BVA Policy Committee - Role description and person specification

**Overall purpose:** To ensure that the Policy Committee (PC) fulfils its primary role of advising Council on all veterinary policy matters, including animal health and welfare, public health, and veterinary professional issues. To assist the Association in pursuing its priority issues through developing robust, evidence-led policy positions and consultation responses, and advising on BVA campaigns.

**Duties and activities**

- Actively contributing to PC debates and discussions both in person and via the email loops.
- Reading papers, research and other information presented to the PC in preparation for debates and discussions.
- Actively participating in evidence sessions and discussions with external contributors.
- Attending four PC meetings per year (likely three in London and one via teleconference), in line with the BVA attendance protocol.
- Contributing actively to the work of the PC outside of the meetings by promoting discussion and exchange of views via social media and own networks as appropriate.
- Chairing policy working groups on an ad hoc basis, attending working group meetings and inputting to working group research, evidence sessions and debates. Working groups will be time limited and issue focused, and there will be no more than five working groups operating at any one time. PC members will be asked to volunteer to chair working groups.
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.
Terms of office

All members of the PC 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 Council 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 PC and members may be asked to serve shorter terms.

Person specification

- MRCVS and BVA membership.
- At least one member of the PC must be a recent graduate (up to eight years qualified).
- 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 PC, 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
- Policy development skills and experience
- Strategic thinking
- Evidence gathering and research
• 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 political and cultural climate in which BVA seeks to influence policy makers
• 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 PC 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 PC 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 PC 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:

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

For more information, please contact the BVA policy team on 020 7908 6370 or via policy@bva.co.uk

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