

**ROLE INFORMATION PACK**

**AFFILIATE GROUP COORDINTOR**

Contents

[A. ROLE DESCRIPTION – AFFILIATE GROUP COORDINATOR 2](#_Toc121721179)

[B. PERSON SPECIFICATIONFOR AFFILIATE GROUP COORDINATOR 3](#_Toc121721180)

If you wish to apply for the role of the Affiliate Group Coordinator, please complete the Volunteer Application Form, available on the BSAVA website and forward it to [volunteer@bsava.com](mailto:volunteer@bsava.com). All applications will be acknowledged upon receipt. The appointment to this role would be in April 2023 with some time prior to this to gain insight and knowledge around the role. The tenure of the post is for 3 years, therefore ending in April 2026.

Applications will be forwarded to the Volunteer Development Committee in as they are received, in time for a February 2023 meeting of the committee, when they will review the applications, at this point they may wish to ask further questions before submitting their nomination to Board for approval, potentially at the March Board Meeting. You will be contacted in February/March 2023 about your application.

In the meantime if you have any questions or queries or need clarification on any of the information within the pack, please email [volunteer@bsava.com](mailto:volunteer@bsava.com).

# ROLE DESCRIPTION – AFFILIATE GROUP COORDINATOR

# DEFINITIONS USED WITHIN THIS DOCUMENT:

* BSAVA – British Small Animal Veterinary Association
* A&M – Advisory and Management Committee

# overall responsibilities of the role:

* Maintain contact with the Affiliated Groups and build professional relationships with one contact within the group to help the Association maintain strong links with these groups
* To liaise between the Affiliated Groups and the permanent staff involved in this area of the Association to facilitate communication both ways
* Work with staff in development and review of annual calendar of activities to support the Affiliated Groups and BSAVA members get the most from the relationship. Assist in providing or reviewing content where appropriate.
* Obtain, where appropriate, information on the make-up of the Affiliated Groups and their membership – this can then be compared to BSAVA membership data to try and build a profile
* Attend the Pre-Congress Affiliated Day and meet with as many groups as possible
* Work with the Education Coordinator responsible for Affiliated Groups to ensure that all information is current and up to date and that contracts are issued in a timely manner
* Liaise with Woodrow House staff members as necessary.
* Report to A&M via the appointed Board member.

1. **MEETINGS:**

* The date, time and venue of any meetings are advised in advance to allow for attendance to be pre-planned.
* Business to be conducted efficiently
* All meetings to be minuted

All volunteers should be aware of their responsibilities in relation to attendance at meetings as defined in the BSAVA Rule Book.

Your commitment as Affiliated Group Coordinator is:

1. Annual BSAVA Affiliated Group Meeting, to be held towards the end of the year, preferably in October or November
2. Pre-Congress Affiliate Day at Congress
3. **REWARDS**

All committee members will receive a complimentary Congress registration provided they meet the expectation of attending meetings as laid out in the BSAVA Rule Book and contributing to discussions held at meetings and via other communication methods.

Opportunities for networking and a feeling of giving something back to the Association and profession.

1. **CALENDAR**

# Through the year

* Acknowledge all correspondence from Affiliated Groups, other committees and members of BSAVA
* Deal with any matters promptly and efficiently
* To report to A&M on interaction with Affiliated Groups

## April

* **Congress**
* Attend Congress Wednesday – Sunday inclusive – a Congress pass will be provided
* Attend meetings at Congress as appropriate
* Produce report for June A&M and provide to appointed Board member

## September

* Produce report for October A&M and provide to appointed Board member

**January**

* Produce report for February A&M and provide to appointed Board member

1. **EXPENSES**

Expenses incurred whilst carrying out committee duties will be reimbursed in accordance with the Expenses Policy contained with the BSAVA Rule Book.

1. **EQUIPMENT PROVIDED IF NECESSARY**

Email and internet access to communicate with WH and Affiliate Groups

# PERSON SPECIFICATIONFOR AFFILIATE GROUP COORDINATOR

|  |  |  |
| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| An ability to work effectively as a member of a team to make collective decisions | ✓ |  |
| Strategic vision and planning |  | ✓ |
| A knowledge of Affiliate Groups |  | ✓ |
| Chairing meetings |  | ✓ |
| Presentation skills |  | ✓ |
| Time management | ✓ |  |
| Problem solving and decision making | ✓ |  |
| Delegation skills | ✓ |  |
| Risk management | ✓ |  |
| Leadership skills |  | ✓ |
| Performance Evaluation (of self and others) |  | ✓ |
| Governance |  | ✓ |
| Meeting preparation and participation | ✓ |  |
| Relationship development | ✓ |  |

**Training is available to help you achieve these skills and support will be provided.**

|  |  |  |
| --- | --- | --- |
| **Qualities** | **Essential** | **Desirable** |
| Able to delegate when appropriate | ✓ |  |
| Organised and methodical | ✓ |  |
| Have a good knowledge of the governance of the Association | ✓ |  |