

AMTRA Board and AMTRA Council

INTRODUCTION

1. Under the terms of the Constitutional Framework required by its Memorandum and Articles of Association AMTRA Board of has determined to reduce the number of members serving on its present Board of Directors and to the establishment 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 though 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 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 a - c in paragraph 6 will be appointed for terms up to 3-years which may be renewed. Members appointed under categories e - 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 years. There will be no time-period restrictions on the attendance of members appointed as 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 twice each year and as otherwise determined by the AMTRA Board.

COUNCIL PROCEDURES

- 10. 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 to take his/her place.

11. 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 received items may be raised for brief consideration under 'Any Other Business', or may be referred to a later meeting.
12. 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 agreed in writing and communicated by the Chairman to the AMTRA Board.
13. Council meetings will be quorate when one half plus one of the members plus observers on the Council 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.

INITIAL MEMBERSHIP OF THE AMTRA COUNCIL

14. The Council will initially be established on a transitional basis to allow the seamless reorganisation of the former AMTRA Board arrangements to those for the AMTRA Board and AMTRA Council after March 2007. Thereafter appointments will be made through a combination of nomination and election procedures.
15. Initial appointments will consist of:

Persons	Category	No	Comment
AMTRA Board	a		All AMTRA Directors will be members of the AMTRA Council
AMTRA Assessors representatives	c	3	Nominated by AMTRA Board
R-SQP representatives	d	2	Initially nominated, subsequently elected
E-SQP representatives	d	1	Initially nominated, subsequently elected
Industry representative	f	1	
VMD Observer	f	1	
VMD/AMI Observer	f	1	
HAUC Observer	f	1	

16. During the transition period additional appointments will be sought in the following categories.

Persons	Category	No	Comment
Manufacturers register representative	d	1	Initially nominated, subsequently elected
RCVS representative	f	1	Subject discussion with RCVS
Lay representative	F	1	

17. Additional members 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.