BVA Council Recent Graduate Representatives

Role description and person specification

Overall purpose of recent graduate representation

- To contribute to the furtherance of BVA’s mission to be the leading body representing, supporting and championing the whole UK veterinary profession, through engagement with members.
- To support Council in fulfilling its primary role of representing members’ views on matters of veterinary policy and advising Board accordingly.
- To contribute to effective horizon scanning on matters of veterinary policy providing leadership of the veterinary agenda and an informed steer to BVA’s Policy Committee.

Duties and activities

- Gathering views from BVA recent graduate members by:
  a) reading papers, research and other information presented to Council in preparation for debates and discussions
  b) supporting targeted communications from BVA HQ by:
     - providing personalised copy for targeted emails circulated by BVA HQ in advance of Council meetings
     - responding to resulting correspondence received via HQ
- Ensuring that the views of BVA recent graduate members are represented at Council meetings (representatives are permitted to give their own views, but not at the expense of the consensus of recent graduate members)
- Actively contributing to Council debates and discussions both in person and via the email loops.
• Actively participating in evidence sessions and discussions with external contributors.
• Attending four Council meetings per year (likely three in London and one elsewhere, attached to BVA Members’ Day).
• Responding to ad hoc input and questions from BVA recent graduate members and signposting to relevant BVA departments as appropriate.
• Supporting BVA Young Vet Network activity
• Promoting BVA and BVA membership as appropriate.
• Safeguarding and promoting the good name and values of BVA at all times.
• Complying with the BVA Code of Conduct for volunteers.

Term of office

Recent graduate representatives shall nominally serve for a term of up to three years.

Person specification

• MRCVS and BVA membership.
• 1-8 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.

Knowledge, skills and experience

Not all of these are essential for each individual but across Council 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

**Expenses and benefits**

Membership of Council is voluntary and unpaid but members are reimbursed for travel and other expenses incurred, in line with [BVA’s member expenses policy](#).

Recent graduate representatives receive free membership of BVA for the duration of their term of office, and attendance at BVA Council qualifies as CPD.

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 recent graduate representatives 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.

All recent graduate representatives are expected to act with honesty and integrity at all times, upholding the values of BVA and representing the interests of BVA members.

As members of BVA Council, recent graduate representatives may, from time to time, have access to privileged or confidential information, and must treat such information in strict confidence.

**Council communications**

Some Council 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.

For more information, please contact the BVA policy team on 020 7908 6370 or via [policy@bva.co.uk](mailto:policy@bva.co.uk)