

THE AMTRA BOARD, COUNCIL, CHIEF EXECUTIVE AND CHAIR

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ROLE OF THE BOARD

Responsible for corporate governance

- Ensure AMTRA meets its legal obligations as a limited company
- Ensure AMTRA meets its ethical and legal obligations to all stakeholders
- Promote ethical and responsible decision-making
- Promote transparency and accountability

Ensure compliance with requirements of Secretary of State/VMD and relevant Company law

Decide AMTRA policy and overarching strategy

Financial management

- Monitor management accounts during the year
- Approve annual budget and any significant ex-budget expenditure
- Recommend to AGM approval of annual Companies House accounts
- Recommend to AGM appointment of auditors
- Set annual renewal fees
- Set policy on investment of reserves

Responsible for RAMA/SQP registration

- Decide on requirements for inclusion on AMTRA register (consistent with wishes of Secretary of State/VMD)
- Take decisions on potential non-registration of RAMA candidates
- Responsible for disciplinary and appeal processes

Education – with input from Council and Assessors

- Approve syllabus for AMTRA qualifications
- Maintain overview of training provision
- Set policy on CPD
- Appoint assessors

Staff

- Appoint Chief Executive
- Approve changes in staffing or organisational structures
- Appoint Chairman and Vice Chairman

Control and review sub-committees

Communicate with Council, sub-committees, RAMAs and other stakeholders

ROLE OF THE COUNCIL

The remit of the AMTRA Council is to consider matters pertinent to the professional activities and personnel who are enrolled, qualified or registered with AMTRA, to formulate policies for the development of professional sectors represented and to report to and make recommendations to the AMTRA Board.

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 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.

Council should:

- Receive inputs from all members and observers including stakeholders and RAMA representatives
- Identify needs of RAMAs and other stakeholders
- Make recommendations to Board and Chief Executive as appropriate
- Review AMTRA policy and procedures, and make recommendations to the Board and Chief Executive
- Advise Board on RAMA fees
- Advise Board on CPD, education standards and the AMTRA syllabus
- Promote AMTRA and RAMAs consistent with overall AMTRA policy

ROLE OF THE CHIEF EXECUTIVE

Lead, manage and appraise the AMTRA staff plus outsourced services (such as financial accounting, IT support, legal services, communications/PR, personnel / human resources and educational assessment and training) to implement and deliver the operational and strategic priorities of AMTRA and shape development of its programmes of work.

Manage day-to-day issues, where necessary drawing on advice of Chair, Vice-Chair, Board, Council or Education Committee

Interface with and report, as required, to the VMD to ensure compliance with the VMR and the wishes of the Secretary of State in AMTRA's capacity as an approved regulator for SQPs.

Prepare management accounts and share with Chair, and with Board prior to meetings

Propose fees and annual budget

Appoint staff consistent with the budget and with agreement of the Chair and Board of Directors

Provide secretariat for Board, Council, Assessors, Professional Standards Committee and other sub-committees

Undertake roles of Company Secretary

Report to Chair on an ongoing basis and periodically to the Board

Maintain the AMTRA Register, including adding new RAMAs who meet the criteria set by the Board.

Manage the disciplinary process referring individuals to the Professional Standards Committee of the Board

Manage the CPD accreditation process, CPD points recording and reporting.

Maintain close working relationship with Harper Adams University and other educational partners

Communicate with RAMAs to ensure they are aware of their professional responsibilities and advise on any new developments in regulatory and legal controls of the profession.

Represent and promote AMTRA and the system of registration of RAMAs

In conjunction with the Treasurer, approve expenses claims from the Chair and Vice-Chair

Authorise payments by AMTRA either alone or, where required by written policy, in conjunction with the Chair or Treasurer.

ROLE OF THE CHAIR

The Chair is appointed by the Board. From December 2021 it is expected that this will be for a three-year term, potentially renewable once.

The Chair (and Vice-Chair) shall, in the opinion of the Board, not be likely to be subject, either directly or indirectly, to any material conflict of interest with the objectives, purposes, duties or activities of AMTRA, arising from their professional engagement in, employment in, ownership of businesses in, or ownership of shares of businesses in, the animal health industry; and any potential areas of direct or indirect material conflict of interest shall be declared to the Board prior to appointment, or if they occur at any stage during the period of office.

The Chair is appointed as a Director of AMTRA Ltd, and becomes a Member of the company and entitled to vote at General Meetings.

The Chair will:

Chair the Board and the Council meetings, usually four times per year, via video conference or in London

Engage in regular dialogue with the Chief Executive, providing guidance with telephone and email contact between meetings of the Board and Council

Represent AMTRA at external meetings and events

Liaise as necessary with senior figures in AMTRA's member organisations, partners, service providers, VMD and other organisations working in the sector

Review financial summaries from the Chief Executive

Where required by written policy, jointly authorise with the Chief Executive payments by AMTRA.

In conjunction with the Treasurer, approve expenses claims from the Chief Executive