New Committee Member Nomination and Selection Process SOP

Reference: ACVPM Bylaws, Article VII – Committees (April 2020)

Section 2. Continuity: The president-elect shall make committee appointments at the time of assuming the office of the president. The president shall also make committee appointments for vacancies occurring during a president’s term of office. The most recently appointed committee member shall be considered the most junior member of the committee. All committee appointments must receive approval of the Executive Board.

Nomination and Selection Process

- Committee Chairs (CC) discuss the need to fill a vacancy with Committee
- Vacancy announcements must include information on training, background, and experience desired for the position. For some Committees, the information needs to be specific to the vacancy being advertised (e.g., Epidemiology and Biostatistics Subject Matter Expert vacancy on the Examinations Committee; or Uniformed Services expertise on a Committee that lacks such representation).
- CC submits a description of their requirement(s) to Communications Committee for publication in May newsletter
  - Note: Exam Committee replacement nominees are due by April 1 with full process completed before June 1 in order to invite new Diplomate to AVMA exam scoring meeting
  - Volunteers can come from personal contacts, vacancy posting in newsletter, ACVPM-Listserv, social media sites, emails from CC or Executive Board, Diplomate inquiry, volunteer form throughout the year, etc.
  - Volunteer must be a Diplomate in good standing.
- Interested volunteers must complete the Volunteer Form on the website and provide a brief bio and a current CV.
- CC discusses roles, responsibilities, expectations, and selection/approval process with interested volunteers. Refrain from telling the volunteer anything about the likelihood of being nominated or selected, or making informal position offers.
- CC sends name(s) of recommended nominee(s) with brief bio(s) to Councilors and EVP
  - EVP verifies Diplomate is in good standing
- Councilors compile slate of qualified nominees for all committees by June 30 and submits to EVP & President. Exceptions:
  - Examinations Committee replacement nominees
  - Unexpected vacancies – the above process can be utilized at any time during the year
- President adds the name to Board agenda if concurs with nominee
  - If does not concur, notifies Councilor who notifies CC requesting another nominee.
- Candidates presented to Executive Board no later than the Annual Meeting (or earlier for unplanned vacancy).
- EB approves all committee appointments.
- President notifies new committee members via emailed letter no later than two weeks after the EB concurrence or the Annual Membership Meeting.
  - EVP prepares letters for President
  - President emails the letters

Reviewed and approved by the ACVPM Executive Board: January 2021