

**ROLE INFORMATION PACK**

**VICE CHAIR LEADING TO CHAIR OF EDUCATION COMMITTEE**

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If you wish to submit an application for the role of Vice Chair leading to Chair of Education 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 as Incoming Chair and would move into the role of Chair from April 2024. All applications will be acknowledged upon receipt.

Applications will be forwarded to the Volunteer Development Committee as they are received, in time for an October 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 February Board Meeting. You will be contacted in February/March 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 PROFILE – CHAIR OF BSAVA WORKING COMMITTEE

**Each of the five working committees of the Association require a Chair to lead the committee and to be part of the larger Advisory and Management Committee, at which they will represent and present the work of the committee to their peers, alongside the relevant Manager from Woodrow House.**

To be effective and make the maximum contribution to the Association, a chair needs a good understanding of the committee’s role and responsibilities and should encourage committee members to participate fully in its work. In some instances committee chairs may also become ex-officio members of other committees because of their responsibilities. A Working Committee Chair will build relationships with the other volunteer members of the committee and with the management team and staff, particularly those working within the department aligned to the work of the committee.

The key roles of the chair are outlined below:

• to provide leadership and direction to the committee so as to facilitate the work of the Association in pursuing its vision, mission and strategic direction within the committee’s terms of reference;

• to see that the committee’s business is conducted in an orderly fashion and to ensure that all members of the committee are encouraged to engage and participate to the work of the committee;

• to ensure that the work of the committee is consistent with its agreed remit and terms of reference and that issues of interest to other committees or to the wider Association are appropriately referred;

• to ensure the committee does not take decisions outside its authorised powers;

• to ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated;

• to consult with other committee members and provide advice and support;

• to ensure that decisions represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view;

• in consultation with the Line Manager and committee secretary agree the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each;

• to monitor the implementation of agreements and action points from previous meetings;

• to undertake ad hoc work as the chair of the committee (e.g. through the provision of advice and attendance at other relevant meetings & events);

• to support the incoming chair through the provision of advice and de-briefing during the final year in post;

• to take decisions by chair’s action in any matter which, in his/her opinion, is urgent, routine or not of sufficient importance to justify the calling of a meeting;

Training on how to chair a meeting can be provided under the Volunteer Development Programme, along with other relevant training to ensure you obtain all the skills and experience required to be successful in the role of Chair.

# ROLE DESCRIPTION FOR CHAIR OF EDUCATION

NB If you are taking over as Chair and you are not already on the committee, it is important to request that you attend one or two committee meeting before you take on the role of Chair. Not only does this familiarize you with the work of the committee but it also gives committee members a chance to meet you and vice versa.

1. **DEFINITIONS USED WITHIN THIS DOCUMENT:**

* BSAVA British Small Animal Veterinary Association
* A&M Advisory and Management Committee
* HoE Head of Education
* WC Working Committee
* VM Volunteers Manager
* WH Woodrow House
* MST Membership Services Team

1. **REMIT OF EDUCATION COMMITTEE:**

Education committee exists to develop BSAVA’s education strategy and provide support to the Education Department at Woodrow House in devising, developing and delivering quality continuous professional development (CPD) on a variety of subjects with expert speakers across the UK using different formats to meet the requirements of the members and more widely the profession.

The Education Committee is a Working Committee of the Association and its activities are reported by the Chair through the Advisory and Management Committee and, where appropriate, to Council.

A different Officer of the Association will sit on each committee every year. Their role is to provide support to the Chair where needed and to give guidance on matters discussed by the committee which may have ramifications within the Association.

Publications Committee holds three meetings in a yearly cycle and all members of the committee are expected to attend BSAVA Congress.

1. **overall responsibilities of the role:**

* To coordinate the activities of the committee
* To liaise between the committee and the permanent staff involved in the committee at WH House and to communicate both ways between the committee and other members of A&M and Council (ie discuss and report decisions of the committee to A&M and Council and vice versa)

1. **SPECIFIC COMMITTEE ROLES**:

* To co-ordinate the work of Education Committee in the provision and promotion of quality CE courses including individual day courses, dispensing courses and vet nurse merit awards.
* Develop webinars or similar electronic CE provision
* Ensure CE provided for all types of membership
* To foster good communication and links between regional and centrally organised CE
* To liaise, through the Head of Education (HoE), with the BSAVA postgraduate award programme
* Act as co-ordinator and central liaison point for other members of Education committee with their various roles and for administrative staff concerned with CE who are based at WH
* To co-ordinate collection and consideration of feedback from courses, and any actions arising
* To deal with correspondence relating to education matters.
* To formally thank and give post course feedback to speakers.
* To act as a member of Congress Programme Committee.
* To consider, in discussion with committee members, the Head of Education and members of A&M, strategic development of CE provision by the Association and to be responsible, in conjunction with the academic director, for implementation of such strategies.

1. **MEETINGS OF EDUCATION COMMITTEE:**

* Working Committee Meetings will be held according to the BSAVA Meeting Schedule and will be no more than 3 meetings per year, one of which can be held virtually.
* The date, time and venue of the meeting are advised in advance to allow as many committee members as possible to take part in the meetings
* Business to be conducted efficiently
* All meetings to be minuted

1. **CHAIRING MEETINGS**
2. **Welcome**: should be brief but useful for welcoming new committee members and/or secretaries.
3. **Apologies for absence**: should all be with the minute’s secretary but may be given verbally or may not be known, these should be read out and included in the minutes.
4. **Minutes of the last meeting:** scan them page by page – you should have already spotted the errors when finalizing but maybe not all the typos. Ask for any factual corrections page by page, the minutes secretary will note these. Once this has been carried out sign a clean copy of the minutes which will be retained by the minutes secretary for the archive at WH.
5. **Matters arising**: involves a page by page outline of the current state of play in relation to matters arising at the last meeting, it is wise to do this before the meeting so that you can, if necessary, check on the progress of any matters.
6. **Progress the agenda**: work through agenda items, clarifying any decisions and actions for the benefit of the meeting and the minute’s secretary, keeping to your approximate timings as much as you can but allowing for full participation by all attending, you may need to encourage participation from new or quiet members and rein in more exuberant members.
7. **Identify topics**: for other committees, A&M, Council, Woodrow House and **companion.** Items from Standing Committees may be raised at A&M the month following the SC Meeting. Some items may have to go forward to Council for voting, ratification or report. The Honorary Secretary/President will be able to give guidance on these items if required.
8. **Close Meeting:** thank everyone for their attendance and contributions and remind them of the date, time and venue of the next meeting.
9. **MINUTES OF MEETINGS**

* Your dedicated minute secretary will produce a draft version of the minutes for you within 24 hours of the meeting, however in exceptional circumstances this may take a little longer but you will be notified that this is the case
* You should endeavour to return the corrected minutes to the minutes secretary within 7 working days for circulation to the rest of the committee, remember that these minutes form part of the paperwork for A&M
* All decisions are recorded accurately in minutes that are agreed and signed by the Chair. These are a formal record of the business of the Association and are held within the archive

1. **ATTENDANCE AT BSAVA MEETINGS**

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

Your commitment as Chair of Education Committee is:

* BSAVA Congress: Wednesday through to Saturday, including attendance at the AGM
* Association Annual General Meeting
* Maximum of three Working Committee Meetings: January, April and September, durations of meetings will be dependent on the size of the Agenda
* three x A&M Meetings (all day): February, June and October
* one Strategy Meeting (Friday – all day): June
* Woodrow House Meetings: as and when required

In addition the Chair of Education Committee also sits on Congress Programme Committee, these meetings are held 4 times a year, in January, May, September and November, attendance can be remotely.

**7. SUPPLEMENTARY DUTIES**

* Coordinate committee activities
* Select from the committee “project teams” to work on specific items between meetings and to monitor progress of these teams
* Each committee member will normally serve a term of three years.
* Identify committee members, with the help of the VM and the HoE, on a regular rolling 3 year basis and maintain committee numbers with an appropriate spread of skills
* Familiarize yourself with Working Committee dates: these are set in stone
* Provide an agenda and supporting paperwork with the help of the committee secretary for committee meetings
* Liaise with the committee secretary on location, time and place of meetings
* Check minutes of the previous meeting
* Allot time to each agenda item
* Chair meeting (see later)
* Receive minutes for correction after the meeting and correct and return within a reasonable timescale (usually 5 working days)
* Provide committee members with guidance on tasks and provide steer on committee email discussions between meetings
* Arrange face-to-face meetings between committee meetings (where necessary)
* Work with the relevant Leadership Team member over the production of the annual budget for your committee and provide information.
* Ensure that the committee woks within this budget throughout following year
* At the end of each meeting items must be identified for other committees.
* Items from all Committees may be raised at A&M the following month. The Honorary. Secretary. / President will give guidance on these items if required.
* Some points may to go forward to Council for report

**Through the year**

* Acknowledge all correspondence from members of other committees and members of BSAVA
* Deal with any matters promptly and efficiently
* Ensure that agendas and Minutes of Committee meetings are produced efficiently and within time frame laid out by WH
* To ensure that pro formas for A&M and Council are produced efficiently and within time frame laid out by WH
* To liaise with other Committees/affiliated organisations
* To report to A&M and, where appropriate Council, on matters discussed within the Education Committee
* Identify and notify Officers of the Association of any issues they need to be aware of

1. **COMMITMENT**

The Association could not operate effectively without the core of volunteers who form the committee structure of the Association. Volunteers help to shape the decisions taken by the Association. The commitment in relation to this role is given below but is not intended to be an exhaustive list.

As Education Chair:

* Your committee meetings may last all day – approx. 7 hours including a break for lunch
* As Chair you will need to agree the agenda and relevant paperwork with the MS
* Responsible for ensuring that the papers for the meeting are circulated one week prior to the meeting
* Chair the meeting and check and approve minutes
* Other meetings
* Submit pro forma, accurately reflecting the agenda items that you need to take forward on behalf of your committee
* Read circulated papers
* Contribute to discussion or make presentations when appropriate
* Read minutes when circulated

Communication

* Email communication with staff, committee members, other volunteers and external contacts
* Phone calls with staff, committee members, other volunteers and external contacts

Congress

* Attend Congress from Wednesday onwards

Attend the Associations AGM on Sunday morning and any other relevant meetings

As Chair of Education Committee you will receive a complimentary Congress registration provided you meet the expectation of attending meetings as laid out in the BSAVA Rule Book and have contributed to discussions held at meetings and via other communication methods. In addition you will receive complimentary accommodation if required because of your geographical location to the venue of any meeting and 3 night complimentary accommodation at Congress.

1. **REWARDS**

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

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.

All committee members should be aware of their responsibilities in relation to attendance at meetings as defined in the BSAVA Rule Book, which is available within the Volunteer Area of the BSAVA website - <http://www.bsava.com/myBSAVA/Volunteerarea.aspx> *- in order to access this information you will have to be logged in and be an official committee member*.

In addition, the Association provides its volunteers with considerable opportunities for networking, attending CPD events and meeting key-opinion leaders and fellow professionals. Volunteering is also its own reward and provides positive experiences of giving something back to the Association and profession.

There are opportunities to participate in the Volunteer Development Programme, which is phased training to equip you to carry out this role and to develop your skills should you be interested in progressing with the Association structure. Further details can be provided by the VM.

1. **EXPENSES**

Please refer to the expense policy contained within the Association’s Rule Book for the most current information on what can be claimed and how to submit a claim.

1. **EQUIPMENT PROVIDED IF NECESSARY**

To enable you to carry out the role effectively you will need access to a laptop, printer and phone line. It is assumed that most people will already have these but if not please contact the VM in the first instance. Stationery supplies etc can be accessed via the Membership Services Team (MST) at WH on [administration@bsava.com](mailto:administration@bsava.com).

1. **FURTHER INFORMATION**

If you need any additional information not provided within this SOP then please contact either the Officer on your committee or the VM at WH, whichever is more appropriate.

# PERSON SPECIFICATION FOR CHAIR OF EDUCATION

|  |  |  |
| --- | --- | --- |
| **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 veterinary education and associated events | ✓ |  |
| Event organisation |  | ✓ |
| 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 EDUCATION COMMITTEE

**name OF COMMITTEE OR WORKING GROUP and type**

Education Committee, a working committee.

**Purpose**

Education committee (EC) exists to develop BSAVA’s education strategy and provide support to the Education Department at Woodrow House in devising, developing and delivering quality continuous professional development (CPD) on a variety of subjects with expert speakers across the UK using different formats to meet the requirements of the members and more widely the profession.

In conjunction with Head of Education (HoE), EC will be responsible for developing and monitoring appropriate key performance indicators (KPIs) for the Education Department.

The Committee shall keep under review courses, certificates and other on-going projects delivered by the Education Department in general and specifically in relation to meeting any KPIs set.

EC is responsible for contributing to and reviewing the risk register for the Education Department and in particular assessing whether any new activity, course etc. proposed has an impact on that risk register.

As with all committees, EC will have a general responsibility for reviewing BSAVA’s organisational risk register.

**Scope**

The Education Committee will interact with all the other working committees, some to a greater extent.

**Committee structure**

Volunteers

Chair

Vice Chair, when appointed

4 – 6 members (to include a diverse cross section of veterinary community, and to have a defined number which can be across a range, ie 6 – 8 or more if deemed necessary

1 Board Member

Chair or Regions

Staff

Head of Education

Education Team Leader

Minutes Secretary, in this case the Education Coordinator

**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.

**aTtendance at EXTERNAL meetings**

May be asked to represent the Association at external meetings where it is appropriate that the Education Chair be in attendance.

**Secretariat**

Will be provided by the Education Coordinator.

**Quorum**

The quorum necessary for the transaction of business shall be 3 members

**Extent of authority**

Ultimate authority rests with the Board of Trustees.

**Expenses and Attendence at EVENTs**

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

**Obligations**

Members are obliged to maintain confidentiality about the individuals and topics under consideration. Working group members are obliged to support and respect each other and Woodrow House staff in line with normal professional practice and the BSAVA code of conduct for volunteers. Members are expected to reply to emails and engage in discussions outside of the formal meetings

**Reporting**

Education Committee will provide a report for Council following their committee meetings using the process approved by A&M and Council.

**DEFINITIONS USED WITH DOCUMENT:**

A&M – Advisory and Management

EC – Education Committee

HoE – Head of Education

KPI’s – Key Performance Indicators