

British Small Animal Veterinary Association	
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ROLE PROFILE

PETSAVERS MANAGEMENT COMMITTEE CHAIR

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
- WC Working Committee
- VM Volunteers Manager
- WH – Woodrow House
- MST – Membership Services Team

2. 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 Woodrow House and to communicate both ways between the committee and other Volunteers.

3. SPECIFIC COMMITTEE ROLES:

- Foster good communication and links between other working committees and the regional structure.
- Act as co-ordinator and central liaison point for other members of the committee with their various roles and for administrative staff concerned with the committee who are based at WH
- To input if required into discussions around the strategic development of the committee provision by the Association and to be responsible, in conjunction with the Head of Department for implementation of such strategies.

PMC committee roles:

To devise, develop and deliver the strategy to promote the activities of PetSavers, in order to maximize the funds raised each year for the awarding of clinical research grants and to have oversight of these activities.

Specifically:

- a) **Fundraising:** Develop overarching strategies for the fundraising focus, and having oversight of campaigns and activities, including assessing and monitoring their success. Having oversight of fundraising income and expenditure forecasts as part of this.
- b) **Grant Awards:**
 - a. Grant types: Determining the types, entitlements and requirements of PetSavers grants to be awarded (alongside GAC). As part of this, identifying any areas of clinical research that would benefit UK pet health significantly and be worth some of PetSavers' focus; though not directly commissioning particular research.
 - b. Grant awarding: Overseeing the awarding of grants (through the PetSavers Grants Awarding Committee [GAC] – see below) to projects involving naturally occurring diseases where the anticipated findings will result in a change in the diagnosis or management of small animal disease (with a focus on research which will bring a direct

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benefit to clinical practice); to include the monitoring of research progress and completion of the researcher requirements for feedback on the research.

- c) **Research Impact:** Assessing the impact of PetSavers funded research (with the support of GAC) to enable assessment of the success of the grant awarding strategy and refocus of grant awards if needed.
- c) **Promoting PetSavers:** mission and purpose, fundraising asks & campaigns, and PetSavers' research impact (including particular project findings) through appropriate wide-ranging channels to the veterinary & allied professions and through them the wider community and pet owning public (with a particular focus on pet owners/ previous pet owners to whom PetSavers will have particular resonance and relevance). Reviewing the success and impact of this marketing and promotion, considering the effectiveness of the direct types of marketing used (including, but not limited to - online, via social media and through written articles e.g. in *Companion*)
- d) **Annual Budget:** Providing input into the PetSavers' annual budget and monitoring this to ensure protection of PetSavers' financial status.
- e) Annually reviewing the committee's own activities and altering its ToR as appropriate.
- f) Awarding the BSAVA PetSavers Veterinary Achievement and Clinical Research Abstract awards annually.
- g) To meet the values at the heart of BSAVA guiding 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

4a. PETSAVERS MANAGEMENT COMMITTEE MEETINGS:

- There will be a minimum of 3 meetings held within the Association year, one of these meetings must be a face to face meeting and this is usually the September meeting as we encourage attendance of all the working committee members on this day to allow for some training and collaboration of all committees. The other dates are set at times that are relevant for the committee and agreed by the Head of the relevant department and the Chair.
- 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. These meetings usually take the whole day.
- Business to be conducted efficiently
- All meetings to be minuted.
- Take part in email discussions between meetings as needed. E.g. voting for PetSavers award winners.

4b. GRANT AWARDING COMMITTEE MEETINGS

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- Attend all GAC meetings during the year – there are usually 2 or 3 meetings per year, one on Feb, one in Oct and in some years a third meeting. These meetings usually take the whole day and the October meeting is usually held face to face at WH.
- Take part in all the pre-meeting assessment of grant applications
- Take part in presenting specified grant applications during each meeting & voting.
- Take part in voting for student research projects three times a year – done via emails.
- Take part in research progress reviews during the year.

5. 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.

6. 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; the Chair should consider and organize replacement members in good time, liaising with the Volunteer Manager at WH, who maintains a list of potential volunteers. NB the VM will ensure that new recruits receive an induction and role descriptions etc. You should thank departing members of your committee verbally; they will receive a thank you from the President in writing. Ideally committee appointments should be staggered so that there is continuity in expertise and the majority of the committee does not relinquish their appointment at the same time.
- Identify committee members, with the help of the VM and the Head of Department, on a regular rolling 3 year basis and maintain committee numbers with an appropriate spread of skills
- 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 Head of Department over the production of the annual budget for your committee and provide information.
- Ensure that the committee endeavors to work within this budget throughout following year
- At the end of each meeting items must be identified for other committees.
- The minutes of your meetings will form part of the paperwork of Council Meetings and you may be asked for clarification of points.
- Have regular (fortnightly at moment) meetings with the PetSavers Manager to discuss and support PetSavers activities
- Support with fundraising if possible

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- Represent PetSavers at BSAVA and other external events e.g. Student abstract presentations, BSAVA awards, PetSavers organized educational activities, regional BSAVA events & affiliate group events.
- Support the development of new PetSavers resources, newsletters, impact reports etc.

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 meetings are produced efficiently and within time frame laid out by WH
- To liaise with other Committees/affiliated organisations
- Identify and notify Board of any issues they need to be aware of

7. 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 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.

8. 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.

9. 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.

10. 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.