American College of Veterinary Preventive Medicine  
Strategic Planning Committee (SPC)  
Standard Operating Procedures (SOP)  
SPC Approved January 13, 2020

I. Membership
A. The SPC consists of twelve members. The members include the ACVPM President, ACVPM Past-President, ACVPM President-Elect, ACVPM Executive Vice-President (EVP), the ACVPM Secretary/Treasurer, an ACVPM councilor, the ACVPM American Board of Veterinary Specialties (ABVS) Representative and representatives from the Epidemiology Specialty, Internal Affairs Committee, Communications Committee, Maintenance of Certification Committee, Continuing Education Committee, Membership and Outreach Committee, and Examination Committee.
B. Members will serve a minimum of a single-year term up to a maximum of 3 years. Committees will identify the next SPC representative in their annual reports submitted to the Executive Board by June 1 for approval. SPC representatives must be at least in the 2nd year of serving on their primary committee. Committee Chair Emeritus members are allowed to serve on the SPC at the discretion of the individual Committees for one year past their Committee Chair term.
C. Membership representatives will switch in June, prior to the Annual Meeting. Have new representatives come to a few meetings with current representatives.
D. Committee Representatives
   i. Communications Committee
   ii. Continuing Education Committee
   iii. Examination Committee
   iv. Internal Affairs Committee
   v. Maintenance of Certification Committee
   vi. Membership and Outreach Committee
E. The Vice Chair position will be held by the President.

II. Committee Duties
A. The SPC will provide a strategic direction to the College for a rolling 3-year period.
B. Based on a review of the College’s strengths, weaknesses, opportunities, and threats, review of the most recent membership survey, and the budget for the next Fiscal Year, the SPC will validate the current Strategic Objectives or identify additional Strategic Objectives on an annual basis.
C. Review the Strategic Milestones monthly and ensure suspenses and targets are being met.
D. The SPC will evaluate and align the 3-year vision with the Strategic Objectives and Milestones on an annual basis.
E. The review and alignment will occur during the Annual Meeting.
F. Submit required documentation and reviews per the Executive Board directed timeline.
G. Annually update the membership on the Strategic Plan and Strategic Objectives.
III. Roles and Responsibilities:

A. The Committee Chair will:
   1. Schedule and conduct all meetings and webinars.
   2. Guide the committee and assign tasks that must be accomplished throughout the year.
   2. With the committee, establish appropriate vision during the Annual Meeting with appropriate strategic objectives and milestones and ensure milestones are being accomplished per the anticipated suspense dates.
   3. Ensure the membership is kept apprised of the Strategic Plan and encourage membership engagement and feedback with the SPC.
   4. Complete the annual committee report that includes a summary of the SPC’s activities, accomplishments, and open items. The report will also give committee recommendations for procedural improvement to the EB.
   5. Submit nominations for the next year’s replacement Committee representatives to the President.
   6. Ensure that appropriate documentation of the committee’s activities is provided to the EVP for permanent storage.
   7. Lead committee review of the Strategic Plan documentation, bylaws and SOP on an annual basis.
      a. The SOP is to be submitted to the Executive Board for their review and approval by March 1.
      b. The bylaws are to be reviewed and any recommendations for edits are to be submitted to the Executive Board by March 1.
   8. Ensure all open issues are tracked to closure.
   9. After consultation with the SPC, recommend to the President any Working Groups or Task Forces the Committee requires to accomplish specific objectives.
   10. Present the Annual Report and Strategic Plan objectives and milestones to the ACVPM Executive Board during the annual meeting and to the membership during the Annual Membership Meeting or designate another committee member, if unable to attend.
   11. Update the Executive Board on the status of the Strategic Objectives and Milestones during Executive Board/Committee Chair meetings. SPC requests, questions or clarifications will be passed to the Executive Board during this meeting, as needed.
   12. Inform the SPC of any requests from the Executive Board, other Committees, or the membership during the monthly meetings.

B. The Vice-Chair will:
   1. Be filled by the ACVPM President.
   2. In the absence of, or lack of response from the Chair, accomplish the responsibilities of the Chair.
   3. Assist in managing Strategic Planning Objective milestones and Working Group timelines.
   3. Perform other duties as requested by the Committee Chair.

C. The Secretary will:
   1. Be appointed during the first SPC meeting after the Annual Meeting.
2. Take minutes during all meetings and send the meetings out to the SPC for comments and edits prior to the next meeting.
3. Archive approved minutes in the files on the SPC page on the ACVPM website the month they are passed.

D. Committee members will:
   1. Attend, actively engage, and vote during SPC meetings and discussions.
   2. Annually review, discuss and edit, if needed, the SPC SOP and review the ACVPM Bylaws to determine if any changes should be recommended to the Executive Board.
   3. Review the Strategic Plan, Strategic Objectives, and Milestones monthly.
   4. Actively work to accomplish the Strategic Objectives and Milestones at the direction of the Chair and Vice-Chair.

E. The Strategic Objective Point-of-Contacts will:
   1. Be assigned by the Chair when a Strategic Objective is formulated.
   2. Provide guidance and direction to the SPC as to the status and requirements to meet the Strategic Objective Milestones.
   3. Guide SPC member’s taskings for accomplishing the Strategic Objective Milestones.
   4. Provide guidance to the SPC when additional Strategic Objective Milestones are needed and when a Strategic Objective has been accomplished.

F. The Working Group/Task Force Liaisons will:
   1. Be appointed by the Chair when a Working Group/Task Force has been approved by the President.
   2. Liaise between the SPC and the Working Group to align SPC objectives with Working Group taskings.
   3. Attend both SPC meetings and the Working Group meetings and provide a monthly update to the SPC.

IV. Strategic Plan Procedures:
A. Working Groups
   1. The SPC will recommend the formation of a WG to the President for approval.
   2. The SPC member will be appointed as a WG liaison after the approval of the WG. The WG liaison will attend both SPC meetings and WG meetings to align SPC objectives and WG taskings. The SPC liaison will update the committee when new information becomes available.
   3. WG members must be Diplomates in good standing or an Emeritus member and have an updated ACVPM website profile.
   4. Diplomates can self-nominate for a WG through the volunteer page on the ACVPM website and will be required to submit a brief resume/bio and a statement of interest.
   5. The WG will select a Chair, and co-Chairs as needed, from within the WG. The WG Chair will be responsible for scheduling monthly meetings and appointing a secretary to take notes.
A. The Annual Schedule is subject to change pending Executive Board direction and requests. The chair will ensure the SPC membership reviews and discusses documentation prior to the required deadlines.
   1. March 1: SOP submitted to the Executive Board
   2. March 1: Bylaw review completed and requested edits submitted to the IA Committee
   3. May 1: Budget Due
   4. June 1: Annual Report due
   5. June: SP Committee Annual re-alignment sent to the Executive Board
   6. July/August: Present Annual Report to Executive Board and Membership
   7. September: Strategic Plan membership update