

**ROLE INFORMATION PACK**

**CHAIR OF COUNCIL**

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If you wish to submit an application for the role of Chair of Council 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 from June 2023 and has a three year tenure ending in June 2026.

Applications will be forwarded to the Volunteer Development Committee in as they are received, in time for an 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 DESRIPTION FOR CHAIR OF COUNCIL

1. **THE ROLE:**

The Chair of Council will manage the business of Council in accordance with its terms of reference and will chair three Council meetings per annum as well as attending other meetings of the Association, dictated by the need for the Chair of Council to be informed of the Association’s business.

1. **Remuneration:**

The role of Chair does not receive financial remuneration, but travel expenses and refreshments may be claimed in line with the Association Rule Book.

1. **TENURE:**

The Chair will be appointed for a term of 3 years and will serve not more than two consecutive 3-year terms. Reapplication is only permitted after a minimum of 1 year out of the role.

1. **REPORTS RECEIVED:**

Two Association Council sub-committees (Audit & Risk and Volunteer Development) report to Council and will provide reports (verbal or written) and recommendations to Board.

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1. **tIME cOMMITMENT: Attendance at meetings**

* Three Council meetings: March, July and November (all day), pre meeting preparation will be required and a working relationship with the VM and Board members
* Other meetings of the Association: variable attendance to gather or impart information relevant to Council:
  + Board – in person or virtual
  + Advisory & Management
  + Working Committees
* BSAVA Congress
* Attendance at the AGM
* Woodrow House meetings: as and when required

1. **Key duties and responsibilities:**

The key duties and responsibilities of the Chair of Council are to:

* lead the work of Council to ensure it carries out its business effectively and efficiently within its terms of reference and in line with the governing documents of the Association
* chair meetings of the Council impartially and facilitate open discussion between Council members
* demonstrate fair and open decision-making by, or on behalf of, the Council members
* encourage the highest standards of conduct and ethics during Council meetings
* to prepare minutes for approval from draft minutes taken by the Council secretariat
* ensure that decisions are recorded accurately in the minutes for approval by Council members
* sign the minutes when they are approved by Council members
* act as spokesperson for the Council members at other relevant meetings
* liaise with volunteers, staff members and outside bodies on Council matters
* ensure that Council members develop the necessary skills to contribute effectively to Council business
* identify any training needs for Council members and inform the Volunteer Manager
* monitor the outcome of Council decisions and follow up action points
* maintain cordial relationships with Board members but be able to challenge on relevant issues
* be open to appropriate scrutiny and participate in regular reviews of the work and performance of Council

1. **Key skills:**

The key skills required of the Chair of Council are:

* leadership
* advanced chairing, including the ability to manage conflict and promote consensus
* advanced listening and questioning
* presentation and public speaking
* the ability to build effective relationships within Council and and with other volunteers and staff
* the ability to plan and prioritise the business of the Council within its terms of reference

1. **Knowledge:**

The key knowledge required of the Chair of Council are:

* in-depth knowledge of the work of the Association
* knowledge of ongoing Association projects
* in-depth knowledge of the Association Rules

1. **Equipment:**

Should you require any equipment to help you to perform this role, please speak to the Volunteer Manager initially who will then liaise with relevant departments internally.

# PERSON SPECIFICATION FOR CHAIR OF COUNCIL

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| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| An ability to work effectively as a member of a team to make collective decisions | ✓ |  |
| Strategic vision and planning |  | ✓ |
| An in depth knowledge of the Association, it remit and operation | ✓ |  |
| 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 | ✓ |  |

# TERMS OF REFERENCE FOR COUNCIL – currently under review, provided for context

**Type**

Council is the members ‘representative body within BSAVA and a Standing Committee.

**tenure of chair and nomination process**

The chair shall be in post for a period of three years and in the second year of the chair’s tenure the post of vice chair will be advertised to the membership of BSAVA, and applications invited, which will be reviewed by the Volunteer Development Committee, who in turn will send their recommendation to Board for a final decision.

The Chair of Council is an individual who is independent from the Board of Directors, and from the Council Representatives, who sets the Council agenda and liaises with the Board (and specifically with the non-officer Board members) about the agenda for Council Meetings. This individual is also part of the selection committee for the Non-Executive Director and the Chief Executive Officer of the Association. The Chair of Council will serve for a 3-yearterm and will serve not more than two consecutive 3-year terms with a minimum of 1 year after ending the second term before reapplication is allowed. The Chair of Council may be paid an honorarium (see later).

Appointment of Chair of Council When the position is to become vacant then the position will be externally advertised and a selection committee that includes, the President, the Chief Executive Officer, a Council Representative and chaired by a Past President, will assess the applicants. This selection committee may include the Chair of VDC the discretion of the appointed selection committee Chair. This selection committee will submit a recommendation of appointment to Council, however the final decision rests with Council. The Chair of Council is appointed by Council in a confidential ballot of Council representatives. In the event of Council rejecting the recommended candidate the position will be re-advertised. When possible, the incoming Chair of Council will attend Council for 2 meetings before assuming the role.

**Purpose and background**

Council is the members ‘representative body within BSAVA with the authority to nominate the Officers to a General Meeting, approve any honoraria paid to them, and to receive regular reports from the Directors. Council may create such committees as it considers necessary. The Council has two standing committees. Standing committees are committees that exist as permanent bodies with regulatory or organisational roles. They are formed according to the needs of the Association. The current standing committees of Council are:

•Audit and Risk Committee (ARC)

•Volunteer Development Committee (VDC).

**extent of authority**

<Sets out the decision making and approval of authority.>

**Timeframes and reporting**

Council will meet three times during a presidential year, and it is anticipated that these meetings will be in person meetings to ensure that the representatives build a strong relationship amongst themselves and with Board members who may be invited to attend.

The Chair of the committee will report to the Board by report or if requested in person.

**Committee composition, attendance and frequency of meetings**

To meet at least three times a year or more often as determined by the chair. This may be virtually or face to face.

Council consists of:

* Chair of Council –
* a Council Representative from each of the Regions (minimum of 12)
* two Past-Presidents, who are chosen by the Past Presidents from amongst their number
* the ARC and VDC chairs who are appointed by Council and sit on Council by right.
* other Council Representatives, up to a maximum of three, as decided by Council.

For the avoidance of doubt, none of the Directors of the Association have a right to sit on or have a vote at Council. However, all the directors are expected to attend all Council meetings to which they are invited by the Chair of Council (having consulted with Council) to provide reports and to gain feedback from the representatives of the membership. This invitation to Board to attend Council will normally be considered a standing invitation. Council may also meet without the Directors being present either for part or whole of the meeting. The Chair of Council (having consulted with Council) may also invite for specific parts of a meeting such other members of the Association, staff employed by the association, or visitors as may be helpful to Council. Such members, staff and visitors do not have a vote at Council and any one individual would not be expected to attend frequently.

Council Representatives are elected members (by guarantee) of the Association who represent the views of all the categories of members to the Board of Directors. It is important that Council representatives take active steps to seek the views of the members of all categories that they represent. To this end it is important that they are active members of their regional committee and attend at least 30% of their regional CPD meetings. The elected Council Representatives hold a distinct role from other volunteers who sit on regional committees, working groups or standing committees in that Council Representatives are there to represent the members and not their own special interests. They are nominated by election every year by the annual regional meetings (ARMs). Only those members present at the meeting may participate in this election.

The names of the nominated Council Representatives are sent to the VDC which may seek the opinion of Council or the Board if the VDC feel it is appropriate. If necessary, the VDC can reject the nomination if the VDC decide that it is not in the interests of the Association and require the region to hold fresh elections. In the event of the VDC rejecting a nomination, the nominee may submit a written appeal to the next Council meeting. The VDC shall inform Council and Board of the outcome of the nomination. Council Representatives cannot sit on either of the Councils Working Committees (ARC and VDC) so as to avoid conflicts of independence. The maximum number of terms that any one individual can be a Council Representative in succession is six (regardless of the number of regions or other parts of the Association represented during that time) with a minimum of 1 year after ending the sixth term before reapplication is allowed.

No one individual should concurrently be a trustee/director or the chairman of a working committee or working group appointed by Board and a Council Representative. A Council Representative may also be the Chair of the Regional Committee (which is a Working Committee).

**committee or group Secretariat**

The Volunteers Manager will service the committee.

**Quorum**

The quorum necessary for the transaction of business is defined in the Association Rule Book.

**DEFINITIONS USED WITH DOCUMENT:**

Working Committee – aligns with a product or service of the Association with regular meetings who reports via Advisory and Management and to Board

Standing Committee – a committee which reports to the Council of the Association

Working Group – set up for a specific task with a specified finish date.