

AMTRA BOARD AND AMTRA COUNCIL

AMTRA document CF3, version 5, January 2023

INTRODUCTION

1. Under the terms of the Constitutional Framework required by its Memorandum and Articles of Association, the AMTRA Board determined in 2006 to reduce the number of members serving on its Board of Directors and to establish an AMTRA Council with a larger membership and broader constitution.
2. The Board will continue to be responsible for the fiduciary and general oversight for the business operation and service functions of the AMTRA company; for its financial and operational sustainability; for its delivery of services and activities. These will include AMTRA's education services and partnership arrangements with Harper Adams University College; registration and professional conduct functions; programmes of Continuous Professional development (CPD); professional advocacy and promotional activities; and any other services that the company may determine to provide from time to time.
3. Alongside this the Council will provide a forum for considering the professional development and advancement of professional interests of people who have qualified through and are registered with AMTRA, for developing professional policies and for making recommendations to the AMTRA Board. Members of the Council will include people involved in businesses or otherwise engaged in the manufacture, formulation, wholesale distribution and retail distribution of veterinary medicines and other animal health products; in the use of such products in animal health, animal care and animal management, in agriculture, in equine industries, and in the keeping of companion animals; those engaged in cognate and allied spheres of activity; and lay or consumer members.

COUNCIL REMIT AND TERMS OF REFERENCE

4. The remit of the AMTRA Council will be to consider matters pertinent to the professional activities and personnel who are enrolled, qualified or registered with the AMTRA, to formulate policies for the development of profession sectors represented and to report to and make recommendations to the AMTRA Board.
5. This remit will include matters relevant to:
 - a. the conduct of the training, registration and professional regulation systems in operation;
 - b. the professional development needs of the sector;
 - c. advocacy and promotion of the sector, leading to the advancement and wider recognition of its roles and activities;
 - d. technical or operational issues affecting the professional standards of the sector or the range and quality of services which can be provided through the sector, directly to clients or indirectly to the consumers and the general public;
 - e. any other relevant issues within the authority or scope of AMTRA;
 - f. any relevant matter delegated to the AMTRA Council by the AMTRA Board.

MEMBERSHIP

6. The composition of the Council will be determined and formally approved by the AMTRA Board from time to time but members or observers who may attend Council meetings may be drawn from the following constituencies:
 - a. the AMTRA Board of Directors;
 - b. professional or industry bodies engaged in the field of veterinary medicines, animal health or related areas;
 - c. the AMTRA Assessors panel and from educational bodies with which AMTRA is engaged;
 - d. the body of registered RAMAs (SQPs) or other AMTRA registered people;
 - e. representational organisations or the lay public unconnected with the veterinary medicines or animal health industry;
 - f. governmental, regulatory or other bodies or individuals having knowledge, expertise or experience which will help the AMTRA Council to fulfil its role (it is anticipated that some governmental or regulatory body attendees will have observer status).

TERMS AND CONDITIONS OF MEMBERSHIP

7. Members of the AMTRA Council appointed under categories b - c in paragraph 6 will be appointed for terms up to 3-years which may be renewed. Members appointed under categories d, e and f will be appointed for terms of up to 3 years, and may be reappointed for a further term of up to 3 years; however, no member in these categories will serve continuously for a period of more than 6 years¹. There will be no time-period restrictions on the attendance of observers attending Council meetings.
8. Membership of the Council will be unremunerated but will attract such travel and subsistence expenses as may be agreed by AMTRA from time to time.
9. Meetings of the Council will take place at frequencies determined by the AMTRA Board.
10. The Board may end the Council membership of any member if it so resolves having given notice in writing to that member.

COUNCIL PROCEDURES

11. Meetings of the Council will be chaired by the Chairman of the AMTRA Board or, in his/her unavoidable absence, by a Director of the AMTRA nominated by the Chairman or the Secretary General to take his/her place.
12. Meetings of the Council shall be based on pre-circulated agendas and papers. Council members or observers who wish to make a request for a particular topic to be formally considered as an agenda item at a forthcoming meeting should submit that request in writing 4 weeks prior to a meeting. Where no such notification has been

¹ The Board agreed that inclusion of category 'd' members within the ambit of this sentence from December 2013 shall not be retrospective; that is to say, all category 'd' members at December 2013 shall be entitled to stand for election to the Council as RAMA (SQP) representative for one more 3-year term.

received items may be raised for brief consideration under 'Any Other Business', or may be referred to a later meeting.

13. Papers prepared for the consideration by the Council may seek general views on topics or specific views or recommendations to the Board. Where specific recommendations are sought or expressed by the Council they will be communicated by the Chairman to the AMTRA Board.
14. Council meetings will be quorate when 40% of the members (not including observers) is present. Views of the Council may be taken by consensus but, in cases requiring, a vote of all those present shall be taken by a show of hands. In cases where there are equal numbers of votes 'for' and 'against' a recommendation, the Chairman of the Council shall have a second, casting vote.

MEMBERSHIP OF THE AMTRA COUNCIL

15. From 1 February 2023 the Council is composed of the following.

Persons	Category	Comment
AMTRA Board	a	All members of the Board including those co-opted will be members of the AMTRA Council
AMTRA Assessors' representative	c	Nominated by AMTRA Board
2 farm animal RAMA (SQP) representatives	d	Elected by such RAMAs (SQPs)
2 equine RAMA (SQP) representatives	d	Elected by such RAMAs (SQPs)
2 companion-animal RAMA (SQP) representatives	d	Elected by such RAMAs (SQPs)
2 veterinary practice RAMA (SQP) representative	d	Elected by such RAMAs (SQPs)

16. In respect of the RAMA (SQP) Representatives, where there are sufficient candidates, two will be elected in each of the four categories: Farm, Equine, Companion, Veterinary Practice.

17. The chair of the Council, taking into account advice from the Secretary General, may appoint additional Council members to take the number of representatives to approximately 12, seeking to create a balance of inputs, and where practical that the following are included within the total Council membership:

1. Dealing with farmers in a physical agricultural/countrystore
2. Dealing with horse owners in a physical equine-focussed store
3. Dealing with pet owners in a physical pet shop
4. Dealing with animal owners in a veterinary practice – vet nurse
5. Dealing with animal owners in a veterinary practice – non-VN
6. Working in an online medicines business
7. Involved in training new RAMAs
8. From Northern Ireland
9. From Wales
10. From Scotland
11. From England

18. Additionally observers may be invited to the Council meetings. Observers may participate fully in discussions unless requested to withdraw by the meeting chairman, but may not vote. At December 2013, VMD and Harper Adams University have been invited each to send one observer to every meeting.
19. Additional categories of member or increases in the number of members in a category may be considered and approved by the AMTRA Board and may be recommended to the Board by the AMTRA Council.