

## Electoral College

The Electoral College is the body of electors that assess applications for the role of BVA Junior Vice President and puts forward a candidate to BVA Council.

### Terms of reference

- To receive and consider applications for the role of BVA Junior Vice President (JVP)
- To evaluate applications against the role profile, person specification and specific skills/experience as advertised
- To identify a top preferred candidate to be recommended to BVA Council
- To identify two reserve candidates in case a fall back should be required
- To carry out a gap analysis within the officer team for the following year and draw up a list of specific skills/experience to publicise during the application period
- To promote the process

### Membership

- 1 independent (ie non-vet) chair (non-voting) to be appointed by BVA Board
- 3 elected members to be elected via the whole membership
- 3 current officers (President, SVP and JVP)
- 1 past president – the most senior past president serving on BVA Council
- BVA Board Chair (non-voting)
- BVA Chief Executive (non-voting)

### Process for Electoral College

In advance of the meeting the secretariat will circulate the applications received to all members of the Electoral College (EC).

At the meeting

1. The meeting will be chaired by an independent chair appointed by BVA Board.
2. The Chair will invite members of the EC to declare any interests relating to the candidates, including professional and personal relationships.
3. The EC will discuss the particular skills and expertise required to complement the other officers in the team.
4. Each candidate will be discussed (in alphabetical order), with members of the EC invited to comment on potential strengths and weaknesses, as well as the balance of skills/expertise.
5. In a secret ballot, members of the EC will rank the applicants and the Chair will combine these to give an overall ranking.
6. From this ranking, the top three candidates will be identified.
7. The top three candidates will be invited to take part in an online interview which all EC members should attend.

8. Following the interviews, EC members will discuss and agree a preferred candidate, with a reserve.
9. In the event of the position not being accepted by the preferred candidate or reserve the EC will be reconvened.
10. Copies of the paperwork will be held securely by the BVA secretariat.

### **Further information**

See also: Electoral College elected member role profile available at <https://www.bva.co.uk/about-us/our-structure/bva-officers/electing-bva-officers/>

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