

**Convention Promotion • Speed  
Networking • Recent Graduate  
and Collegiate Forum • Student  
Lunch & Learn • Accreditation  
Day • Veterinary Day at the  
Capitol • Liaison and Student  
Board Member Recruitment and  
Training • Executive Board**

**Meeting • Recent Graduate and  
Class of 2018 • Student Force • VBMA**

**Student**

**Leadership  
Handbook**





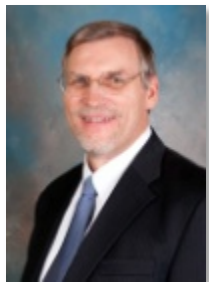
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## KEY

SBM	Student Board Member
MVMA	MVMA Staff
LS	Liaisons
VBMA	VBMA President or designee
RGCTF	MVMA Recent Graduate & Collegiate Task Force

## CONTACT INFORMATION



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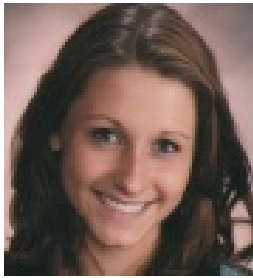
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Class of 2021  
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**Project: MVMA Convention Promotion**

**Description:** Project consists of emails to students from class liaisons as well as from the MVMA office, announcements at student meetings by class liaisons and student board member, possibly posters at school or other means of word of mouth communication.

**When:** starting in November through end of year. Last push when students return from break.

**Who is involved:** Student Board Member, All Class Liaisons, MVMA Staff

**Steps to completion and timeline for each step:**

**November**

SBM	Remind Linda Berent to announce their day off to attend convention.
MVMA SBM LS	MVMA will send student board member electronic registration book and link to online registration. From there the student board member will initiate liaisons to reach out to their class with the notification via e-mail.
SBM	Student Board member will notify Club leaders to make announcement, letting them know about the upcoming convention.
MVMA SBM	MVMA will contact student board member to start coordinating the rooming list for convention.
SBM	Student board member will prompt each class liaison to work with their class to fill rooming list.
LS	Liaisons will send information to board member to compile.

**December**

SBM	Board member will send finalized compiled rooming list to Julie at the MVMA by predetermined deadline (approximately December 10).
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**January**

LS	Second email notice should go out to the students via the class liaison to register for the convention.
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**Project: Speed Networking (revised 1/13/16)**

**Description:** Project organizing and promoting this event at the MVMA convention which is interviewing in the style of speed dating – five minutes per interview. Veterinarians and student must be recruited.

**When:** starting in May through end of year. Last push when students return from break.

**Who is involved:** VBMA President, MVMA Recent Graduate Task Force

**Steps to completion and timeline for each step:**

**May**

VMBA	VBMA discusses/makes decision to hold the VBMA Speed Networking event at the MVMA convention in January. - 1 <sup>st</sup> years have speaker for SCAVMA credit. - 2 <sup>nd</sup> years potentially have preceptorship interviews - 3 <sup>rd</sup> & 4 <sup>th</sup> years attend traditional Speed Networking.
VBMA	VBMA notifies the MVMA of the new officers.

**June**

MVMA	MVMA will contact VBMA President to find out if they want to hold the Speed Networking event at convention.
RGCTF	Recent Graduate & Collegiate Task Force Chair(s) will contact VBMA to help coordinate events.
VBMA	The VBMA will begin looking for a speaker for the parallel VM-1 event to qualify for credits.
MVMA	MVMA staff arranges for room availability and setup and event promotion in MVMA print and electronic publications, and provides on-site signage.
VBMA	VBMA responsible for promoting to students and recruiting participants

**November**

MVMA	MVMA add to registration form for vets and students the speed networking event
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**December**

VBMA	Students will load resumes to their profile page on MVMA website.
MVMA	MVMA will then create a “group” and participants will be added to when they sign up on registration form.
VBMA	VBMA recruit an MC for the event (Angela Tennison)

**January**

MVMA VBMA	2 weeks pre convention the MVMA will send VBMA President and Angela Tennison a list of veterinarians & students registered for Speed Networking. They will send email to vets for type of interview conducted. (live/mock/preceptor etc.) Color coded cards can be used to identify at the event for organizing. An email will be sent to students to load resume’s if they have not already done so.
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VBMA	On site at convention – VBMA will organize layout and coordinate event.
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**Project: Recent Graduate and Collegiate Forum**

**Description:** An event at the MVMA Convention serving MVMA recent graduates and collegiate members. Usually a two-hour Friday evening event.

**When:** Planning is undertaken during and between meetings of the Recent Graduate and Collegiate Task Force, with promotional information needed by Mid-September for the fall convention registration brochure and by December 1 for the on-site convention program. Final planning and preparation in December and the weeks leading up to the convention in January.

**Who is involved:** Recent Graduate and Collegiate Task Force, Class liaisons, Student Board Member, MVMA Staff

**Steps to completion and timeline for each step:**

**June**

MVMA	MVMA staff arranges for room availability
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**September**

RGCTF	Recent Graduate & Collegiate TF (RG&C TF) Chair sends MVMA details for the forum for the registration book.
MVMA	MVMA arranges setup as desired by the RGCTF, and event promotion as directed by the RGCTF in MVMA print and electronic publications, and provides on-site signage, as well as recruitment of sponsorship and food and beverage.

**November**

RGCTF	RG&C TF Chair sends MVMA final details to be printed in the onsite program.
RGCTF	Recent Graduate Task Force responsible for content and promotion, especially to recent graduates
MVMA LS	MVMA sends Liaisons a template to email to their class letting them know about all the happenings for students at convention. Class liaisons, Student Board Member responsible for promotion to students



**Project: MVMA Student Lunch & Learn**

**Description:** An event at the college during two lunch periods where MVMA buys them lunch and talks to them, usually about legislative issues.

**When:** Promotion to students in late February on, event takes place in March.

**Who is involved:** Class liaisons, Student Board Member, Possibly a student Special Project Coordinator, MVMA Staff

**Steps to completion and timeline for each step:**

**January**

LS	2 <sup>nd</sup> year liaison contact MVMA before the convention to see if they still want to do a Lunch and Learn in the Spring
MVMA LS SBM RGCTF	Schedule a time at MVMA Convention where a topic for the Lunch and Learn and other information can be discussed. Settle on exact date for the presentation Figure out what time/how many presentations need to be done for the first and second year classes

**February**

LS	All liaisons send email to all of their class promoting the event, include all information for date, time, topic, mention that lunch will be served, and include an electronic survey that students may RSVP to in order to get lunch. Include a deadline that they must RSVP by, which usually corresponds with the deadline that Julie gives you in order for her to tell the caterer.
LS	Create flyer promoting Lunch and Learn – Can contact Julie or previous years liaison to see template used for previous year. Submit to SCAVMA secretary to have the flyer circulate on the school computer’s powerpoint presentation screen saver things. Submit to CVM Mail Filter periodically to have the email sent to entire school.
LS	Check with Julie about food for the event, she usually picks out the place and orders the food, but just double check with her that you don’t need to do anything else
LS	Reserve Adams Conference Center for all time slots needed for the event Can also use Auditorium or W235 in academic building if for some reason Adams is unavailable. Contact Rose Leykamp in the Deans office to reserve any room. <a href="mailto:leykampr@missouri.edu">leykampr@missouri.edu</a>
LS	Contact Cindy at The Zou and let her know the date of the event so she may alter her lunch plans for that day. Also tell her that you will let her know the exact RSVP numbers when you have them. <a href="mailto:thezou@missouri.edu">thezou@missouri.edu</a>

**March**

LS	Close RSVP survey and have numbers ready to give Julie by the date necessary.
LS	Send Cindy at The Zou RSVP numbers
LS	Day of event: <ul style="list-style-type: none"><li>- Have tables set up in Adams Foyer (or wherever event is being held) in order for caterer to set up</li><li>- Usually caterer will bring everything needed (plates, napkins, cups, drinks, etc...) but just double check with Julie that nothing else is needed</li><li>- Print out a document for each session with students who RSVPed names so they can initial to make sure that they are coming when they RSVPed</li><li>- Please let the first group of students listening to the presentation that they CANNOT take seconds of food since there is a second session that needs to eat after them</li></ul>

## Project: Accreditation Day

**What:** An event sponsored and hosted by the College for 4<sup>th</sup> year students in the spring. It is the last time the 4<sup>th</sup> year class is all together before graduation. It is also the last chance for the MVMA to get in front of the students, to have them fill out a member application form with addresses where they may be able to be reached after graduation. Even though they are already collegiate members of MVMA, we have them fill out another application to remind them who we are, and to gather this valuable updated contact information since they first joined as 1<sup>st</sup> year students.

**When:** Usually Early March

**Who is involved:** MVMA staff, the 4<sup>th</sup> year Class liaison, MVMA President, An MVMA recent graduate member

### Steps to completion and timeline for each step:

#### January

MVMA	Dr. Berent (usually) invites Executive Director to participate
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#### February

MVMA	MVMA staff arranges for the participation and coordination of the speakers
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#### March

MVMA	Presentation is given
LS SBM	Class liaison (and student board member if they are a 4 <sup>th</sup> year student) should identify themselves to the MVMA representatives prior to start of presentation so they can be recognized from the podium.

**Project: Veterinary Day at the Capitol (VDAC) Participation**

**Description:** MVMA’s Veterinary Day at the Capitol asks members to come in for a day to learn about legislative issues, and then visit with their legislators about those issues. Veterinary students are invited to participate in this event.

**When:** Usually in Early March ~ 9:30 a.m.-3:00 p.m.

**Who is involved:** Class liaisons, Student Board Member, MVMA Staff

**Steps to completion and timeline for each step:**

**January**

MVMA	MVMA promotion of the event via convention booth, emails, website, social media etc.
MVMA	MVMA develops online RSVP
MVMA	MVMA staff arranges for lunch, advocacy training and discussion of key issues
MVMA	MVMA coordinates transportation from MVMA office to Capitol
LS	3 <sup>rd</sup> & 4 <sup>th</sup> year liaisons should encourage classes to participate if they have an off block
LS	1 <sup>st</sup> & 2 <sup>nd</sup> year liaisons should encourage those with particular interest - Templates are available from the MVMA to help with details

**February**

MVMA LS	MVMA & liaisons will want to continue to promote VDAC with a couple more emails etc.
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**March**

MVMA	Veterinary Day at the Capitol event
LS	Students can carpool to MVMA office in Jefferson City
MVMA	MVMA will pair students up with seasoned VDAC attendees if they wish
MVMA	Training, discussion of bills and questions will all happen before we head to the Capitol
MVMA	MVMA provides shuttle service to the Capitol
MVMA	Meetings will be set up with Key Legislators to meet with as a group
MVMA	MVMA serves as support to participants at Capitol
LS	All attendees may want to bring business cards

**Project: MVMA Liaison and Student Board Member Recruitment and Training**

**Student Board Member**

2013-2017 Katherine LaValle, Class of 2017

**Class Liaisons**

Class of 2015 Kristen McCullough

Class of 2016 Elizabeth Farnan

Class of 2017 Lauren Ross

Class of 2018 Kamila Zdanewicz

**Description:** Meetings of MVMA staff and MVMA Student Board Member, Class Liaisons, VBMA President, any Special Project Coordinator, and College Faculty/Staff (Ron Cott/Angela Tennison).

**When:** Post Convention

**Who** is involved: Same as above

Individual responsibilities/steps/timeline:

**Steps to completion and timeline for each step:**

**January**

MVMA SBM LS VBMA	Meet at convention with all available including MVMA staff, student board member, class liaisons, VBMA president, any special project coordinator, and College Faculty/Staff (Angela Tennison, Craig Payne), potential new 1 <sup>st</sup> year class liaison, potential new student board member when applicable.
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**February**

SBM	Student board member and Angela Tennison should recruit 1 <sup>st</sup> year class liaison. - Can be done with an email to class giving the expectations and requesting a couple sentences as to why they would like to be the liaison. - Student board member doubles as 1 <sup>st</sup> year liaison until one has been appointed.
SBM	Student board member and Angela Tennison work together to get an idea for the new 1 <sup>st</sup> year student board member recruit. Should include Richard Antweiler, MVMA Executive Director in the final decision.
SBM	MVMA Student Board Member arranges for time, date and place at the college or elsewhere (or online) most appropriate and conducive to participants' schedules. Expenses (such as meal), if applicable, underwritten by MVMA.

**March**

MVMA	Send new student board member & 1 <sup>st</sup> year class liaison welcome letter.
MVMA	New and old student board members and all class liaisons including new 1 <sup>st</sup> year liaison, VBMA president, VBMA President-elect, any special project coordinator, should meet with the MVMA , Angela Tennison and possibly Craig Payne after convention to welcome and go over responsibilities/handbook/timeline. Determine succession process, from old leaders to new leaders.

**April**

SBM	New and old board members should attend spring board meeting. If unable to attend would be nice to have one of the class liaisons attend in your absence.
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**June**

SBM	Student board member should review MVMA website for collegiate member contact and provide feedback to MVMA staff on old or inaccurate items and additions needed and suggested improvements.
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**Project: MVMA Board Meeting**

**Description:**

**When:** Three times per year. January, April, September

**Who is involved:** MVMA Executive Board (includes student board member)

**Individual responsibilities:**

Sounding board and resources for student involvement

Communicate as a voice for the student body

**Steps to completion and timeline for each step:**

MVMA	At each board meeting the date/time is announced for the next board meeting
MVMA	10 days out from the meeting a board packet will be emailed to you to review prior to the meeting.
SBM	Student Board Member should attend each meeting. If unable to attend would be helpful to have one of the class liaisons attend in your absence.

**Project: Participation on MVMA Recent Graduate and Collegiate Task Force**

**Description:** Task Force for developing and managing MVMA’s programs for recent graduate and collegiate members

**When:** Year-round Promotion to students in late February

**Who is involved:** Class liaisons, Student Board Member, MVMA Staff

**Steps to completion and timeline for each step:**

**January**

MVMA	MVMA Staff places Class Liaisons and Student Board Member on Task Force
RGCTF	Task Force meets at MVMA Convention in January and possibly on one or two online meetings throughout the year.
RGCTF LS SBM	Work on projects as designated from outcome of meetings.



**Project: VBMA member reception and MVMA promotion**

**Description:** A Reception held by the VBMA in Columbia.

**When:** Friday after VET in August

**Who is involved:** VBMA President, Class liaisons, Student Board Member, MVMA staff

**Steps to completion and timeline for each step:**

**May**

VBMA	VBMA books room to hold the event
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**June**

MVMA	MVMA contacts VBMA to request a presence at the VBMA reception
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**July**

MVMA	MVMA recruits 2-3 MVMA members <ul style="list-style-type: none"><li>○ Recent Graduate &amp; Collegiate Task Force Chair</li><li>○ Student Board member</li><li>○ Class liaisons if available</li><li>○ Dr. Clark Fobian if available</li></ul>
MVMA	MVMA create slide show of pictures on laptop
MVMA	Bring collegiate applications

**Project: Student attendance at MVMA Committee Meetings**

**Description:** MVMA will invite students to attend committee meetings.

**When:** November-December

**Who is involved:** Class liaisons, Student Board Member, MVMA Staff, Angela Tennison

**Steps to completion and timeline for each step:**

**October**

MVMA	MVMA sends student board member: - List of committees - Time commitment - What is student involvement
SBM	Student board member sends request to all class liaisons with deadline
LS	Liaisons communicate opportunities to students, request a response, and develop a list of names with emails, by committee, who would wish to serve. - Send compiled information to student board member by predetermined deadline.

**December**

SBM	First week of December student board member sends compiled list to Julie at MVMA
MVMA	MVMA staff works with MVMA president to make appointments and notify either way those who expressed an interest.
MVMA	MVMA staff assumes all responsibility for communicating with them after this as they would any other committee member.
MVMA	Notification will be sent inviting students to face-to-face committee meetings at the January convention.

**Project: Communicating benefits of MVMA Student Membership to Students**

**Description:** Through an email or other means, each year, each class should be reminded of the benefits of MVMA student membership including:

<ul style="list-style-type: none"> <li>• Lunch &amp; Learns at the College</li> </ul>
<ul style="list-style-type: none"> <li>• MVMA Annual Convention registration and housing</li> </ul>
<ul style="list-style-type: none"> <li>• Student organization speakers bureau for Club distribution</li> </ul>
<ul style="list-style-type: none"> <li>• Committee involvement</li> </ul>
<ul style="list-style-type: none"> <li>• All member communications</li> </ul>
<ul style="list-style-type: none"> <li>• Veterinary Career Network</li> </ul>
<ul style="list-style-type: none"> <li>• Representation on Student legislative issues (student loan program)</li> </ul>
<ul style="list-style-type: none"> <li>• VET Dinner sponsorship</li> </ul>
<ul style="list-style-type: none"> <li>• Networking with future employers, preceptorship clinics, and mentors</li> </ul>
<ul style="list-style-type: none"> <li>• Social media communication</li> </ul>

**When:** September-October

**Who is involved:** Class liaisons, Student Board Member

**Steps to completion and timeline for each step:**

**September**

SBM MVMA	Student Board member assists MVMA in preparing a template email reflecting the above benefits.
LS	Send template email referenced above to classmates.

# CALENDAR OF PROJECTS BY MONTH

## JANUARY

LS	<b>MVMA Convention Promotion</b>	Second email notice should go out to the students via the class liaison to register for the convention.
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MVMA VBMA	<b>Speed Networking</b>	2 weeks pre convention the MVMA will send VBMA President and Angela Tennison a list of veterinarians & students registered for Speed Networking. They will send email to vets for type of interview conducted. (live/mock/preceptor etc.) Color coded cards can be used to identify at the event for organizing. An email will be sent to students to load resume's if they have not already done so.
VBMA	<b>Speed Networking</b>	On site at convention – VBMA will organize event layout

LS	<b>MVMA Student Lunch &amp; Learn</b>	2 <sup>nd</sup> year liaison contact MVMA before the convention to see if they still want to do a Lunch and Learn in the Spring
MVMA LS SBM RGCTF	<b>MVMA Student Lunch &amp; Learn</b>	Schedule a time at MVMA Convention where a topic for the Lunch and Learn and other information can be discussed. Settle on exact date for the presentation Figure out what time/how many presentations need to be done for the first and second year classes

MVMA	At each board meeting the date/time is announced for the next board meeting	
MVMA	10 days out from the meeting a board packet will be emailed to you to review prior to the meeting.	
SBM	Student Board Member should attend each meeting. If unable to attend would be helpful to have one of the class liaisons attend in your absence.	
MVMA	<b>Accreditation Day</b>	Dr. Berent (usually) invites Executive Director to participate

MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA promotion of the event via convention booth, emails, website, social media etc.
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA develops online RSVP
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA staff arranges for lunch, advocacy training and discussion of key issues

MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA coordinates transportation from MVMA office to Capitol
LS	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	3 <sup>rd</sup> & 4 <sup>th</sup> year liaisons should encourage classes to participate if they have an off block
LS	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	1 <sup>st</sup> & 2 <sup>nd</sup> year liaisons should encourage those with particular interest - Templates are available from the MVMA to help with details

MVMA SBM LS VBMA	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	Meet at convention with all available including MVMA staff, student board member, class liaisons, VBMA president, any special project coordinator, and College Faculty/Staff (Angela Tennison, Craig Payne), potential new 1 <sup>st</sup> year class liaison, potential new student board member when applicable.
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MVMA	<b>Participation on MVMA Recent Graduate and Collegiate Task Force</b>	MVMA Staff places Class Liaisons and Student Board Member on Task Force
RGCTF	<b>Participation on MVMA Recent Graduate and Collegiate Task Force</b>	Task Force meets at MVMA Convention in January and possibly on one or two online meetings throughout the year.
RGCTF LS SBM	<b>Participation on MVMA Recent Graduate and Collegiate Task Force</b>	Work on projects as designated from outcome of meetings.

## FEBRUARY

LS	<b>MVMA Student Lunch &amp; Learn</b>	All liaisons send email to all of their class promoting the event, include all information for date, time, topic, mention that lunch will be served, and include an electronic survey that students may RSVP to in order to get lunch. Include a deadline that they must RSVP by, which usually corresponds with the deadline that Julie gives you in order for her to tell the caterer.
LS	<b>MVMA Student Lunch &amp; Learn</b>	Create flyer promoting Lunch and Learn – Can contact Julie or previous years liaison to see template used for previous year. Submit to SCAVMA secretary to have the flyer circulate on the school computer's powerpoint presentation screen saver things. Submit to CVM Mail Filter periodically to have the email sent to entire school.

LS	<b>MVMA Student Lunch &amp; Learn</b>	Check with Julie about food for the event, she usually picks out the place and orders the food, but just double check with her that you don't need to do anything else
LS	<b>MVMA Student Lunch &amp; Learn</b>	Reserve Adams Conference Center for all time slots needed for the event Can also use Auditorium or W235 in academic building if for some reason Adams is unavailable. Contact Rose Leykamp in the Deans office to reserve any room. <a href="mailto:leykampr@missouri.edu">leykampr@missouri.edu</a>
LS	<b>MVMA Student Lunch &amp; Learn</b>	Contact Cindy at The Zou and let her know the date of the event so she may alter her lunch plans for that day. Also tell her that you will let her know the exact RSVP numbers when you have them. <a href="mailto:thezou@missouri.edu">thezou@missouri.edu</a>

MVMA	<b>Accreditation Day</b>	MVMA staff arranges for the participation and coordination of the speakers
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MVMA LS	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA & liaisons will want to continue to promote VDAC with a couple more emails etc.
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SBM	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	Student board member and Angela Tennison should recruit 1 <sup>st</sup> year class liaison. - Can be done with an email to class giving the expectations and requesting a couple sentences as to why they would like to be the liaison. - Student board member doubles as 1 <sup>st</sup> year liaison until one has been appointed.
SBM	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	Student board member and Angela Tennison work together to get an idea for the new 1 <sup>st</sup> year student board member recruit. Should include Richard Antweiler, MVMA Executive Director in the final decision.
SBM	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	MVMA Student Board Member arranges for time, date and place at the college or elsewhere (or online) most appropriate and conducive to participants' schedules.

		Expenses (such as meal), if applicable, underwritten by MVMA.
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## MARCH

LS	<b>MVMA Student Lunch &amp; Learn</b>	Close RSVP survey and have numbers ready to give Julie by the date necessary.
LS	<b>MVMA Student Lunch &amp; Learn</b>	Send Cindy at The Zou RSVP numbers
LS	<b>MVMA Student Lunch &amp; Learn</b>	Day of event: <ul style="list-style-type: none"> <li>- Have tables set up in Adams Foyer (or wherever event is being held) in order for caterer to set up</li> <li>- Usually caterer will bring everything needed (plates, napkins, cups, drinks, etc...) but just double check with Julie that nothing else is needed</li> <li>- Print out a document for each session with students who RSVPed names so they can initial to make sure that they are coming when they RSVPed</li> <li>- Please let the first group of students listening to the presentation that they CANNOT take seconds of food since there is a second session that needs to eat after them</li> </ul>

MVMA	<b>Accreditation Day</b>	Presentation is given
LS SBM	<b>Accreditation Day</b>	Class liaison (and student board member if they are a 4 <sup>th</sup> year student) should identify themselves to the MVMA representatives prior to start of presentation so they can be recognized from the podium.
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	Veterinary Day at the Capitol event
LS	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	Students can carpool to MVMA office in Jefferson City
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA will pair students up with seasoned VDAC attendees if they wish
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	Training, discussion of bills and questions will all happen before we head to the Capitol
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA provides shuttle service to the Capitol
MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	Meetings will be set up with Key Legislators to meet with as a group

MVMA	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	MVMA serves as support to participants at Capitol
LS	<b>Veterinary Day at the Capitol (VDAC) Participation</b>	All attendees may want to bring business cards

MVMA	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	Send new student board member & 1 <sup>st</sup> year class liaison welcome letter.
MVMA	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	New and old student board members and all class liaisons including new 1 <sup>st</sup> year liaison, VBMA president, VBMA President-elect, any special project coordinator, should meet with the MVMA , Angela Tennison and possibly Craig Payne after convention to welcome and go over responsibilities/handbook/timeline. Deliberate success process, from old leaders to new leaders.

## APRIL

SBM	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	New and old board members should attend spring board meeting. If unable to attend would be nice to have one of the class liaisons attend in your absence.
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MVMA	At each board meeting the date/time is announced for the next board meeting	
MVMA	10 days out from the meeting a board packet will be emailed to you to review prior to the meeting.	
SBM	Student Board Member should attend each meeting. If unable to attend would be helpful to have one of the class liaisons attend in your absence.	
MVMA	<b>Accreditation Day</b>	Dr. Berent (usually) invites Executive Director to participate

## MAY

VMBA	<b>Speed Networking</b>	VBMA discusses/makes decision to hold the VBMA Speed Networking event at the MVMA convention in January. - 1 <sup>st</sup> years have speaker for credit. - 2 <sup>nd</sup> years potentially have preceptorship interviews - 3 <sup>rd</sup> & 4 <sup>th</sup> years attend traditional Speed Networking.
VBMA	<b>Speed Networking</b>	VBMA notifies the MVMA of the new officers.



VBMA	<b>VBMA member reception and MVMA promotion</b>	VBMA books room to hold the event
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## JUNE

MVMA	<b>Speed Networking</b>	MVMA will contact VBMA President to find out if they want to hold the Speed Networking event at convention.
RGCTF	<b>Speed Networking</b>	Recent Graduate & Collegiate Task Force Chair(s) will contact VBMA to help coordinate events.
VBMA	<b>Speed Networking</b>	The VBMA will begin looking for a speaker for the parallel VM-1 event to qualify for credits.
MVMA	<b>Speed Networking</b>	MVMA staff arranges for room availability and setup and event promotion in MVMA print and electronic publications, and provides on-site signage.
VBMA	<b>Speed Networking</b>	VBMA responsible for promoting to students and recruiting participants

MVMA	<b>Recent Graduate and Collegiate Forum</b>	MVMA staff arranges for room availability
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SBM	<b>MVMA Liaison and Student Board Member Recruitment and Training</b>	Student board member should review MVMA website for collegiate member contact and provide feedback to MVMA staff on old or inaccurate items and additions needed and suggested improvements.
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MVMA	<b>VBMA member reception and MVMA promotion</b>	MVMA contacts VBMA to request a presence at the VBMA reception
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## JULY

MVMA	<b>VBMA member reception and MVMA promotion</b>	<p>MVMA recruits 2-3 MVMA members</p> <ul style="list-style-type: none"> <li>○ Recent Graduate &amp; Collegiate Task Force Chair</li> <li>○ Student Board member</li> <li>○ Class liaisons if available</li> <li>○ Dr. Clark Fobian if available</li> </ul>
MVMA	<b>VBMA member reception and MVMA promotion</b>	MVMA create slide show of pictures on laptop
MVMA	<b>VBMA member reception and MVMA promotion</b>	Bring collegiate applications

## SEPTEMBER

RGCTF	<b>Recent Graduate and Collegiate Forum</b>	Recent Graduate & Collegiate TF (RG&C TF) Chair sends MVMA details for the forum for the registration book.
MVMA	<b>Recent Graduate and Collegiate Forum</b>	MVMA arranges setup as desired by the RGCTF, and event promotion as directed by the RGCTF in MVMA print and electronic publications, and provides on-site signage, as well as recruitment of sponsorship and food and beverage.

SBM MVMA	<b>Communicating benefits of MVMA Student Membership to Students</b>	Student Board member assists MVMA in preparing a template email reflecting the above benefits.
LS	<b>Communicating benefits of MVMA Student Membership to Students</b>	Send template email referenced above to classmates.

MVMA	At each board meeting the date/time is announced for the next board meeting	
MVMA	10 days out from the meeting a board packet will be emailed to you to review prior to the meeting.	
SBM	Student Board Member should attend each meeting. If unable to attend would be helpful to have one of the class liaisons attend in your absence.	
MVMA	<b>Accreditation Day</b>	Dr. Berent (usually) invites Executive Director to participate

## OCTOBER

MVMA	<b>Student participation on MVMA Committees</b>	MVMA sends student board member: <ul style="list-style-type: none"> <li>- List of committees</li> <li>- Time commitment</li> <li>- What is student involvement</li> </ul>
SBM	<b>Student participation on MVMA Committees</b>	Student board member sends request to all class liaisons with deadline
LS	<b>Student participation on MVMA Committees</b>	Liaisons communicate opportunities to students, request a response, and develop a list of names with emails, by committee, who would wish to serve. <ul style="list-style-type: none"> <li>- Send compiled information to student board member by predetermined deadline.</li> </ul>

## NOVEMBER

SBM	<b>MVMA Convention Promotion</b>	Remind Linda Berent to announce their day off to attend convention.
MVMA SBM LS	<b>MVMA Convention Promotion</b>	MVMA will send student board member electronic registration book and link to online registration. From there the student board member will initiate liaisons to reach out to their class with the notification via e-mail.
SBM	<b>MVMA Convention Promotion</b>	Student Board member will notify Club leaders to make announcement, letting them know about the upcoming convention.

MVMA	<b>Speed Networking</b>	MVMA add to registration form for vets and students the speed networking event
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RGCTF	<b>Recent Graduate and Collegiate Forum</b>	RG&C TF Chair sends MVMA final details to be printed in the onsite program.
RGCTF	<b>Recent Graduate and Collegiate Forum</b>	Recent Graduate Task Force responsible for content and promotion, especially to recent graduates
MVMA SBM	<b>Recent Graduate and Collegiate Forum</b>	MVMA sends to board member who sends it to liaisons a template to email to their class letting them know about all the happenings for students at convention. Class liaisons, Student Board Member responsible for promotion to students

## DECEMBER

VBMA	<b>Speed Networking</b>	VBMA recruit an MC for the event (Angela Tennison)
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MVMA	<b>Student attendance MVMA Committees</b>	Notification will be sent inviting students to face-to-face meetings at the January convention.
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# Other Information

## MVMA Student Liaisons

Class of 2009	Melissa Austin-Gundel
Class of 2010	Mary Green
Class of 2011	Kelvin Urday
Class of 2012	Lauren Wineinger
Class of 2013	Amy Pisarkiewicz
Class of 2014	Charles Robinson
Class of 2015	Kristen McCullough
Class of 2016	Elizabeth Farnan
Class of 2017	Lauren Ross
Class of 2018	Kamila Sandoval
Class of 2019	Melissa Siegrist
Class of 2020	Natalie Liberman
Class of 2021	Jordynne Walker

## MVMA Student Board Members Past & Present

2017-	Sonja Perry Class of 2019, Board Member
2018-	Katie Molind, Class of 2021, Alternate Board Member
2015-2017	Sonja Perry, Class of 2019, Alternate
2013-2017	Katherine LaValle, Class of 2017
2005	Beth Furbeck
2006	Meredith Hall
2007-2009	Mary Green
2010-2012	Doug Suntrup
2013	Katherine Rist

## Responsibilities and Objectives of MVMA Student Liaisons

- Be a channel of communication in both directions – carry information to their respective classes from the MVMA and bring information to the MVMA from the university and their class
- Serve as intermediary for scheduling events
- Serve as point of contact for students wanting to utilize MVMA services (such as speaker bureau)
- Facilitate special events and coordinate MVMA outreach with student testing schedules
- Continue as a member of task force after graduation to provide information and priorities of new/recent graduate.

## MVMA Contacts

Richard Antweiler, Executive Director, [rantweiler@movma.org](mailto:rantweiler@movma.org)

Julie Braun, Operations Manager, [jrbraun@movma.org](mailto:jrbraun@movma.org)

## MVMA

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