



## **ROLE INFORMATION PACK**

### **CHAIR OF REGIONS**

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If you wish to apply for the role of Chair of Regions please send a CV and cover letter to [volunteer@bsava.com](mailto:volunteer@bsava.com). All applications will be acknowledged upon receipt. The appointment to this role would be April 2026 and this is a three year post ending in April 2029.

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).

## **A. ROLE DESCRIPTION – CHAIR OF BSAVA WORKING COMMITTEE**

**Each of the five working committees of the Association plus the regional structure require a Chair to lead the committee and to work 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.*

## **B. ROLE PROFILE FOR CHAIR OF REGIONS**

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

- BSAVA            British Small Animal Veterinary Association
- WHMT           Woodrow House Management Team
- JVP              Junior Vice President
- WH               Woodrow House
- EC               Education Coordinator
- VM               Volunteers Manager

### **2. REMIT**

The Chair of Regions will be responsible for the organization of the Regional Forums, will attend and Chair the Forums and may attend Council by invitation. An invitation to attend Council will be issued if the agenda needs the input of the Regional Forum, ie if regions or an agenda item that affects regions is being discussed/reported. The Chair of Regions will be a member of the Education Committees and attendance at their meetings will be required. The point of liaison within the Woodrow House will be the Volunteers Manager, who will be able to provide support to the Chair of Regions where needed.

Overall responsibilities of the role:

- Communicate with and assist the co-ordination between the regional committees and the other areas of the Association, particularly including the Education Team.
- Work with the VM and Head of Education to develop best practice for regional volunteering within the Association and sharing of knowledge between regions.
- Liaise with the VM at Woodrow House to ensure that volunteers are provided with mentoring/training to enable them to fulfil their volunteer role both at regional level and in the future.

Specific responsibilities of the role:

- By means of regular electronic and/or telephone communication throughout the year, and if appropriate face to face meetings, seek views and disseminate information on Regional educational and social activities via the Regional Committees. Discussion can be initiated by any member of BSAVA from the regions throughout the UK and Ireland.
- Attend Education Committee meetings to represent regional CPD provision.

## **1. MEETING COMMITMENT:**

- Chair the twice yearly Regional Forum meeting. The Continuing Education Co-ordinator will deal with all logistical and secretarial aspects in relation to meetings, all meetings to be minuted – more guidance on minutes is available within the Appendices.
- Attendance at Education Committee meetings three times a year
- The date, time and venue of all meetings are advised in advance to allow as many committee members as possible to take part in the meetings

### **1.1 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, 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.*

## **7. ROLE COMMITMENT:**

As Chair of Regions your commitment is:

- Two Regional Forum meetings will be held over a weekend.
- As Chair you will need to agree the agenda and relevant paperwork with the minutes secretary
- Responsible for ensuring that the minutes secretary circulates the papers for the meeting one week prior to the meeting
- Chair the meeting and check and approve minutes
  - Education Committee - submit pro forma, accurately reflecting the agenda items that you would like to discuss
  - Read circulated papers
  - Contribute to discussion or make presentation when appropriate
  - Read minutes when circulated

### Visits to Regions

As part of your role you should attempt to visit regions on an occasional basis - either to attend Regional committee meetings or to attend Regional CPD events.

### Communication

- Email communication with staff, regional committees, other volunteers and external contacts
- Phone calls with staff, regional committee members, other volunteers and external contacts

### AGM

- Attend the Associations AGM

## **8. TRAINING**

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.

BSAVA offers its volunteers training in various areas depending on a mutually agreed development plan. Training in chairing meetings, financial planning and modern education practices would be likely to be the most useful to the post-holder.

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.

**9. EXPENSES:**

Expenses incurred whilst carrying out committee duties will be reimbursed in accordance with the Expenses Policy contained with the BSAVA Rule Book – Section 8.

**10. EQUIPMENT PROVIDED IF NECESSARY:**

Please contact the Volunteers Manager if you feel there is equipment you need to undertake this role.

### C. PERSON SPECIFICATION FOR CHAIR OF REGIONS

<b>Skills and experience</b>	<b>Essential</b>	<b>Desirable</b>
An ability to work effectively as a member of a team to make collective decisions	✓	
Strategic vision and planning		✓
A knowledge of the BSAVA Regional structure	✓	
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.**

<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Able to delegate when appropriate	✓	
Organised and methodical	✓	
Have a good knowledge of the governance of the Association	✓	