

Proposed BIA Representation Policy

The Association frequently receives requests to nominate a representative to serve on committees and groups relevant to its aims. Such requests are generally received by the President, Secretary or Secretariat but may also be received in an ad hoc manner by other Council members. It is essential that such nominations are made in a manner that is transparent and inclusive and the process outlined below is designed to facilitate this:

1. The request is discussed at the monthly PO teleconference or at Council to determine the appropriate level of representation. If more urgent then an email conversation including, but not strictly limited to, all POs should occur.
2. Level of representation and selection process would be determined as in the table below. Most roles would be anticipated to be filled via advertisement to the membership.
3. On an annual basis, applications and nominations should be reviewed at Council with particular regard to reflection of diversity of the full membership.

Request	Outcome	Process of selection	Expectation
Strategic role with significant potential impact on the work of the Association such that timely feedback at Council meetings is essential OR Work of such profile or importance that the reputation of the Association is contingent on appropriate representation.	Council member	Dependent on nature of request and alignment with remit of Council membership. If unclear then open invitation for interest with decision made by consensus of the Principal Officers	Funding for travel to be provided by BIA in line with travel policy. Declaration of Interest completion and feedback in line with existing Council responsibilities.
Roles which fall within the remit of the Association, do not meet the above criteria but which are deemed of sufficient importance to justify travel expenses.	Full members (Council members still eligible to apply) Trainee members where appropriate.	Posts advertised to the general membership via email or included in the digest. Interested applicants asked to submit a short summary of their suitability for the role and motivation to take it. Council at liberty to approach members who have specific relevant expertise. In event of multiple applications being received, nomination made by consensus of the Principal Officers supported by other Council members where relevant. Long-term posts reviewed on at least a 3 yearly basis.	Funding for travel to be provided by BIA in line with travel policy. Report back to council on at least an annual basis. Completion of declaration of interests form
Roles outside the remit of the Association or those for which representation felt to have too little importance or influence to justify travel expenses.	No representation	N/A	N/A