



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

Contents

A. ROLE PROFILE	2
B. PERSON SPECIFICATION.....	5
C. TASK CALENDAR ALIGNED TO THE ROLE	8
D. TRUSTEE RESPONSIBILITIES.....	10
E. BSAVA VALUES	12
F. MEETING DATES FOR 2024.....	14
G. APPLICATION FORM.....	15

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. 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 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 within 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.

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.

B. 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: <ul style="list-style-type: none"> Charity law Legislation, especially in relation to the area of the organisations work 	✓	

<ul style="list-style-type: none"> • 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	✓	

C. 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.

D. 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'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.](#)

E. 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.

F. 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
FECVA 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
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	4 December 2024	TBC

*Will include Congress Committee Meetings

G. APPLICATION FORM

Available on the BSAVA website.