Non-Executive Board Director: Role description
Last updated: August 2019

Overall purpose
- The Board’s role is to manage the business of the British Veterinary Association, as set out in the BVA Articles of Association

Duties and activities
- Actively contribute to Board discussions and decisions both in person and electronically.
- Reading papers and other information presented to the Board in preparation for meetings and decisions.
- Collectively:
  o establishing and maintaining BVA’s vision, mission, and values
  o deciding BVA’s strategy and structure
  o holding the Chief Executive and senior management team to account for delivering the annual budget and objectives
  o ensuring risks are identified and managed effectively
  o ensuring principles of good governance are followed
  o ensuring openness and transparency by communicating effectively with the membership
- Attending six Board meetings per year and two strategy days (held the day after regular Board meetings), plus ad hoc teleconferences.
- Promoting BVA and BVA membership, as appropriate, and safeguarding and promoting the good name and values of BVA at all times.

In addition:
- Individual Board members may be asked to take on additional duties as members of the Audit & Finance Committee or ad hoc sub-groups.

Term of office
Board Directors are elected for an initial term of three years. Directors will have the option of serving for a second term of up to three years subject to re-election. Directors may not serve for three successive terms, unless in the Chair.

Person specification
- Commitment to promoting and furthering the interests of BVA and the veterinary profession.
- Willingness to commit the necessary time and effort to fulfil the specified duties and activities.

<table>
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<tr>
<th>Council-elected Directors (x4)</th>
<th>Directors appointed from outside the membership (x2)</th>
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<td>- BVA member (inc MRCVS and associate members)</td>
<td>- Non-BVA member and non-MRCVS</td>
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<td>- Elected by BVA Council</td>
<td>- Appointed by the Appointments Committee</td>
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<td>- Specific skills (eg finance) as required by the Board</td>
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- Demonstrable leadership and strategic planning skills
- Board Director level experience (desirable)
- Previous engagement with BVA and/or other veterinary organisations (for Council-elected Directors)
Commitment to BVA’s mission, vision, and values
Ability to engage positively in debate and discussion
Problem solving and decision making

Board Directors must not be serving officers (for example president, vice president/president-elect, secretary, treasurer, PRO) of a BVA division or RCVS Council members.

Across the Board membership we are looking for a diverse and complementary range of skills and expertise, and individuals from a range of diverse backgrounds, including in relation to protected characteristics.

**Time commitment**
Approximately 18 days per year.

**Remuneration**
Non-Executive Board Directors receive a salary set annually at the AGM. The basic rate for non-executive Directors for 2019/2020 is £6,239 (subject to approval at the 2019 AGM on 19 September).

In addition, Directors are eligible to claim travel and other expenses incurred in line with BVA’s member expenses policy.

**Declarations of interest and confidentiality**
All Board Directors are required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the declaration needs to be updated.

For more information, please contact Derek Thorpe, Company Secretary, on 020 7908 6357 or via derekt@bva.co.uk