**BVA Member Benefits Committee - Role description and person specification**

**Overall purpose:** To ensure that the Member Benefits Committee (MBC) fulfils its primary role of advising the Board on member benefits and services in order to attract and retain members. To assist the Association in supporting members by advising on the development of useful and relevant member benefits and services, auditing existing benefits and services, and actively participating in focus group activity during the development of benefits, services, guidance and resources.

**Duties and activities**

- Actively contributing to MBC debates and discussions both in person and via the email loops.
- Reading papers, research and other information presented to the MBC in preparation for debates and discussions.
- Attending two MBC meetings per year (usually in London) and ad hoc meetings relevant to tender exercises, in line with the BVA attendance protocol.
- Contributing actively to the work of the MBC outside of the meetings by promoting discussion and exchange of views via social media and own networks as appropriate.
- Taking part in MBC sub-groups tasked with running tendering exercises for specific benefits and services on an ad hoc basis. Tender sub-groups will be time limited and members will be asked to volunteer to take part.
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.
Additional duties for recent graduate members

• Actively engaging with BVA’s network of recent graduate members and non-members via the Young Vet Network, BVA community, social media, BVA secretariat, and other appropriate channels.
• Liaising with the two recent graduate representatives on BVA Council to deliver joined up representations on behalf of BVA’s recent graduate members.

Additional duties for student members

• Actively engaging with veterinary students via the BVA community, social media, BVA secretariat, and other appropriate channels.
• AVS representative to act as a liaison between the AVS committee and the MBC to bring the views of student representatives to the committee and to inform students about BVA benefits and services.

Terms of office

All members of the MBC 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.

In order to achieve continuity on an ongoing basis, terms will be staggered at the establishment of the MBC and members may be asked to serve shorter terms.

Person specification

• MRCVS (for graduate members) or currently enrolled at a UK vet school (for student members) and BVA membership.
• At least two members of the MBC must be recent graduates (up to eight years qualified) and no more than six years qualified at the start of a three-year term.

• Two members must be students, one of whom must also serve on the AVS committee.

• 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 MBC, NAG will be tasked with meeting as many of the following criteria as possible:

**Knowledge skills and experience:**

Not all of these are essential for each individual but across the whole committee we require a mix of:

- Committee experience
- Strategic thinking
- Analysis and evaluation
- Excellent oral communication skills and ability to engage positively in debate and discussion
- Decision making
- Team work
- Problem solving
- Understanding of the current veterinary landscape

**Veterinary expertise and experience**

Across the whole committee we are looking for a mix of experience and expertise within the range of veterinary work, including:

- Large animal practice
- Small animal practice
- Equine practice
- Other species specialisms
• Public health
• Government
• Industry
• Academia
• Research
• International
• Wildlife/conservation
• Charity

Other

Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:

• Geography
• Gender
• Age
• Employment status

Expenses

Membership of the MBC is voluntary and unpaid but members are reimbursed for travel and other expenses incurred, in line with BVA’s member expenses policy.

Members who carry out more than ten days on behalf of BVA within a year may be entitled to claim a day rate. Further information is available via the secretariat.

Declarations of interest

All members of the MBC 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 MBC and working group 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:

- MBC Terms of reference
- Committee diary dates 2017/18

For more information, please contact the BVA membership team on 020 7908 6350 or via memberservices@bva.co.uk

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