



# Join BCVA Board

Help shape the future of our profession

**PLEASE NOTE:** All notifications to stand for a position on the Board must be received by **21<sup>st</sup> August 2024**.

We are committed to ensuring the widest possible representation of BCVA members within our Board of Directors and aim to be an association that welcomes the contributions of people with a variety of skills, backgrounds, and experiences. This is a voluntary position, but with it comes a responsibility to serve the members who voted you in. There is an element of time commitment needed if you are to fulfil your obligations to The Board.

We want to attract future leaders from practice, government, education, research, and the pharmaceutical industry who want to make a difference in how the cattle industry functions and is perceived. We want to help future-proof the cattle veterinary industry so that it is sustainable and new graduates see cattle veterinary practice as a career option.

If you have any questions or want an informal conversation prior to your application, please email [office@cattlevet.co.uk](mailto:office@cattlevet.co.uk).

## HOME OF THE CATTLE VET

Since 1967, the British Cattle Veterinary Association has been providing cattle vets with vital, cattle specific CPD, invaluable resources and an environment to share clinical experiences. The association also offers members the opportunity to develop a strong network amongst other cattle vets in the UK and overseas.

## REPRESENTATION

The BCVA is involved with all aspects of the cattle veterinary profession, providing scientific and policy advice to Government, and acting as a stakeholder within key organisations.

We make sure the views and experiences of livestock vets are heard where it counts most, with representation on bodies such as BVA (British Veterinary Association), CHECS (cattle health certification standards), Red Tractor, RH&W (Ruminant health and welfare group) and Defra working groups.

## LIFELONG LEARNING

Our annual Congress is uniquely dedicated to the needs of cattle vets, providing lectures and workshops over three days, presented by leaders in our profession, offering expertise from the UK and overseas.

Our in-person and online CPD programme is designed to support, encourage, and develop cattle vets at all career stages, and we provide undergraduate support to help nurture the potential of the next generation of our profession.

More details about all CPD courses can be found at [www.bcva.org.uk](http://www.bcva.org.uk).

## HOW IS THE ASSOCIATION RUN?

The BCVA can only function through the support and commitment of its Board of Directors, and we aim to have a cohort that represents cattle vets on a broad basis. Our current board members include those working in clinical practice, the animal health industry, veterinary education institutes, and independent consultants. Each Director is elected by our members.

## THE ELECTION PROCESS

- Board Directors will be elected at the Annual General Meeting which will be held at BCVA Congress. Members that are unable to attend the AGM may appoint a proxy who may then vote on their behalf (having first delivered a valid proxy notice). Members will exercise this via postal or electronic vote to the BCVA office (Secretariat).
- Those interested in standing for election to the Board should complete a nomination form (enclosed or online <https://bcva.typeform.com/to/D36u5SSH>) with names of a proposer and a seconder who both, like the applicant, must be members of BCVA. They should also complete the section describing their professional history, reasons for standing for election and any other matters that they feel would engage support from the BCVA members. The enclosed form should be completed and forwarded to the BCVA office (Secretariat) no later than **21<sup>st</sup> August 2024**.

## ROLES AND RESPONSIBILITIES

The BCVA converted to a Limited Company at the 2012 AGM. The role and responsibilities of Board Directors will be the same as those for a director of any Limited company.

### *How long will I remain on the Board?*

Once elected, you will remain on the Board for a period of three years. After that time, you are eligible to stand for re-election, alongside all other candidates standing at the AGM, for a further three-year term.

### *What time commitments should I expect to make?*

There are ordinarily four (in person) Board meetings throughout the year at BCVA HQ, and it is expected that Directors will make every effort to attend these. Ongoing contributions vary in time commitments depending on the roles you find yourself in. You can always expect active support from our HQ staff.

### *What roles do Board members fulfil?*

Directors will be appointed to join or lead working groups. Any preferences, special knowledge or abilities will be taken into account when these appointments are made. The working group structure is reviewed annually. There are currently seven working groups:

- Education
- Medicines
- Board affairs and BVA liaison
- Herd Health and Welfare
- Tb
- Government and Agency Liaison
- Communications
- Sustainability
- Governance

Directors are also asked to represent BCVA at third-party meetings. These are dealt with as they arise, with representation decided according to expertise and availability. It is expected that a concise report of external meetings are sent into the Secretariat so that all Board members can have an oversight.

Directors will also be asked to comment on documents, consultations, and other relevant projects from a variety of sources. These requests usually come through the Office, the Secretary, or a working group chair. On average the BCVA Board comment on 40+ consultations a year.

Directors are expected to actively participate in Board meetings and should always feel welcome and free to express an opinion. Newly elected Directors will be taken through an induction on the workings of the Board and the Office. Directors will also be required to complete an annual Declaration of Interests to ensure transparency and avoid any perceived conflict of interest problems. The Rules of Engagement can be found in the back of this booklet.

### *How do we all keep in touch?*

In recognition that our Board can be scattered all over the UK, we do not expect directors to attend more in-person meetings outside the scheduled board meetings. Online meetings for working groups are encouraged and facilitated by the use of the BCVA SharePoint system. Regular use of and contribution to this facility and the checking and actioning of emails is expected of all Directors – we can provide any required training. Teleconferencing is also increasingly used.

### *Will I be out of pocket?*

Directors are expected to volunteer five days to BCVA in any given year. This is based on attending four Board meetings and one other. Accommodation or travelling expenses incurred can be claimed from BCVA, and additional time, in excess of this five-day commitment, is eligible for further expense consideration. We appreciate the impact that Board involvement can have on your practice, and this is reflected in reasonable recompense for your time. Directors will also have concessionary rates for Congress where significant periods of time may be spent on general support for the Secretariat and other organisational matters.

### *Help shape the future of the cattle veterinary profession.*

Membership of BCVA Board is a very worthwhile position to hold. There is a strong team ethic and the well-being of cattle and their keepers through the activities of its members is the main ethos of the association. It is hoped that all Directors enjoy their time on Board and feel satisfaction for the time and effort that is put in.

## BCVA Vision, Mission, Values

### **Vision** *Why we are here.*

We wish to see sustainable beef and dairy industries in the UK, with a central role for the vet to safeguard and improve the wellbeing of cattle and safety of our food.

### **Mission** *What we do*

- We represent the views of members in the wider livestock industry
- We signpost and provide CPD for cattle vets and promote lifelong learning
- We promote cattle wellbeing (health and welfare)
- We provide a community for cattle vets in the UK to belong and share ideas and knowledge

### **Values** *The guidelines we use to make our decisions*

- Leadership
- Animal wellbeing
- Good governance
- Science
- Communication
- Fun

# Rules of engagement BCVA - how we make decisions:

To be considered for:

- Collaborative ventures
- CPD proposals
- Research Proposals
- Survey requests
- Logo use
- Approval by a quorum
- Officer Team, Secretary, Treasurer and BVA Rep
- Consideration and recommendation/decision to be advised to board.
- Documented/Minuted/Archived

Any and all authorisation - Requires **ALL OF OBJECTIVE A**

To authorise/approve 'active' engagement or partnership – Requires ALL OF OBJECTIVE A

- Plus, ALL OBJECTIVE B
- Plus, FULL CONSIDERATION and RECOMMENDATION BASED UPON ALL OBJECTIVE C

Guiding principles:

## Objectives A:

1. To be of direct relevance and benefit to membership
2. To be of direct relevance and benefit to cattle sector
3. To be available to any/all
4. No exclusivity arrangements

## Objectives B:

1. To have a defined 'costed' contribution or input not nominal.
2. To be at least financially cost-neutral
3. Optimally to be cost-beneficial to BCVA

## Objectives C:

1. To be mindful of reputational risk – Yes/No
2. To be mindful of perceived bias within membership – Yes/No
3. To be mindful of potential board member conflicts of interest – Yes/No

## Guidelines for Review:

Requirement to meet objectives:

- To meet all of Objectives A
- To meet at least 2 of objectives B
- To require 2/3 of Objectives C to be No and to fully consider potential COI.
  - Record assessment of C to ensure can rebut any challenge.

**BCVA Office**  
17 The Glenmore Centre  
Waterwells Business Park  
Quedgeley  
Gloucestershire  
GL2 2AP

**Tel:** 01452 725735 **Email:** [office@cattlevet.co.uk](mailto:office@cattlevet.co.uk)