

SPVS BOARD MEMBER JOB DESCRIPTION

REQUIREMENTS:

- You must be a member of SPVS and have been a member for at least one year.
- You must have been proposed and seconded by a member of SPVS and your appointment must be approved at the Annual General Meeting of the Society.

TERM:

Board members are elected at the Annual General Meeting for a period of three years and, following retirement, are then eligible for re-election. Board members may serve for a maximum period of nine consecutive years subject to re-election. Time spent serving as an Officer of the Society is not regarded as contributing to this nine year maximum.

JOB DESCRIPTION:

- To be present at each of the four main board whole-day meetings. These are usually held in March/April, early July, September and early December to precede BVA Council meetings. These meetings were usually face to face and held in London, but during the Covid-19 pandemic are being held via Zoom.
- To acquaint yourself with the papers provided in advance of the meeting in order to contribute to the discussion and develop SPVS policy and matters arising.
- To take on certain projects and develop them by whatever means is appropriate between meetings. You can get involved in issues which interest you, but you may also be expected, and should be willing, to assist with other matters.
- To contribute to e-mail discussion between meetings. This assists in the development of ideas and projects.
- To provide written reports on issues which you are involved with in accordance with the Hon Sec's requests in preparation for board meetings. These written reports and the minutes of the meetings form the annals of the Society.
- To be aware of the Articles of Association of the Society and the purpose of SPVS.
- To be familiar with the website and to provide constructive comment.
- The Society is approached by BVA to provide comment on consultation documents received from various bodies, principally government. The Hon Sec will request that certain board members provide a written response on behalf of the Society. This will typically be via e-mail. You will be expected to take a share in this work.

A stipend for attending meetings can be claimed and reasonable travel and accommodation costs are refunded for all board members.