-clinical CPD programme, including topics, speakers and venues, and BVA’s CPD programme at the London Vet Show.

Duties and activities
- Actively contributing to the CPDC work programme both in person and via the email loops developing ideas for topics, speakers, and venues.

- Reading papers, research and other information presented to the CPDC in preparation for discussions.

- Attending seven CPDC meetings per year (usually in London), in line with the BVA attendance protocol, and additional ad hoc chairing/hosting duties, as appropriate.

- Volunteering for tasks and actions arising from CPDC meetings, as appropriate.

- Promoting BVA, CPD courses and BVA membership as appropriate.
• Safeguarding and promoting the good name and values of BVA at all times.

• Helping with the marketing copy for events, including CPD course titles

Term of office
All members of the CPDC shall be subject to approval by the Nominations and Awards Group (NAG) on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) 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.

Membership of CPDC runs from January to December. New members are invited to a handover meeting in the November before their first term begins.

Person specification
• MRCVS and BVA membership.
• At least one member of the CPDC must be a recent graduate (up to eight years qualified) and no more than six years qualified at the start of a three-year term.
• 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.
• Comfortable with electronic communication.

In selecting members of the CPDC, NAG will be tasked with meeting as many of the following criteria as possible:

Knowledge, skills and experience
• A thorough understanding of the veterinary CPD market, including online CPD
• Knowledge of, and ideally a network of contacts with, high-quality veterinary CPD speakers
• A good knowledge of practice management and business development
• Experience in developing CPD programmes and events (desirable)
• Excellent oral communication skills and ability to engage positively in debate and discussion
• Decision making
• Team work
• Understanding of the current veterinary landscape

Veterinary expertise and experience
Across the whole committee we are looking for a mix of experience and expertise across species:
• Companion
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• Gender
• Age
• Employment status

Expenses

Membership of the CPDC is voluntary and unpaid but in recognition of the time commitment members will receive:
  • Free BVA membership
  • A free place on three BVA CPD courses
  • Free entry to the London Vet Show
  • Travel and other expenses incurred for attending meetings, in line with BVA’s member expenses policy.

Declarations of interest

All members of the CPDC are required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the form needs to be updated.

Committee communications

Much of the CPDC work takes place via closed email loops. Members should ensure that the secretariat has their current active email address. Guidance on using the emails loops is available.
Further information
The following documents are available in this pack:

- CPDC Terms of reference
- Committee diary dates (NB please note that CPDC meetings for 2017 have not yet been scheduled)

For more information, please contact Helen Dingle or Zoe Davies on:
Helen – helend@bva.co.uk or 020 7908 6336
Zoe – zoed@bva.co.uk or 020 7908 6362

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