

**ROLE INFORMATION PACK FOR THE ROLE OF TRUSTEE / JUNIOR VICE PRESIDENT TO THE BOARD**

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If you wish to submit an application for this role, please complete the Trustee Application Form which is available on the BSAVA website, along with a covering letter telling us why you wish to apply for the role and what skills and experience you feel you can bring to the Board. Please forward this information to [volunteer@bsava.com](mailto:volunteer@bsava.com). All applications will be acknowledged upon receipt. The appointment to this role would commence in June 2024, however you may be asked to attend a Board meeting prior to this date. All applications will be acknowledged upon receipt. Closing date for applications is Thursday 12th October 2023.

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 November Board Meeting. Board will arrange interviews with applicants which will be held remotely.

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

*Our commitment to equality, diversity, and inclusion (EDI) underpins our belief that we can make the Association stronger through the unique contributions we can all bring. We create inclusive teams aligned to our values and encourage applications from a diverse range of suitably qualified candidates. The Association Values can be found at Appendix 2 of this role profile.*

**DEFINITIONS USED WITHIN THIS DOCUMENT:**

BSAVA British Small Animal Veterinary Association

CE Chief Executive

A&M Advisory and Management Committee

LT Leadership Team

VM Volunteer Manager

WH Woodrow House

MST Membership Services Team

WC Working Committee

**rEMIT OF THE role**:

To act as the Junior Vice President of the Association and the duties of a Trustee of the BSAVA Board effectively. It is necessary to have an awareness of the current issues that might affect the Association in the future or to have a desire to make yourself aware. To gain the knowledge, skills, and experience to allow you to move up the presidential ladder.

* To attend and contribute to Board meetings in line with the responsibilities of a Trustee
  + To liaise with other Officers and Board members
* To attend Advisory and Management and if invited, Council meetings
* To attend Working and other BSAVA committees or BSAVA working parties as decided by Board.
* To attend external organization’s committee meetings and working parties as decided by Board
* To be responsible for specific tasks as allocated by the President or other Board Members
  + To represent the Association on outside committees as decided by Board (eg, BVA council, etc)
  + To contribute to consultation documents as decided by Board through communication with the Head of Policy and Communication.
  + To attend Past Presidents meetings as requested
  + To attend joint officer meetings between BSAVA board and other associations (e.g. RCVS, BVA)

**SPECIFIC ROLES:**

* Will be given a specific area of responsibility, such as being the Board member responsible for regions or students. This will involve liaising with the volunteer responsible for this area and the relevant members of the Leadership Team (LT) based at WH.
* To represent the BSAVA at Conferences of other veterinary bodies as decided by Board
* Attend BSAVA Annual Congress
* Liaise with staff at Woodrow House in accordance with your areas of responsibility defined by Board
* Acknowledge all correspondence from members of other committees and members of BSAVA
* Deal with any matters promptly and efficiently
* Report to other Officers following working committee and external meetings.
* To liaise with other Committees/affiliated organisations as decided by Board

**MEETING ATTENDANCE COMMITMENT:**

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 on the BSAVA website within the governance pages - <https://www.bsava.com/other/governance/>. You should be aware that attendance at meetings is only one element of the role and you will need to carry out tasks outside of these meetings.

Where possible meeting dates are combined to minimise time impact and requirements for travel eg AGM and A&M. Most meetings have the option of virtual attendance if required although when meetings are face to face, in person attendance is desirable.

Your meeting attendance commitment as JVP is listed below:

* Board meetings, nine in total and a mix of in person and virtual meetings as denoted on the meetings dates list.
* Association Annual General Meeting held in June and any additional General meetings if called during the tenure of the role.
* Joint Officer Meetings with other Associations and organisation’s
* If assigned to a working committee a maximum of three Working Committee Meetings: January, April, and September (mostly all-day meetings)
* Three x A&M Meetings (all day): February, June, and October
* One Strategy Day (Friday): June
* If invited to attend, three x Council Meetings: March, July, and November
* BSAVA Congress: Wednesday through to Saturday,
* Two Regional Fora (Saturday and Sunday) in February and September, if invited

Other commitments of the role

* Reading papers and reports from meetings
* Contributing to the work of any groups to which you are assigned
* Email communication with staff, regional committees, other members of BSAVA Board, other volunteers, and external contacts
* Phone calls with staff, other volunteers, and external contacts.

**TRAINING**

Training to help you carry out the role will be identified once appointed and a plan to complete the training will be put place in the 12 months prior to taking up the post and will be ongoing throughout the tenure if necessary.

Board have a designated training day in December and you should be prepared to attend this training annually.

**REWARDS**

As JVP you will receive a complimentary Congress registration plus 4 nights’ accommodation, 2 tickets to all social events at Congress, provided you 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.

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.

**CALENDAR**

A calendar of responsibilities and tasks to be carried out throughout the year can be found at ***Appendix 1*** of the Role Information Pack***.*** This is not an exhaustive list and is meant to provide a framework, there will be other tasks that are not noted here.

**EXPENSES**

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

**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).

**FURTHER INFORMATION**

If you need any additional information not provided within this profile then please contact either the President , CE or the VM at WH, whichever is more appropriate.

# PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| An ability to work effectively as a member of a team to make collective decisions | ✓ |  |
| Strategic vision and planning |  | ✓ |
| 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 organisation’s own constitution | ✓ |  |
| A willingness to undertake training to enable a smooth transition through the roles of Vice President and President | ✓ |  |

In addition, the Junior Vice Presidents role is a Trustee/Director position and you will need to demonstrate in your application or at interview (should one take place) that you possess the essential criteria for the post as detailed below. In addition demonstration of some of the desirable criteria will greatly assist you in your application.

**Trustee/Director Person Specification**

|  |  |  |
| --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** |
| Commitment to the ethos and values of the charity | ✓ |  |
| Commitment to equal opportunities and promotion of diversity | ✓ |  |
| Independence of thought and judgement | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a trustee | ✓ |  |
| A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership | ✓ |  |
|  |  |  |
| **Aptitude and skills** | **Essential** | **Desirable** |
| An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship | ✓ |  |
| Ability to evaluate and interpret information | ✓ |  |
| An understanding of how issues affecting the voluntary sector within particular professional sector | ✓ | ✓ |
| Ability to play a strategic role to successfully change and meet the objectives of the organisation | ✓ |  |
| Eagerness to reflect and learn in the role of trustee | ✓ |  |
|  |  |  |
| **Knowledge and experience** | **Essential** | **Desirable** |
| Senior management experience in a medium/large public/voluntary sector organisation |  | ✓ |
| Specific professional knowledge, experience and skills in at **least one** of the following areas:   * Charity law * Legislation, especially in relation to the area of the organisations work * Business acumen * Professional expertise in the main areas of the organisation’s work eg veterinary science * The management of change * Monitoring and evaluating performance in commercial and non profit organisations * Marketing, media and PR * Lobbying and campaigning * Recruitment and human resource issues, including employment legislation * Property and estate management * Pensions issues | ✓ |  |
|  |  |  |
| **Other requirements** | **Essential** | **Desirable** |
| Willingness to attend meetings of the board and other meetings as required | ✓ |  |
| Willingness to undertake visits and other trustee/director responsibilities as required | ✓ |  |
| Willingness to undertake training and participate in evaluation of board’s work | ✓ |  |

# TASK CALENDAR ALIGNED TO THE ROLE

Note: If JVP not already on Board:

The JVP will be included in the Board and Officer emails in the period leading up the start of their JVP years to familiarize themselves with Board activities.

Incoming JVP will be expected to attend 2-3 Board meetings during this time to familiarize themselves with Board activities. If the Incoming JVP is not currently a member of A&M or Council they will also be invited to attend one of these meetings prior to becoming JVP.

**Through the year**

* Responsible for ensuring that all correspondence from members of other committees and members of BSAVA is acknowledged promptly and efficiently.
* Deal with any matters promptly and efficiently
* To liaise with other Committees/affiliated organisations as decided by Board and listed within Board Teams.

**April**

* Attend Board meeting
* Attend appropriate Working Committee meetings if held
* Provide items for the May Board Meeting if appropriate

**May**

* Attend Board meeting
* Provide items for June Board Meeting if appropriate

**June**

* Attend Board meeting
* Attend Advisory and Management Committee
* Attend AGM
* Provide items for July Board Meeting if appropriate
* Attend Strategy Day
* Attend Past Presidents Meeting and Dinner

**July**

* Attend Board meeting
* Attend Council meeting, if invited

**August**

* Provide items for September Board Meeting if appropriate

**September**

* Attend Board meeting
* Attend appropriate Working Committee meetings
* Attend Regional Officers Forum, if invited
* Attend Council, if invited
* Provide items for October Board meeting if appropriate

**October**

* Attend Board meeting
* Attend Advisory and Management Committee
* Provide items for November Board meeting

**November**

* Attend Board meeting
* Attend Council meeting, if invited

**December**

* Attend Board Training Day
* Provide items for January Board meeting

**January**

* Attend Board meeting
* Attend appropriate Working Committee meetings

**February**

* Attend Advisory and Management Committee
* Provide items for March Board meeting
* Attend Regional Officers Forum, if invited

**March**

* Attend Board meeting
* Attend Council meeting, if invited
* Attend BSAVA Congress and any associated meetings and events where your attendance is required.

# TRUSTEE RESPONSIBILITIES

**The legal duties of trustees**

Charity law gives trustees a legal responsibility for a given charity. To support this trustees also have specific duties. These are set out by the Charity Commission and show how trustees should govern their charity and conduct themselves.

The main duty of all charity trustees is to advance the purposes of their charity. This should always be a trustee’s main focus. A charity’s trustees must carry out its charity’s purposes for public benefit. This is called ‘the public benefit requirement'.

Trustees' duties are set out in the [Charity Commission guidance on the essential trustee (CC3)](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3). Reading and understanding this guidance is important for all trustees.

**Six legal and regulatory duties of trustees**

The following six legal duties are taken from the Charity Commission's core guidance: [The Essential Trustee: what you need to know, what you need to do](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3). Alongside each duty we’ve set out some questions that trustees can consider to help ensure compliance.

**1. Make sure your charity’s carrying out its purposes for the public benefit**

You and your co-trustees must make sure the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

* Make sure you understand the charity’s purposes as set out in its governing document
* plan what your charity will do and what you want it to achieve
* be able to explain how all of the charity’s activities are intended to further or support its purposes
* understand how the charity benefits the public by carrying out its purposes.

Spending charity funds on the wrong purposes is a very serious matter. In some cases trustees may have to reimburse the charity personally.

**Questions trustees can ask**

How is our charity’s purpose defined in our governing document?

Does the work of the charity support this purpose?

If areas of work do not clearly align with the charity's purpose, should we continue with that work?

Do we have a strategy which sets out how we’ll support our purpose?

How do we know we’re making progress with our plans?

What are the benefits for the public from our work and how do we define those?

**2. Comply with your charity’s governing document and the law**

You and your co-trustees must:

* make sure that the charity complies with its governing document
* comply with charity law requirements and other laws that apply to your charity.

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

**Questions trustees can ask**

Have we seen and read the charity’s governing document?

Does the board receive training on their duties?

When did we last review our policies to ensure legal compliance?

What legal and regulatory requirements might impact on our work or a particular project?

Does the board have access to legal advice?

**3. Act in your charity’s best interests**

You must:

* do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
* make balanced and adequately informed decisions with your co-trustees, thinking about the short and long term
* avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
* not receive any benefit from the charity unless it’s properly authorised and clearly in the charity’s interests– this also includes anyone who’s financially connected to you – such as a partner, dependent child or business partner

**Questions trustees can ask**

Are we clear on what the charity is trying to achieve and how it will do this?

Do we have the appropriate information to make a decision?

What are the short and longer-term implications of this decision?

Could I or anyone connected to me benefit from this decision?

Do we have a policy on managing conflicts of interest?

**4. Manage your charity’s resources responsibly**

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

* make sure the charity’s assets are only used to support or carry out its purposes
* avoid exposing the charity’s assets, beneficiaries or reputation to undue risk
* not over-commit the charity
* take special care when investing or borrowing
* comply with any restrictions on spending funds or selling land.

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to make sure these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse.

**Questions trustees can ask**

Are we using the charity's funds to support its purpose?

Do we have a clear and current picture of the charity's financial position?

Where are the charity’s financial risks?

Are there a set of financial procedures in place to protect the charity and how do we know these are fit for purpose?

Does the charity require an external audit?

**5. Act with reasonable care and skill**

As someone responsible for governing a charity, you:

* must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
* should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees’ meetings

**Questions trustees can ask**

Do I use my skills, experience and insight to their full potential as a trustee?

Does everyone contribute to the board in a meaningful way?

Are we aware of the skills we have in the room and where we might have skill gaps?

Does everyone come to the meeting prepared having read and understood the papers?

Do the agendas in our meetings allow enough time to share ideas?

**6. Make sure your charity is accountable**

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

* be able to demonstrate that your charity is complying with the law, well run and effective
* make sure there’s appropriate accountability to members, if your charity has a membership separate from the trustees
* make sure there’s accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

**Questions trustees can ask**

What are the reporting requirements for the charity?

Who are our key stakeholders and how do we keep them informed about the charity's work?

Have we set out in writing areas where we have delegated responsibility from the board?

**Additional resources**

Other reading to help you understand the requirements of being a Trustee which you may want to read before submitting your application.

[CC3 The Essential Trustee: what you need to know, what you need to do](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3).

# BSAVA VALUES

**The values at the heart of BSAVA guide our decisions, actions, and behaviour for the benefit of our communities, and society.**

* We nurture and support our communities
* We aim for excellence in all that we do
* We strive to be bold and innovative
* We are accountable and trustworthy
* We are rigorous and evidence led

**These headline values are underpinned by more detailed statements of intent, which give greater depth to our aspiration to be genuinely values driven.**

**We nurture and support our communities**

As an altruistic community we espouse equality of opportunity, diversity, and inclusion. We are welcoming, accessible, and respectful to all. Our style is to be collaborative and empowering, encouraging progression and development in a sharing community that is mutually supportive, inspirational, and fun.

**We aim for excellence in all that we do**

Excellence is core to our organisation’s purpose, we have a passion for quality, and professionalism. As an ambitious, expert community we are aspirational, committed, diligent, and driven.

**We strive to be bold and innovative**

We are open-minded and receptive to new ideas. We strive to be pioneering and creative while delivering sustainably and providing value for money. We work to leverage our expertise to facilitate change to benefit our communities, the professions and wider society.

**We are accountable and trustworthy**

Integrity and honesty underpin all our relationships, with staff, volunteers, members, and other stakeholders. We are fair, impartial, and open in our dealings and communications.

**We are rigorous and evidence led**

As a responsible, independent community, BSAVA will exercise moral courage in its decision-making. In the context of science, our approach will be rigorous, reliable, and evidence-based whilst open-minded in our consideration of pioneering and innovative concepts.

# MEETING DATES FOR 2024

VMX 13 – 17 January 2024 Florida

Working Committee Meetings\* 18 January 2024 Virtual

*SPVS Congress 25 – 27 January 2024 Birmingham*

Board 31 January 2024 Virtual

PetSavers Grants Awarding Meeting 20 February 2024 Virtual

Advisory and Management 22 February 2024 Woodrow House, Gloucester

Board 6 March 2024 Woodrow House, Gloucester

Council 7 March 2024 Woodrow House, Gloucester

Regional Forum 8 - 9 March 2024 Woodrow House, Gloucester

*Congress 21 - 23 March 2024 Manchester*

#### *Easter 29 March – 1st April 2024*

*BVA Council April 2024 TBC*

Board 17 April 2024 Woodrow House, Gloucester

Working Committee Meetings 18 April 2024 Woodrow House, Gloucester

Congress Committee 14 May 2024 Woodrow House, Gloucester

Board 15 May 2024 Virtual

PetSavers Grants Awarding Meeting 21 May 2024 Virtual

*BVA Live 6 – 7 June 2024 Birmingham*

Congress Committee 18 June 2024 Virtual

Board 19 June 2024 Woodrow House, Gloucester

PP Meeting and Dinner 19 June 2024 Gloucester

AGM 20 June 2024 Woodrow House/Hybrid

Advisory and Management 20 June 2024 Woodrow House, Gloucester

Strategy Day 21 June 2024 TBC

*Vets Cymru 2024 June 2024 Aberystwyth University*

Board 10 July 2024 Virtual

Council 11 July 2024 TBC

*BVA Council July 2024 TBC*

*BEVA TBC Liverpool*

*WSAVA 3 – 5 September Suzhou, China*

FECAVA Congress 11 – 14 September 20247 Athens

Board 18 September 2024 Woodrow House, Gloucester

Working Committees Meetings\* 19 September 2024 Woodrow House, Gloucester

*BSAVA Scottish Congress September 2024 Inchyra Falkirk Hotel*

*BVA Council September 2024 TBC*

Regional Forum September 2024 TBC

PetSavers Grant Awarding 1 October 2024 Woodrow House - Hybrid

*EERVC 5 – 7 October 2024 Thessaloniki, Greece*

Awards Committee Meeting October 2024 TBC

BVNA October 2024 Telford

Board 16 October 2024 Woodrow House, Gloucester

Advisory and Management 17 October 2024 Woodrow House, Gloucester

BCVA Congress October 2024 Birmingham

Board 20 November 2024 Virtual

Council 21 November 2024 Virtual

Affiliated Group Meeting November 2024 Woodrow House, Gloucester

*BVA Council December 2024 London*

Board Training Day 4December 2024 TBC

\*Will include Congress Committee Meetings

# APPLICATION FORM

Available on the BSAVA website.