



# ASVCP

**American Society for Veterinary Clinical Pathology**

4300 Duraform Lane, Suite A, Windsor, WI 53598 USA

Phone: 1-608-443-2479 • Email: [info@asvcp.org](mailto:info@asvcp.org)

## Call for Officer Nominations: 2025 ASVCP Election

The Nominations Committee is seeking nominations for:

- President Track (President-Elect, President, Immediate Past President)
- Executive Board Member
- Treasurer-Elect

Brief overviews of the major duties associated with each position are provided below. For additional information, please contact [Melinda Camus](#), 2024-2025 ASVCP Immediate Past President.

### **PRESIDENT TRACK (PRESIDENT-ELECT/PRESIDENT/IMMEDIATE PAST PRESIDENT):**

Serve a 3-year term:

- 1st year – President-Elect
- 2nd year – President
- 3rd year – Immediate Past President

Major Duties of the President-Elect:

- Participate in monthly executive board meetings
- Participate in email discussions of important issues
- Encouraged to attend the Annual Meeting
- Serve as a member of the Program Committee
- Serve as a liaison to ASVCP committees

Major Duties of the President:

- Serve as Chairman of the Executive Board
- Preside at all meetings (includes teleconferences, electronic mail discussions, Executive Board meetings, the Annual Business Meeting, etc); in conjunction with The Rees Group set agendas for the meetings
- In conjunction with the committee liaisons of the Executive Board, oversee all committee functions and communications
- Interface with the ACVP
- Review the ASVCP Newsletter and prepare a President's Message for each issue
- Serve as the primary interface with The Rees Group

Major Duties of the Immediate Past President:

- Facilitate transition of office to the new President
- Write letters of thanks and, as needed, in conjunction with The Rees Group, press releases
- Serve as Chair of the Nominating Committee for open Executive Board positions
- Assist with ASVCP Awards
- Encouraged to attend the Annual Meeting
- Participate in monthly executive board meetings
- Participate in email discussions of important issues
- Serve as a liaison to ASVCP committees

### **EXECUTIVE BOARD MEMBER:**

- Serve a 3-year term
- Participate in monthly executive board meetings
- Participate in email discussions of important issues
- Encouraged to attend the Annual Meeting
- Serve as liaison to committees
- During the first year, assist in developing the ASVCP continuing education program for the annual ACVIM Forum
- During the second year, coordinate the ASVCP mystery slide and case discussion sessions at the Annual Meeting



**American Society for Veterinary Clinical Pathology**

4300 Duraform Lane, Suite A, Windsor, WI 53598 USA

Phone: 1-608-443-2479 • Email: [info@asvcp.org](mailto:info@asvcp.org)

### **TREASURER-ELECT/TREASURER TRACK**

Serve a 4-year term

- 1st year – Treasurer-Elect
- 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> year – Treasurer

Major Duties of the Treasurer:

- Sign legal documents as required
- Oversee all financial resources, financial accounts and tax records of the Society
- Approve all expenses over limits set by the Executive Board
- Prepare a proposed budget for the ensuing fiscal year to be reviewed and ratified by the Executive Board prior to the beginning of the fiscal year
- Submit a financial report to the membership at the annual business meeting
- Fulfill filing requirements of the Internal Revenue Service