

# **Australasian Veterinary Boards Council Ltd**

## **Australasian Veterinary Examination Committee (AVE)**

### **Chair Role Description**

#### **Purpose of AVBC**

The Australasian Veterinary Boards Council (AVBC) is the national standards-setting body for veterinary education, assessment, and professional recognition across Australia and New Zealand.

AVBC plays a critical role in safeguarding the quality and consistency of veterinary practice by:

- Accrediting veterinary schools
  - Delivering the Australasian Veterinary Examination (AVE)
  - Supporting specialist recognition frameworks
  - Working collaboratively with jurisdictional veterinary boards, governments, and the profession
  - assessment of veterinary skills, experience and qualifications for migration, as the assessing authority approved by the Australian Government for the occupation of Veterinarian
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#### **Purpose of the AVE Committee**

The Australasian Veterinary Examination (AVE) is a non-award qualification which gives the holder eligibility to apply for registration as a veterinarian in Australia and New Zealand. The AVE Committee (The Committee) oversees the development, quality assurance, standard setting, and continuous improvement of the AVE to support a registration pathway that is:

- Aligned to the relevant Day One Competencies and contemporary veterinary practice
- Designed and governed according to principles of validity, reliability, fairness, and defensibility
- Informed by appropriate evidence, professional standards, and regulatory expectations
- Fit for purpose in assessing threshold entry-to-practice competence

In doing so, the Committee contributes to public confidence in the examination, supports appropriate professional standards, and promotes robust and defensible registration decision-making.

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#### **Role Purpose**

The AVE Committee Chair (The Chair) provides independent leadership, governance oversight and strategic direction to the AVE Committee, ensuring it operates effectively within its delegated authority and delivers a robust, defensible and sector-aligned examination framework.

The Chair plays a critical role in ensuring:

- The AVE reflects best practice in assessment and psychometrics
- Decision-making is evidence-based, transparent and defensible
- The Committee maintains credibility across the veterinary sector and with the public

## **Key Responsibilities**

### **1. Governance and Leadership**

- Lead the Committee in accordance with AVBC governance frameworks and delegated authority
- Ensure the Committee operates within its Terms of Reference and Examination Charter
- Promote a culture of integrity, accountability and continuous improvement
- Ensure appropriate oversight of risks, particularly examination integrity and reputational

### **2. Strategic Oversight of the AVE**

- Oversee the design, development and continuous improvement of the AVE
- Ensure alignment with:
  - Day One Competencies
  - Contemporary veterinary practice across jurisdictions
  - Workforce needs and public expectations
- Ensure the AVE remains fit-for-purpose across diverse clinical settings

### **3. Quality Assurance and Defensibility**

- Ensure robust quality assurance frameworks are in place, including:
  - Standard setting processes
  - Moderation and calibration
  - Appeals and review mechanisms
- Oversee independent psychometric review processes (minimum every three years)
- Ensure decisions are supported by data, evidence and expert input
- Implement and monitor candidate anonymisation protocols and examination security frameworks

### **4. Committee Effectiveness and Membership**

- Lead and facilitate effective, well-structured meetings
- Approve agendas and ensure balanced, informed discussion and decision-making
- Ensure the Committee maintains appropriate sector representation, including:
  - Private practice
  - Emergency/critical care
  - Academia
  - Education and assessment expertise
  - Consumer/public interest perspective
- Support performance, development and succession planning of Committee members

### **5. Stakeholder and Board Interface**

- Act as the primary liaison between the AVE Committee and the AVBC Board
- Provide clear, concise and timely reporting to the Board
- Escalate material risks, integrity issues or policy matters
- Contribute to broader AVBC governance and strategic discussions where relevant

### **6. Risk and Compliance Oversight**

- Ensure the AVE operates within:
  - AVBC policies
  - Legal and regulatory expectations
  - Data security and confidentiality requirements

- Oversee maintenance of an AVE-specific risk register
  - Ensure conflicts of interest are appropriately declared and managed
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### **Key Working Relationships**

- AVBC Board
  - CEO and AVBC Executive
  - Head of Education
  - Committee Members and Advisors
  - External experts (e.g. psychometricians, education specialists)
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### **Skills and Experience**

#### **Essential**

- Demonstrated senior leadership and governance experience (Board or Committee level)
- Strong understanding of:
  - Assessment systems and/or professional examinations
  - Governance in standards-setting or regulatory-adjacent environments
- Ability to exercise independent judgement and strategic oversight
- Experience in risk management and assurance frameworks
- Excellent facilitation, communication and stakeholder management skills

#### **Highly Desirable**

- Experience in:
  - Veterinary education, accreditation or examination systems
  - Psychometrics or assessment design
  - Multi-jurisdictional or international standards frameworks
- Understanding of public interest governance and ACNC expectations

#### **Behavioural Capabilities**

- Integrity and professionalism
  - Collaborative and inclusive leadership style
  - Commitment to evidence-based decision-making
  - Ability to manage complexity and competing perspectives
  - Strong alignment to AVBC's purpose and values
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#### **Time Commitment**

- Attendance at all scheduled Committee meetings (aligned to AVE cycles)
  - Preparation and review of papers
  - Participation in out-of-session decisions or working groups as required
  - Additional time for Board reporting and stakeholder engagement
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#### **Appointment and Tenure**

- Chair is appointed by the AVBC Board
- Standard term: three (3) years, maximum two consecutive terms

**Reporting Line**

Reports to the AVBC Board and works closely with the CEO and Head of Education.

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**Location**

Meetings are primarily virtual, with occasional in-person (Melbourne) meetings as required.

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**Remuneration**

Remuneration is determined by the AVBC Board in accordance with the remuneration policy and relevant governance requirements.

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**Compliance Obligations**

The Chair must:

- Comply with AVBC policies (including conflicts of interest and confidentiality)
  - Act in the best interests of AVBC and the public
  - Maintain strict confidentiality of examination materials and deliberations
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**Performance Review**

Performance of the Chair will be:

- Reviewed periodically by the AVBC Board
- Assessed against delivery of Committee outcomes, governance effectiveness and leadership