



ROLE INFORMATION PACK FOR THE ROLE OF TRUSTEE / HONORARY SECRETARY TO THE BOARD

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If you wish to apply 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. 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 Tuesday 17th April 2024.

Applications will be forwarded to the Volunteer Development Committee as they are received, when they will review the applications, at this point they may wish to ask further questions before submitting their nomination to Board for approval. 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.

A. ROLE DESCRIPTION

HONORARY SECRETARY

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
- CEO Chief Executive Officer
- A&M Advisory and Management Committee
- WC Working Committee
- HoPC Head of Policy and Communications
- VM Volunteer Manager
- VDC Volunteer Development Committee
- WH Woodrow House

REMIT OF THE ROLE:

To act as Honorary Secretary of the Association and carry out 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 liaise with other Officers and Board members
- To attend and contribute to Board meetings
- To attend Advisory and Management Committee 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), if required

SPECIFIC ROLES:

Board Meetings

- To attend and contribute to Board meetings in line with the responsibilities of a Trustee.
- Report to other Board members following working committee and external meetings to provide information on the discussion and outcomes, other Board members will also provide a similar report to all Board members.

Working Committees

- Attend selected committee/s as the dedicated Board member and contribute as required
- Work with and support the Working Committee Chair and staff members to ensure the work of the committee is both productive and fulfilling for all participants. Ensure that the committee activities are aligned with the association's strategy and values and any opportunities identified through its work are shared appropriately with other committees or Working Groups.

Other Meetings

- Responsible for the production of minutes from joint officers' meetings when it is the Associations turn to provide secretarial support to these meetings

Ongoing correspondence

- Ensure that any correspondence that comes direct to the Honorary Secretary is forwarded to President or CEO to respond to, with copies being provided to VM for the archive if appropriate.
- The Head of Policy and Communications (HoPE) will distribute and collate responses on consultations. Any policy related correspondence received direct should be forwarded to the HoPC to respond to.

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.

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 - <https://rb.gy/vozqbb>. The Policy regarding meeting attendance is currently being updated and will be available online once the amendments have been completed. 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 as well.

The meeting attendance commitment as Honorary Secretary is:

- Board Meetings, nine meetings (all day) plus a dedicated training day, usually December, a mix of in-person and virtual meetings as denoted on the meeting dates list.
- Association Annual General Meeting held in June and any additional General Meetings if called during the tenure of the Honorary Secretary
- If assigned to a working committee a maximum of three Working Committee Meetings (all day): usually January, April, and September, however this will depend on the committee to which you are assigned ()
- three x A&M Meetings (all day): February, June, and October
- one Strategy Day: June
- BSAVA Congress: Wednesday through to Saturday

- Additional meetings to represent the Association where appropriate, the President may ask you to represent the Association.
The following meetings require certain Trustees to attend, and you may be asked or invited to do so:

- Potential attendance at joint officer Meetings with other Associations and organisations, a core of Board members will attend these meeting, this will usually be the President, Vice President and the CEO with others being asked to attending depending on the type of meeting and the individual skill and experience set.
- If invited to attend, three x Council Meetings March, July and November, the core attendance from Board is President, Vice President, Honorary Treasurer and CEO.

Where possible meeting dates are combined to minimise time impact and requirements for travel eg AGM and Board & A&M. Most meetings offer the option of virtual attendance if necessary; however, face-to-face attendance is preferred when meetings are conducted in person.

TRAINING AND DEVELOPMENT

Training and development 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 placeholder for training day in December and will agree in the autumn how this might be utilised to support the work of Board, you should be prepared to attend this training.

REWARDS

As Honorary Secretary 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.

TASK CALENDAR ASSIGNED TO ROLE

A calendar of responsibilities and tasks to be carried out throughout the year is appended to this role profile. This is not an exhaustive list and is meant to provide a framework; there may 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. 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 requested via the Membership Services Team (MST) at WH administration@bsava.com.

FURTHER INFORMATION

The Associations values are listed within the appendices for reference. As a Trustee you will be expected to uphold these values. If you need any additional information not provided within this profile then please contact either the President, CEO or the VM at WH, whoever is more appropriate.

TASK CALENDAR ASSIGNED TO THE ROLE

- Responsible for ensuring that all correspondence from members of other committees and members of BSAVA is acknowledged
- Deal with any matters promptly and efficiently
- To liaise with other Committees/affiliated organisations where appropriate and when not part of the Board Admin Support role.
- Identify and notify either the Volunteer Development committee or the VM, of any person with potential as a future volunteer or member.
- Attend external meetings as required

April

- Attend Board meeting
- Attend working committee meeting as allocated
- Work with VM to produce the paperwork to be circulated to the membership in relation to the AGM

May

- Attend Board meeting,
- Responsible for ensuring that the invitations for the Past Presidents Meeting are initiated, to include the minutes of the last meeting and a call for items for the agenda, this activity is carried out by the VM
- Review and approve the AGM paperwork provided by the VM to meet the required deadlines outlined in the articles of association (members require 21 days' notice for any AGM/GM).

June

- Attend Board meeting,
- Attend Officers and Past Presidents Meeting
- Attend Strategy Day
- Attend A&M meeting

AGM

- Prepare oral presentation to AGM
- Ensure running order is correct for President, running order is provided by Volunteer Manager
- Attend AGM

July

- Attend Board meeting,
- Correct AGM minutes with relevant WH staff member

September

- Attend Board and Working Committee meetings,

October

- Attend Board and Advisory & Management meeting

November

- Attend Board

December

- Attending Board Training Day

January

- Attend Board and Working Committee meetings,

February

- Attend Advisory & Management meeting,

March

- Attend Board Meeting,
- Review SOP for the role and provide any amendments to the Volunteer Manager for review by the VDC, any amendments should include a justification for the change.
- Attend BSAVA Congress

B. PERSON SPECIFICATION

Skills and experience	Essential	Desirable
Able to take clear and concise minutes	✓	
Able to keep accurate records	✓	
Ability to organise a meeting well	✓	
Ability to delegate work to ensure that committee meetings and the AGM are run according to the constitution and Companies House requirements.*	✓	
Manage committee meetings including decisions and monitor minuted actions and progress.	✓	
Experience in managing staff remotely to ensure that tasks delegated are completed, these include reporting of membership figures and accurate record keeping and Companies House and Charity Commission submission are completed on time.	✓	
Develop working relationship with staff at BSAVA Headquarters to delegate the responsibility	✓	

* You will be supporting with these tasks by a staff member at BSAVA Headquarters.

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 knowledge of Company law relating to Company Secretary's role		✓
Have a good knowledge of the organisation's own constitution	✓	
Able to give clear advice on procedural matters.*	✓	

In addition, the Honorary Secretary role is a Trustee 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 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	✓	

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: <ul style="list-style-type: none"> • 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 nonprofit 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, mostly in	✓	
Willingness to undertake visits and other trustee responsibilities as required	✓	
Willingness to undertake training and participate in evaluation of board's work	✓	

C. 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 \(CC3\)](#). 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](#). Alongside each duty we have 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 will support our purpose?

How do we know we are 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 is properly authorised and clearly in the charity's interests— this also includes anyone who is 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 decide?

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.](#)

D. 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.

E. 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 – 1 st 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 2024	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
EERVVC	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	4 December 2024	TBC

*Will include Congress Committee Meetings

F. APPLICATION FORM

Available on the BSAVA website.