

Australasian Veterinary Boards Council Ltd

Veterinary Schools Accreditation Advisory Committee (VSAAC)

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. The 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 qualifications and experience for migration purposes, as the assessing authority approved by the Australian Government for the occupation "Veterinarian"
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Purpose of the VSAAC

The Veterinary Schools Accreditation Advisory Committee (the Committee) supports AVBC's charitable purpose by ensuring that veterinary education programs:

- Produce graduates who are safe, competent and fit for practice
- Align with Day One Competencies and contemporary veterinary practice
- Meet the expectations of regulators, the profession and the community
- Maintain international recognition and comparability

The Committee plays a critical role in safeguarding public trust, professional standards and workforce quality.

Role Purpose

The VSAAC Chair (The Chair) provides independent leadership, governance oversight and strategic direction to the VSAAC, ensuring it operates effectively within its delegated authority and delivers a robust, transparent and defensible accreditation framework.

The Chair plays a critical role in ensuring:

- Accreditation standards reflect best practice in veterinary education and quality assurance
 - Accreditation decisions are evidence-based, consistent and defensible
 - The accreditation system maintains credibility with regulators, universities, the profession and the public
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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 Accreditation Standards
- Promote a culture of integrity, independence, accountability and continuous improvement
- Ensure appropriate oversight of risks, particularly accreditation integrity and reputational risk

2. Strategic Oversight of Accreditation

- Oversee the development, implementation and continuous improvement of accreditation standards and processes
- Ensure alignment with:
 - Day One Competencies
 - Contemporary veterinary practice across jurisdictions
 - Regulatory expectations and workforce needs
- Ensure accreditation frameworks remain fit-for-purpose across diverse educational contexts

3. Quality Assurance and Defensibility

- Ensure robust accreditation and review processes are in place, including:
 - Site visit frameworks and assessment methodologies
 - Consistent application of standards across institutions
 - Clear documentation and reporting processes
- Oversee calibration and consistency across assessment teams
- Ensure accreditation decisions are supported by evidence, expert input and transparent reasoning

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 expertise and representation, including:
 - Veterinary education and academia
 - Clinical practice
 - Accreditation and quality assurance expertise
 - Public/consumer perspective (where appropriate)
- Support performance, development and succession planning of Committee members

5. Accreditation Process Oversight

- Oversee the integrity and consistency of accreditation processes, including:
 - Preliminary assessments
 - Site visit planning and execution
 - Review of draft and final reports
 - Committee deliberations and recommendations
- Ensure appropriate separation between assessment activities and decision-making oversight
- Maintain independence and objectivity in all accreditation decisions

6. Stakeholder and Board Interface

- Act as the primary liaison between the VSAAC and the AVBC Board
- Provide clear, concise and timely reporting to the Board on accreditation outcomes and trends
- Escalate material risks, integrity issues or policy matters
- Represent the Committee in relevant external or stakeholder engagements where required

7. Risk and Compliance Oversight

- Ensure accreditation activities operate within:
 - AVBC policies and governance frameworks
 - Legal and regulatory expectations
 - International accreditation expectations where applicable
- Oversee maintenance of an accreditation-specific risk register
- Ensure conflicts of interest are appropriately declared and managed, particularly in relation to institutions under review

Key Working Relationships

- AVBC Board
 - CEO, AVBC Executive and VSAAC Secretariat
 - Accreditation assessment teams and panel members
 - Committee Members and Advisors
 - Veterinary schools and university representatives
 - External experts (e.g. education specialists, quality assurance professionals)
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Skills and Experience

Essential

- Demonstrated senior leadership and governance experience (Board or Committee level)
- Strong understanding of:
 - Higher education quality assurance and/or accreditation systems
 - 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 and/or accreditation systems
 - Professional standards or regulatory frameworks
 - International accreditation or recognition systems

Behavioural Capabilities

- Integrity and independence
 - 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 accreditation cycles)
 - Participation in accreditation deliberations and out-of-session decisions
 - Review of reports and documentation
 - 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
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Reporting Line

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

Location

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

Remuneration

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

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 accreditation materials, Committee deliberations and data
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Performance Review

Performance of the Chair will be:

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