



## Chair Elect – Role description and application details

SCOPS would like to invite applications for the position of Chair Elect, commencing in April 2019.

### Responsibilities

The purpose of a Chair Elect is to ensure consistency when the Chairman retires, and so the responsibility of the Chair Elect is to familiarise themselves with the workings of SCOPS and the people and organisations involved. They will also on responsibilities delegated to them by the Chair and deputise for them during any absence. They should work closely with the Chair to establish a constructive relationship, share responsibilities and act as a substitute for the Chair whenever required.

### Knowledge and Experience

- The candidate must be able to demonstrate a good understanding of the SCOPS principles.
- The Chair Elect is expected to keep abreast of new developments affecting SCOPS principles and priorities and to contribute to meetings/events in a way that is both in-line with and supportive of those principles and priorities.
- The Chair Elect should demonstrate commitment to the SCOPS principles in their day to day work and it is expected they will highlight any conflict of interest should this occur.

### Time Commitment

- SCOPS has two Steering Group meetings a year (usually in February and September) which are normally held at Stoneleigh.
- From time to time there will be other meetings / workshops at which the Chair Elect will (by prior agreement) represent SCOPS, including support to the Secretariat when required to answer queries and provide guidance.
- The appointment will be for a period of 2 years, with an option to serve for a maximum of 2 consecutive terms.
- Expenses\* will be paid on an individual basis depending on the meeting/event being attended and the position of the candidate (i.e. if a person attends exclusively as a SCOPS representative or in a joint role).

*(\*As a guide a daily rate of up to £200/day and reasonable travel expenses in line with government guideline).*

**Who/what is SCOPS?** See SCOPS Terms of Reference attached and visit [www.scops.org.uk](http://www.scops.org.uk).

### Applications

To apply please send your details and a short CV, together with a summary of why you would like to join SCOPS, what you would bring to the group and previous relevant experience (400 words maximum) to:

- Joanne Briggs, SCOPS Secretariat
- National Sheep Association, The Sheep Centre, Malvern, Worcestershire, WR13 6PH
- [joanne@nationalsheep.org.uk](mailto:joanne@nationalsheep.org.uk)

**Closing date is Monday 4<sup>th</sup> March 2019**



## Terms of Reference for SCOPS Steering Group

SCOPS is an industry-led group that works in the interests of the UK sheep industry. It recognises that, left unchecked, anthelmintic resistance is one of the biggest challenges to the future health and profitability of the UK sheep industry.

The role of the SCOPS Steering Group (“the Group”) is to develop sustainable strategies for parasite control in sheep, facilitate and oversee the delivery of these recommendations to the industry, and ensure new research and development is incorporated to refine and improve advice given to the sheep industry. Activity is as agreed by the Group in an annual, costed activity plan.

### Steering Group Representatives

The Group consists of individuals and organisations with an active interest in the sustainable control of parasites. These may include industry bodies, UK levy bodies, sheep farmers, vets, animal health advisers, parasitologists, researchers etc.

Current organisations represented include:-

- AgriSearch
- AHDA
- AHDB Beef & Lamb
- AMTRA
- APHA
- HCC
- Moredun
- NFU
- NOAH
- NSA
- QMS
- RUMA
- SAC Consulting
- Scottish Government
- SHAWG
- SVS
- VMD
- Welsh Government

SCOPS activity carried out by Group representatives, such as attending Group meetings, is funded by the organisation they represent unless agreed otherwise by the Group when a representative/individual first becomes involved with the Group.

The Group can collectively invite and approve new organisations and individuals to join at any time, or invite individuals to join specific meeting(s) as a guest to input to a specific topic or agenda item. Guests’ time and travel costs will be covered by the organisation they represent, unless agreed otherwise by the Group and in advance of the meeting.

Group representatives are encouraged to raise awareness of SCOPS and share SCOPS principles and messages where appropriate. However, Group representatives cannot use the SCOPS logo, messages or resources for their own commercial gain or for the implication of endorsement.

### Steering Group Structure

The Group meets a minimum of twice a year (usually February and September) with additional teleconferences and/or sub-group meetings where required and by agreement of the Group. To

reduce costs, Group representatives are asked to provide meeting room facilities at no cost to SCOPS wherever possible.

### **Steering Group Chairman**

The Group will appoint a chairman, whose role includes:-

- To ensure Group meetings and subsequent activities fit within the scope and resources of SCOPS, and that meeting actions are delegated to appropriate Group representatives and carried out in a timely manner.
- To be an influential representative of SCOPS and promote the Group's activities and role wherever possible.
- To attend relevant meetings and workshops on behalf of SCOPS and to report back to the Group.
- To ensure SCOPS resources are used as efficiently as possible.

The Group will elect a Chairman for two-year terms, with no limit to the number of terms that can be served. The Chairman will be an agenda item at the first meeting of every year, to approve the Chairman's position for the second year of his term, to re-elect the Chairman for another two-year term, or elect a new Chairman.

The Chairman may claim reasonable expenses incurred within the role. Where the Chairman attends a meeting to represent SCOPS, including SCOPS Steering Group Meetings, (and is not also representing another organisation) they can claim a nominal fee for their time plus travel expenses at the current HMRC approved mileage allowance payment. Expenses claims must be submitted within three months of the expense and will not be paid outside this window.

The Group should have a Chairman-Elect where possible, to be elected in two-year terms as above.

The Chair and Chair-Elect need not be an existing group member at the time of election.

### **Steering Group income**

SCOPS is funded by contributions provided by industry bodies and match-funded by levy bodies. Currently the five industry bodies are AHDA, AMTRA, NFU, NOAH and NSA and the four levy bodies are AHDB Beef & Lamb, HCC, QMS and AgriSearch.

Commercial companies cannot sponsor SCOPS, but SCOPS can offer sponsorship opportunities for specific projects for a clearly defined duration. Guidelines on the promotion and use of the SCOPS logo, messages and resources for the duration of such projects will be provided at the outset and must be clearly adhered to by the commercial company.

### **Steering Group expenditure**

The Group will delegate agreed actions to appropriate individuals and/or organisations for an appropriate fee, and agreement to use any individual and/or organisation on an ongoing basis should be an agenda item at the first meeting of every year in order to clarify the remit and cost of that work.

Work currently delegated on an ongoing basis falls into three categories:-

1. **Consultancy:** SCOPS has appointed Lesley Stubbings to provide consultancy work.
2. **Financial and secretarial:** SCOPS has appointed NSA to administer its accounts and provide secretarial support, including taking minutes at two Group meetings a year.

- 3. Communications:** SCOPS has appointed NSA to run the SCOPS website, issue approved press releases and post information on social media.

All individuals and/or organisations carrying out work for SCOPS must submit itemised invoices within three months of work being completed.

#### **Terms of reference**

These terms of reference should be an agenda item at the first meeting of every year, to ensure they remain up-to-date.

**As agreed by the SCOPS Steering Group  
September 2018**