Candidate Brief

RCVS Knowledge

Trustees

E0402

July 2014

Managing Director
Sarah Thewlis
sat@thewlisgraham.com
Welcome from Jacqui Molyneux RCVS Knowledge, Chair

Dear Candidate

I am delighted that you have expressed an interest in becoming a Trustee of RCVS Knowledge. I hope that you will find useful the following information in this candidate pack and the information on our website: http://knowledge.rcvs.org.uk/home/.

RCVS Knowledge is the independent charity associated with the Royal College of Veterinary Surgeons. It has recently gone through a period of transformation and was re-launched in July 2013. The re-focus of RCVS Knowledge is around its aim of supporting evidence-based veterinary medicine across the globe. Over the coming two years we are looking to appoint six new members, three Vets and three Lay, to our Board of Trustees. We are seeking individuals with the experience, energy and drive to contribute to the work of the Board in taking this charity forward in its new direction and further development.

If this is an opportunity of interest to you and you believe that you have the necessary skills and experience, we would very much like to hear from you. Thewlis Graham Associates, our recruitment partners, will be happy to discuss these opportunities with you and answer any questions.

Yours sincerely

Jacqui Molyneux BVSc BSc CertSAS MRCVS
RCVS Knowledge Chair
B) RCVS Knowledge

RCVS Knowledge is the independent charity partner of the Royal College of Veterinary Surgeons (RCVS). It was founded in 1958 by the Royal College as the RCVS Charitable Trust. Its purpose was to extend the body of knowledge and skills held by veterinarians and thus contribute to higher standards and practice in treating and managing animal welfare. It was re-launched in July 2013 with a re-focus to become the global intermediary for evidence based veterinary medicine (EBVM).

The re-focus of the charity will be to provide a 3-fold service to the profession:

- **The Historical Collection** – by providing historical knowledge about where the profession has come from, its triumphs and achievements, and the pathway through which it has achieved its current position in society.

- **Library and Information Service** – by providing an information service built on current scientific and technical knowledge of direct use to the practising vet and veterinary nurse.
The Evidence Based Veterinary Medicine (EBVM) project – by working with a wide network of interested people, seeking and assembling new knowledge, packaged to provide a must-have resource for the veterinary profession, built on the principles of “evidence based” theory.

The Royal College of Veterinary Surgeons (RCVS)

The RCVS is RCVS Knowledge's principal funder, and was established in 1844 by Royal Charter to be the governing body of the veterinary profession. The RCVS performs three distinct functions:

i. It is the statutory regulator for the UK’s veterinary profession: it maintains registers of veterinary surgeons and registered veterinary nurses eligible to practise in the UK; setting standards of veterinary education; and, regulating professional conduct;

ii. It performs the role of a 'Royal College': exercising powers under a Royal Charter to award Fellowships, Diplomas and Certificates to veterinary surgeons, veterinary nurses and others, and act as an informed and impartial source of opinion on veterinary matters; and

iii. It supports the information and research needs of the profession through RCVS Knowledge (which is based in the RCVS’s premises, Belgravia House).

C) An overview of the Governance of RCVS Knowledge

RCVS Knowledge is an independent charity, regulated by the Charity Commission and governed by its own Board of Trustees, consisting of experienced veterinary surgeons and several non-veterinary experts in their own fields. Jacqui Molyneux MRCVS, was appointed Chair in 2014 and chairs a Board of up to twelve other Trustees.
D) An overview of the organisation structure of RCVS Knowledge

Nick Royle, the Executive Director, leads a team of eight that works within RCVS Knowledge.

RCVS Knowledge enjoys close links with the Royal College and its offices are located on College premises. A memorandum of understanding is in place between the RCVS and RCVS Knowledge, which covers the resources and services made available by one organisation to the other and the necessary arrangements for managing these resources. This memorandum is reviewed periodically. Officers of the RCVS and Officers of RCVS Knowledge meet periodically to discuss items of mutual interest and a formal presentation is made to Council every two years.

The independence of RCVS Knowledge, in terms of funding and other strategic decisions, is paramount.

E) The role of Trustee for RCVS Knowledge

All charity Trustees are responsible for making sure that the charity is running well and is doing what it was set up to do. This includes ensuring the charity:

- has the money it needs
- spends its money wisely
- is focused on its objectives
- prepares reports and accounts to send to the Charity Commission

Legal responsibilities of Trustees

Trustees must:

- follow the law and the rules in the charity’s governing document
- act responsibly and only in the interests of the charity
- use reasonable care and skill
- make well-informed decisions, taking advice when they need to

For further information on the role of Trustees see:

[Click here for Charity Commission guidance on becoming a trustee](#)

RCVS Knowledge are looking to appoint up to six Trustees, both veterinary members and lay members. Three will be formally appointed at the AGM in June 2015 (although they will take up their role as “co-opted” as soon as they are able) and three will be appointed at the subsequent AGM in 2016. It is expected that the second three will “ease themselves in” to their role before 2016.
Veterinary Trustees

The three veterinary members for the Board, should ideally between them have the following values, skillset and experience:

- Well-respected in the Veterinary profession.
- Familiarity with and supportive of the aims and objectives of RCVS Knowledge and in particular with EBVM.
- Well-connected with the profession, with a personal network that will be of benefit to them in their role as Trustee, particularly with regard to fundraising.
- Familiarity with the role of the modern vet in practice.
- Familiarity with or experience within the scientific research process.
- A commitment to lifelong learning and continued professional development.

In addition, owing to the global nature of veterinary practice, the Board would be interested in one of the three veterinary candidates having some international experience.

Lay Trustees

The three lay members for the Board, should exhibit some of the following attributes:

- Well-respected in their profession or equivalent.
- An excellent personal network that will be of benefit to them in their role as Trustee and support the fundraising strategy for RCVS Knowledge.
- Experience in business, commerce and/or finance.
- An interest in animal health and welfare.
F) Selection process and recruitment timetable

Applications are invited now from persons (both veterinary surgeons and lay persons) wishing to serve from the respective start dates detailed above. The normal term of office will be three years, normally for two terms, although this may be extended by mutual consent.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Monday 28 July 2014</td>
<td>Closing date for applications from both Search and advertising on the RCVS and Thewlis Graham Associates websites plus LinkedIn.</td>
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<tr>
<td>Week beginning Mon 28 July 2014</td>
<td>Thewlis Graham consultant interviewing of interested candidates.</td>
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<tr>
<td>Week beginning 1 September 2014</td>
<td>Thewlis Graham Associates submits Longlist of potential candidates. and holds review meeting with client, to agree shortlist.</td>
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<tr>
<td>Week beginning 8 September</td>
<td>Thewlis Graham Associates meets with RCVS Knowledge to review the Longlist and agree the shortlist.</td>
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<tr>
<td>Week beginning 22 September 2014</td>
<td>RCVS Knowledge interviews.</td>
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Our recruitment partner, Thewlis Graham Associates, is managing the recruitment process. They will conduct initial interviews and produce a Longlist. RCVS Knowledge has established a selection committee which will review the Longlist and interview shortlisted candidates.

The new members will be presented to the Board and commence their term formally at the respective AGMs. In accordance with good practice all new Trustees will be given induction training.

**Please apply with a CV and covering letter, outlining your suitability for the role and including your details and notice period, by 5pm, Monday 28 July 2014 to Sarah Thewlis, Thewlis Graham Associates at applications@thewlisgraham.com quoting reference E0402.**

**Selection Committee**

Candidates who wish to raise queries should contact Thewlis Graham Associates and not approach a member of the selection committee. Any candidate who seeks to influence the selection committee before the interviews take place is liable to be disqualified.

**Selection criteria**

Appointments will be made on the basis of merit. In choosing between candidates of equal merit regard may also be given to the desirability of applicants having collectively a range of experience. In particular, it will be advantageous if the veterinary members represent various kinds of veterinary work.
G) Terms and conditions of office

Trustees will be required to declare any general conflict of interest of any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Royal College of Veterinary Surgeons and RCVS Knowledge and any conflict of interest that arises in the course of the work of the Board.

Factors which will affect an applicant’s suitability include, but are not limited to:-

- criminal convictions or outstanding criminal charges;
- a finding of impaired fitness to practise by any regulatory body;
- disqualification from a profession or as a company director; and
- bankruptcy.

These posts are unremunerated but reasonable expenses will be paid.

Time commitment
The Board meets three times a year and the meetings last usually for half a day. There are other occasional meetings, usually of a more social nature, to which Trustees will be invited.

Conclusion
This is an exciting role where you can utilise your experience and skills to make a difference to the work of RCVS Knowledge. You will also be part of a wider team changing veterinary practice and pioneering the future practice of veterinary medicine.

For a confidential conversation please contact me at Thewlis Graham Associates on 0207 850 4781.

Sarah Thewlis
Managing Director
Appendix 1

The seven principles of public life

Selflessness
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership
Holders of public office should promote and support these principles by leadership and example.