

# AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE EXECUTIVE BOARD POSITION DESCRIPTIONS\*

## Elected Positions

[Councilor](#)

[Secretary/Treasurer](#)

[President-Elect](#)

[Epidemiology Specialty President \(pending approval by Executive Board\)](#)

## Appointed Positions

[American Board of Veterinary Specialists \(ABVS\) Representative](#)

[Executive Vice President](#)

## Succession Positions

[President](#)

[Past President](#)

## **Councilor (Elected position; Term of Service 3 Years)**

There are three Councilors on the Executive Board, with one position elected each year given the staggered terms. The Councilor is a voting member of the Executive Board and attends all Executive Board meetings. The Councilor will act as a liaison between the Executive Board and at least 3 standing committees. The time commitment is generally between 8-10 hours/month with the weekly time commitment varying between 1-5 hours/week. The Councilor is a non-voting member of the respective assigned Committees and attends all meetings for those Committees. The Councilor will act as an advisor to the Committees and is responsible for providing historical context and relaying information and requests to and from the Executive Board. The ACVPM Bylaws Article III sections 1-5 contains additional language regarding the Councilor position.

## **Secretary-Treasurer (Elected Position; Term of Service 3 Years)**

The secretary-treasurer shall:

- Be a co-custodian, with the executive vice president, of all financial assets of the College.
- Hold the executive vice president responsible for:
  - Distributing monies from the general fund.
  - Paying all expenses of the College subject to the direction of the Executive Board.

- Maintaining a file of all vouchers and invoices accompanying them for a period of three (3) years.
- Depositing all monies in the name of the American College of Veterinary Preventive Medicine in a federally insured bank approved by the Executive Board.
- Provide a detailed financial report at the regular meeting of the College and at such other times as the Executive Board may request.
- Invest reserve funds in accordance with policies established by the Executive Board.
- Give bond in the amount deemed necessary by the Executive Board with custodianship of the cost of such bond paid by the College.
- Relinquish all funds, properties, and records to the succeeding secretary-treasurer.
- Serve as the recording secretary for meetings of the general membership and Executive Board and provide copies of the minutes to Executive Board members and other individuals as appropriate.
- Provide and track official correspondence for the College as directed by the president

### **President-Elect (Elected Position; Term of Service 2 Years)**

As outlined in the ACVPM Constitution and Bylaws, the president-elect serves as an officer of the College along with the president, secretary-treasurer and immediate past president and such other officers as the Bylaws may from time to time specify. The president-elect shall be an active member in good standing for at least five years immediately prior to election. A new president-elect shall be elected every two years prior to the annual meeting except as provided in Section 4 or 5 of the Constitution. The terms of the president-elect shall commence at the end of the annual meeting following their election and shall terminate at the end of the annual meeting following the next election of the office. The president-elect serves as a voting member of the Executive Board; the administrative and policy-making body of the College. The president-elect also serves as a voting member of the Finance Committee, the Nominations and Awards Committee, the Strategic Planning Committee, and as a liaison representative without the right to vote to the Internal Affairs Committee.

#### **General Duties**

Immediately after installation, the president-elect needs to become aware of and engaged in all of the activities of the College (College Officers, Executive Board, and Committees). Note: the spreadsheet of Committee Timelines and Deadlines can serve as a tool to help get familiar with many of the activities of the College. Periodic consultations with the President and the Executive Vice President also ensure that the officers of the college are approaching strategic and controversial issues consistently. The president-elect should be prepared to immediately succeed to the office of president in the event of the president's absence or inability to act.

Considering the variety and diversity of an active Specialty College with a large number of volunteer leaders, commitments, deadlines and other obligations, the president-elect needs to be prepared to oversee and lead a wide variety of College activities; ensuring that the College operates in accord with the Constitution, Bylaws and other Standard Operating Procedures. Necessary leadership skills include strong communication and time management skills; keen attention to details and an appreciation for deadlines; delegation abilities, including motivational support of other volunteer leaders; and most importantly a positive and enthusiastic outlook for the mission and objectives of the College. At all times the president-elect should actively promote and represent ACVPM while attending other veterinary meetings and events (examples: association meetings, ACVPM booths, speaking to veterinary students). The president elect should plan to maintain personal social media accounts in accordance with those that ACVPM has accounts for (e.g., Facebook, LinkedIn) and share interactions with Diplomates or news applicable to members.

**Monthly (time commitments):**

- Attend and actively participate in Monthly Executive Board, Finance Committee, Strategic Planning Committee, Internal Affairs Committee meetings; and other meetings as invited (1-3 hours each). In advance of the meetings, work with College leaders to help set and prepare agendas and review documents; ensuring the documents are at a stage to be acted upon by the committee or Executive Board (2-10 hours/month). Review and comment on documents prepared for the college as a result of these meetings (finance reports, minutes, official correspondence; 2-10 hours per month).
- Review and comment on any and all draft documents that are under preparation within the College (both administrative and operational; 2-10 hours per month).
- Review and comment on all periodic Committee SOP updates, Committee Annual Reports, and Quarterly Newsletter Articles (4 hours)
- Assist College Leaders on special projects as needed (examples: Presidential initiatives; assisting Councilor and Internal Affairs Committee on comprehensive Bylaws review; varying time commitment).
- Attend ad hoc teleconference meetings with College leaders, accountant, Executive Vice President, and/or Administrative Assistant (1-2 hours monthly).

**Annually (time commitments):**

- Attend and actively participate in all-day Executive Board business meeting, assisting with the preparation as needed. (8-hour meeting and 8 hours preparation and 4 hours follow-up).
- Attend and actively participate in general membership meeting (3-4 hour meeting with 2 hours preparation).

- Attend and participate in ACVPM-wide annual webinars (examples: New Committee Member Orientation; New Diplomate Orientation).
- Participate as requested in the annual administration of the certification examination in Columbus, Ohio (example: serving as proctor; 2 days plus travel).
- Update and Maintain the spreadsheet of Committee Timelines and Deadlines (6 hours).
- Attend any periodic face-to-face College meetings (example: Strategic Planning Committee; 8 hours + travel, 12 hours preparatory and post-meeting activities)
- Attend and participate on Nominations and Awards Committee ensuring voting and nominations are within the scope of the Bylaws (4 hours).

### **President (Succession; Term of Service 2 Years)**

In addition to the duties outlined in the ACVPM Constitution and Bylaws, the President, as the chief executive officer of the College, shall (time commitment):

- Be responsive to member inquiries in a timely manner (1 hour monthly)
- Address issues as they arise, informing the Executive Board (EB) as necessary (variable)
- Delegate responsibilities to appropriate employee (Executive Vice President [EVP], Administrative Assistant [Admin Asst.]) or volunteer leader (variable)
- Make fiscally responsible suggestions to the Finance Committee and the EB that benefit members, volunteer leaders, and promotes the College (variable)
- Communicate with the EVP and Admin Asst. at least weekly
  - Ensure weekly invites are set up, prepare agendas and lead weekly calls with EVP, Admin Asst. (2-3 hours weekly)
    - Follow up on action items (1-4 hours weekly)
- Serve as EVP backup when he/she is out of the office (variable)
- Ensure all required reports and tax documents are filed annually, on time
  - Review the tax form and ensure it is signed by the appropriate ACVPM representative (1-2 hours annually)
  - Review the ABVS annual and multi-year reports; sign and ensure submitted (2-4 hours annually)
- Ensure content on the ACVPM website accurately represents the College, activities, volunteer leaders (1-2 hours monthly)
  - Review all forms, videos, promotional materials prior to posting on the ACVPM website (1-2 hours monthly)
- Convene Executive Board meetings
  - Prepare all meeting materials and send out in advance of webinars/calls allowing time for review (whenever possible) (6 to 8 hours per meeting)
    - Recommend using Google Docs/Sheets to allow other parties to contribute to the agenda, committee documents needing review, etc.

- Monthly EB meetings; Quarterly EB meetings with all Committee Members (total ~16 meetings/year)
  - Ensure that calendar invites with accurate connection details for calls/webinars are provided to meeting participants (2 hours annually)
  - Preside over webinars/calls following parliamentary procedure; encourage input from all members to ensure broad and diverse perspectives are heard (1-3 hours per meeting)
    - Follow up on action items (1-2 hours per meeting)
  - Ensure email reminders are sent to those with OPEN items on previous agendas to ensure the topic is addressed in a timely manner. (1-2 hours monthly)
  - Share documents with Administrative Assistant to post on the appropriate ACVPM website group page for archive purposes. (15 minutes monthly)
  - Review and provide applicable comments/edits on all meeting minutes (1 hour per meeting)
- Oversee the hiring, semi-annual reviews, and implement any corrective actions associated with the EVP and Admin Asst. (2-4 hours annually)
  - Review and update employment contracts for EVP, Admin Asst. (2 hours annually)
- Convene and lead College Meetings
  - Determine dates for Annual Membership Meeting in collaboration with EVP, Exec Board, Exam Committee, Epidemiology Specialty President (1-2 hours annually)
  - Work with EVP, Admin Asst. to select food/beverages for Annual Membership meeting (2-3 hours annually)
  - Ensure webinar capabilities are available, links are sent to members ahead of time, ensure webinar is recorded, edited, and posted on ACVPM website (work with Admin Asst.) (8-10 hours if editing all recordings; 3-6 hours if not editing)
  - Ensure Committee Chairs, EVP, Treasurer, Epidemiology Specialty President submit PPT slides and create master presentations for EB and Annual Membership meetings (4-6 hours annually)
- Correspond with members via email and newsletter
  - Write periodic, timely emails about College activities, opportunities, EB actions and send to members from personal email or via website (2-3 hours monthly x 9)
    - If using personal email, download active, emeritus and inactive members from website database, set “Direct Replies to” to include EVP, Admin Asst.
  - Write quarterly articles for the newsletter and proofread the full newsletter before distribution to members (2-4 hours quarterly)

- Attend and actively participate in Finance and Strategic Planning Committee teleconferences and other meetings as invited, reviewing and commenting on all applicable documents (2-3 hours each meeting)
  - Serve as Vice-Chair of the Strategic Planning Committee
- Email letters to EB-approved Emeritus members notifying them of status change; EVP/Admin Asst. will mail those without email addresses; use mail merge and template (30 minutes monthly)
- Appoint new and communicate with all Committee Members
  - Review new committee member nomination materials and recommend acceptance to EB (2-3 hours annually)
  - Notify new committee members of their appointment, duties (email letter using template; 3 hours annually)
  - Ensure “New Committee Members” webinar occurs; present with EVP, Admin as needed (1 hour annually)
  - Inform Committees of their duties, deadlines for SOP updates, annual reports (2 hours annually)
  - Review all Committee SOPs, annual reports and ensure a meeting is scheduled 30 days prior to the in-person EB meeting to review questions with EB, All Committee Members (12-15 hours annually)
- Appoint Ad Hoc Committees as needed
- Attend the administration of the ACVPM Exam
  - Welcome candidates and serve as an ambassador for the College (3 days annually with travel)
  - Serve as proctor (as needed)
  - Send thank you letter to Dean of The Ohio State University, and ACVPM members who assisted with exam administration (2 hours annually)
- Ensure new Diplomates are welcomed
  - Host and record a “Welcome New Diplomates” webinar (1-2 hours annually); ensure recording is posted to ACVPM website
  - Provide digital signature for certificates
- Send results letter to Program Director of the ACVPM-certified training program after certification or re-certification activities.
- Maintain personal social media accounts in accordance with those that ACVPM has accounts for (e.g., Facebook, LinkedIn) and share interactions with Diplomates or news applicable to members (1-2 hours monthly)
- Actively promote and represent ACVPM by, but not limited to:
  - Ensuring promotional materials accurately reflect current College status; review and record “ACVPM Overview” presentation as needed (1-2 hours annually)
  - Contacting program directors of PH/VP training programs to encourage application for ACVPM-certification

- Attending non-ACVPM veterinary meetings and events (examples: association meetings, ACVPM booths, speaking to veterinary students) (variable time)
- Set annual goals for ACVPM, and work with EB and College leaders and members to achieve both long- and short-term goals in a fiscally responsible manner
- Update the President Position Description annually
- Make all resources available to the President-elect during transition out of office (3-6 hours at end of President term)

### **Past President (Succession; Term of Service 2 Years)**

The immediate past president shall:

- Serve as the chair of the Nominations and Awards Committee.
- Serve as the chair of the Strategic Planning Committee
- Serve as the College's liaison representative to the American Association of Public Health Veterinarians (AAPHV) and other organizations as directed by the president.

### **Executive Vice President (Appointed Position; Term of Service Indefinite)**

The EVP oversees the ACVPM's operational performance and attaining its financial goals. The EVP serves as primary administrative officer of the college, reports to the Executive Board, and is accountable for assisting in executing the ACVPM's mission, policies and values.

#### **Duties (from the ACVPM Bylaws, Article II, Section 5d):**

- Serve as an ex officio member of the Executive Board, be the chief administrative officer of the College, and be responsible to the Executive Board.
- Is responsible for the daily conduct of College business including the disbursement of monies from the general fund to meet current College expenses within the budget approved by the Executive Board.
- Transfers all official College records of historical value as determined by the Executive Board to the Department of Special Collection, Iowa State University Library, Ames, Iowa 50011.
- Ensure publication and distribution of the College newsletter and other documents as directed by the Executive Board.
- Serve as a custodian of College property.
- Prepares an administrative report to be presented at the annual business meeting.
- Files the annual College income tax return with the Internal Revenue Service.
- Serves as liaison to the Communications, Credentials, and Examinations Committees without the right to vote.
- Assists the Internal Affairs Committee in preparing the College's annual report and Five-Year In-Depth Report for review by the Executive Board and submission to the American Board of Veterinary Specialties (ABVS).
- Serve in staff support to the Credentials and Examination Committees.

- Coordinates all relevant activities and committee functions to ensure the scheduled publication and distribution deadlines are met for newsletters, ballots, amendments or any other official actions required of or by the College.
- Coordinates revenue generating affiliations with College-sponsoring organizations as directed and approved by the Executive Board.
- Serves as a co-custodian, with the secretary-treasurer, of the College's financial assets.
- Reviews all requests by members for Emeritus/Resignation member status and makes recommendations to the Executive Board.
- (To be added to bylaws) Maintains the ACVPM website.
- (To be added to bylaws) Serves as a voting member of the Strategic Planning and Financial Committees.

#### **Other duties:**

- Website
  - Member database maintenance
    - Update member type and membership status for all ACVPM members (Diplomate, Inactive, Emeritus, Retired, Deceased, Candidate)
    - Create custom fields as needed to refine search capabilities (i.e. epi specialty, year certified, exam pass/fail, retakes, etc.)
    - Handle password reset requests
  - Answer questions submitted via the "Contact Us" feature on website
  - Develop/edit web pages as needed and update menus
  - Develop process/invoices for dues payments
    - Set up the "rules" for annual dues and epi specialty
    - Create "Store Order" invoices for:
      - Overdue membership dues payments
      - Applicant registration fee
      - Epi specialty exam application and payment
      - Board exam initial and retake fees
      - Other invoices as needed
  - Create and maintain online processes
    - Emeritus/Resignation requests
    - Travel approval/reimbursement
    - Photo/Video submissions
    - Credentials Committee – ACVPM exam application process
      - Assist applicants with registration and profile creation
      - Update and maintain exam application process
      - Process payments for initial and retake fees
      - Track and communicate with provisional candidates
    - Epi Specialty – exam application process
      - Assist applicants with registration and profile creation
      - Maintain exam application process
      - Process payments for initial and retake fees

- Examinations Committee:
    - Track all candidates from initial application through diplomate status
    - Review and process all deferral requests and verify remaining eligibility
    - Process Special Accommodations requests with Exam Committee
    - Review requests to take exam remotely with Exam Committee
    - Monitor/approve deferral requests
    - Monitor/track retake status – full exam, essay only or multiple choice only
    - Work with ExamSoft representative to keep “test taker” list up to date (names, email addresses, etc.)
    - Edit/deliver exam info letter (contains hotel/travel information, ExamSoft instructions, etc.)
    - Handle logistics for Exam Committee’s meetings
    - Work with contracted exam administration site faculty/staff on logistics for the credentialing examination (rooms, transportation, food, etc.). Coordinate contracting information related to the selection and approval of the examination site.
  - Maintenance of Certification Committee
    - Worked with committee reps to develop and maintain online tracking of certification points using “Professional Development” area of profile
  - Voting process
    - Collect info from EB and create ballot on website
    - Monitor ballot info and report results to EB
- Insurance
  - Established contact with Hub International re: the ACVPM liability policy
  - Pay annual premiums
  - Maintain copy of policy in Corporate Record Book
- Financial Items
  - Voting member of Finance Committee
  - Hold ownership of ACVPM Certificate of Deposit from previous EVP
  - Review/process all dues payments
    - Paid by check: deposit checks, close invoices, update profiles
    - Paid on-line: answer email questions on payment, explain dues vs. store order system, reset password, etc.
  - Review monthly bank and CC statements and categorize entries for CPA using chart of accounts
  - Meet monthly with CPA and Secretary/Treasurer
  - CardPointe – review monthly transaction/fee summary
- AVMA conference
  - Serve as point of contact for booth, meeting room and hotel reservations

- Make all needed reservations in conjunction with EB plus Membership and Outreach, Examinations and Epi Specialty Committees
- Assist with menu planning
- Pay all upfront costs, meeting invoices, and travel vouchers
- Booth shipment
- Order items for booth (giveaways, supplies) as needed

### **Epidemiology Specialty President (Elected position; Term of Service 2 Years)**

Position Description Pending

### **Representative to the Veterinary Specialty Organization Committee (VSOC) and American Board of Veterinary Specialties (ABVS) (Appointed Position; Term of Service 4 Years)**

The VSOC representative serves on the ACVPM Executive Board without the right to vote. According to the ACVPM bylaws, “with the concurrence of the Executive Board, a past chair of the Internal Affairs Committee will be designated to serve as the College's representative to the ABVS for a four (4) year term at the conclusion of the previous representative's term or his/her resignation from this position.”

The 4-year term is renewable pending the representative’s interest, performance, support of the ACVPM Executive Board and membership, and election to a VSOC leadership position (at-large; or vice-chair which succeeds into chair and past chair, requiring a 3-year term) or appointment to the ABVS (which requires a 4-year term).

#### **Duties of the ACVPM representative to the VSOC include:**

- Representing the ACVPM to the VSOC by:
  - Attending the annual in-person meeting at AVMA Headquarters typically scheduled for February or March.
  - Participating on VSOC quarterly conference calls/webinars (approximately 2 hours in length), and
  - Participating in email and list-serve discussions among VSOC members.
- Attending the monthly ACVPM Executive Board monthly meetings (calls, webinars, in-person annually).
- Providing a summary of VSOC and ABVS activities to the ACVPM Executive Board before and after the VSOC annual meeting and prior to submission of the ABVS reports.
- Clarifying any issues related to the one or three-year reports. Provide feedback from the ABVS to the ACVPM and develop resolutions to any issues.
- Alerting the ACVPM to any pertinent issues being discussed at VSOC or ABVS which may impact the College.
- Serving as a liaison to the ACVPM Internal Affairs Committee without the right to vote.
- Serving as an ex officio member of the ACVPM Strategic Planning Committee.
- Submitting an annual budget for projected travel expenses to the Finance Committee.

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\* The position descriptions for the secretary-treasurer is taken from the ACVPM Bylaws approved in July 2019.

\* The position description for the President, President Elect, Past President, Councilor position are approved by the ACVPM Executive Board.

\* The position description for the Executive Vice President (EVP) was created and approved by the Executive Board in August 2019.