

## ACCEPTING A NOMINATION

What to consider and what to expect when you accept a nomination to serve your profession on Council

- Be prepared to **sacrifice time** and effort in perusing documents and make input thereon whether electronically or at meetings [Councillors received an agenda with 250 documents to peruse for the meeting held on 20 and 21 October 2015];
- Take cognisance of the Roles and Responsibilities guidelines for Councillors;
- Be prepared to sign a declaration stating that you do not have a conflict of interest serving as a member of Council;
- Excuse yourself from taking part in discussion of matters when you do have a personal interest in the matter and/or vested or conflict of interest;
- Act in a professional manner with integrity and honesty at all times;
- Act in the interest of the veterinary professions, the public and animals;
- Obtain input from your constituency before making input to Council;
- Attend three Council meetings per annum, [two meetings are spread over two days and one meeting over one day];
- Attend a Council strategic planning meeting over two days;
- Be prepared to serve as a chairperson of at least one committee. [There are currently twelve standing committees and three ad hoc committees];
- Be prepared to **serve on** at least one committee;
- Attend committee meetings, note the Annual Schedule of meetings of the Full Council and Committees for 2016.2017 at this link: [Annual Schedule](#)
- Be prepared to **serve on** Inquiry Bodies as chairperson guided by a legal advisor;
- Work in liaison with the administration and in particular the head of the relevant section within the administration either as a chairperson or member of a committee or as a member of Council to ensure that there is continuity in the transfer of matters from one Council to another and that the activities of the committee are appropriately recorded;
- Respond timeously when requested to submit travel and accommodation requirements for meetings;
- Respond within the required period when agenda matters are dealt with electronically;
- Provide a written motivation to the relevant chairperson when you are not available to attend meetings;
- In the event that you are the chairperson and cannot attend the meeting ensure that there is another Councillor prepared to serve as a chairperson in liaison with the administration;
- Provide written input on the agenda when you are unable to attend meetings;
- Attend public relations events on behalf of Council, present Council activities and policies and answer questions;
- Attend the Council office and liaise with the administration;
- Attend formal and informal functions of the Council and its administration;

Members who attend Council and committee meetings receive a day fee [currently R3 185 excl. PAYE/VAT, for services rendered, as members have to spend time for preparation of meetings which is not remunerated].

Members are remunerated for travel and accommodation expenses.

Chairpersons receive honorariums based on the number of meetings chaired.