

AAIV Board Member and Officer Position Descriptions

Our Mission

To promote the value of veterinarians in human and animal healthcare industries.

Our Vision

To be indispensable for improving the health and welfare of all species.

Overview & Objectives

Board members for AAIV have the opportunity to:

1. Advance the professional standards of veterinarians involved in industry and other non-clinical practice.
2. Advocate for and represent members in veterinary medicine and in the public arena.
3. Provide opportunities for the members to meet and develop networks within the veterinary community.
4. Promote communication and cooperation between this organization and other organizations with mutual interests.

Board positions are non-paid and entered into on a voluntary basis. Board members serve for a term of three years and may be re-elected to additional terms. Each board member should be well informed and engaged in the work of AAIV. All members are charged with interpreting and representing the work of AAIV to the veterinary community at large.

Expectations of Board Members

Policy and Oversight

- Board Members must be AAIV and AVMA members in good standing
- Attend board meetings, review past board meeting minutes and other pertinent information prior to the meetings and come prepared for meaningful discussion, decision and policy making
 - Attend at least one in-person or virtual board meeting per year (VMX, AVMA)
 - Attend at least 50% of the regularly scheduled board phone/video calls each year
- Participate in at least one committee or working group as appropriate for each member's strength, experience, and interest
- Stay well informed about the organization's work and its presence in the veterinary profession and animal health industry
- Participate in setting overall policy
- Participate in member and board member recruitment and share prospects with the Nominating Committee
- Oversee and monitor the financial health of AAIV in the following ways:
 - Establish financial policy based on goals determined during planning sessions
 - Review and approve the annual budget
 - Monitor expenses and revenues to ensure overall financial solvency
- Assist with fundraising by identifying new revenue streams, new sponsors, and cultivating existing sponsor relationships

- Monitor and evaluate the overall effectiveness of the AAIV strategic business plan, programs, and their role in fulfilling its mission
- Each board member will serve as the lead relationship liaison for one current sponsor and one sponsor prospect

Give Direction and Plan for the Future

- Actively participate in all relevant planning sessions, including short term, long term and strategic sessions
- Maintain, update and monitor the organization's ability to fulfill its short term, long term and strategic plans

Guidelines for Conduct

- Announce to the board any potential or actual conflict of interest. Abstain from voting on the issue(s) giving rise to the conflict
- Treat other board members, team members and the public with dignity and courtesy and provide an opportunity for all parties to be heard with due respect for their opinions
- Present personal criticisms of any activity directly to the President or the Executive Director prior to board meetings
- When expressing personal opinions in public, board members should clearly identify opinions as personal and that his/her opinions do not necessarily represent the opinions of the AAIV

General Rules for Synergy

(As adapted from the Josephine County, Oregon Department of Health & Community Action)

1. Think win-win. Keep minds, hearts, and expressions open to new ideas and new possibilities.
2. Seek first to understand, then to be understood
3. Value the difference in opinions and seek creative cooperation and collaboration
4. Recognize different opinions, viewpoints and perspectives as helpful when seeking a solution
5. Listen with the intent to understand, not reply
6. Offer an alternative or solution if you disagree with what's proposed
7. Start on time, end on time, identify timelines
8. Be loyal to the absent
9. Take responsibility for what you need, want or don't want. Use "I" statements
10. Evaluate progress at the end of each meeting, restate action items and timelines, and issue minutes after each meeting
11. Show respect for each other
 - Only one person speaks at a time
 - Avoid interruptions
 - No side conversations
 - No personal attacks – discuss issues and concerns, not people
 - Talk to, not about another person

Officer Roles and Responsibilities

President

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Working with the Executive Director and the board set goals and tone of AAIV
- Preside at AAIV board and executive committee meetings
- Preside at annual AAIV member meeting held at VMX and at AAIV networking reception held at AVMA
- Perform administrative and executive director responsibilities as assigned by the by-laws and in accordance with AVMA needs as allied organization
- Working with the Executive Director and board develop & grow relationships with sponsors
- Manage relationship with the Executive Director as needed to direct/fulfill organizational goals

President-Elect

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Support President and rest of board on an as-needed basis
- Conduct meetings if President is absent or unable
- Respond to member questions and requests if President is unable to do so
- Manage communications with and reports from committee chairs
- Participate in setting meeting agendas
- Attend and participate in all meetings of the Board of Directors and Executive Committee
- Review agenda and supporting materials prior to board and committee meetings and conference calls
- Annually review and vote on association's budget
- Initiate and maintain sponsorships for the association

Immediate Past President

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association
- Support the president and the President-Elect on an as-needed basis
- Attend and participate in all meetings of the Board of Directors and Executive Committee
- Assist the Board of Directors in carrying out its fiduciary responsibilities
- Review agenda and supporting materials prior to board and committee meetings and conference calls
- Annually review and vote on association's budget
- Prepare and present information at meetings on behalf of the Association as needed

Vice President of Marketing & External Communications

- Manage relationship with social media company
- Develop/oversee development of monthly/annual content calendar
- Support connecting sponsors with social media company for sponsor driven content (sponsor content and job posting)
- Provide guidance for additional content sources

- Oversee publishing of newsletter (Executive Director team puts content together)
- Call for content from board/members
- Flag potential content when discussed during board meetings
- Plan webinar calendar with board support
- Secure webinar speakers
- Oversee webinar execution (communication and organization done by Executive Director team)

Vice President of Finance

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Chair sponsorship outreach and stewardship committee
- Set budget for fiscal year
- Submit yearly 990 and lead in maintaining tax-exempt status
- Record income and expenses on a regular basis
- Report to board before every meeting
- Deposit checks from sponsors and members
- Disperse payments for expenses
- Attend and participate in all meetings of the Board of Directors and Executive Committee

Vice President of Internal Communications

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Lead efforts to strengthen member engagement and participation in AAIV
- Identify opportunities for members to become more involved in AAIV committees, programs, events and leadership
- Seek member input and feedback and bring relevant member needs, interests, and concerns to the board for consideration
- Support member recruitment and retention efforts
- Work with the Executive Board to support effective board governance and engagement
- Coordinate annual review of AAIV bylaws, board position descriptions and governance policies and recommend updates as needed
- Support orientation and onboarding of new board members, including board roles, responsibilities and governance expectations
- Promote board member participation, accountability and follow-through on board and committee responsibilities
- Support leadership development and succession by identifying and encouraging members interested in future AAIV volunteer and leadership opportunities

At-Large Board Member

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIV board member position description
- Serve as chair of at least one AAIV committee beginning second year of term
- Strongly consider successively serving in officer position

Affiliate At-Large Board Member

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIIV board member position description

House of Delegates Representative

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIIV board member position description
- Represent AAIIV within the AVMA House of Delegates (HOD), and attend winter and summer HOD meetings, including participation in the work of HOD in Reference Committees and Allied Caucus.
- Inform AAIIV board members about AVMA issues, policies & resolutions which may impact AAIIV members.
- Submit proposed resolutions, Veterinary Information Forum topics and other business on behalf of the AAIIV board and its membership.
- Notify the AAIIV nominations committee of vacancies on AVMA committees, councils and task forces of potential interest to AAIIV members, for the purpose of soliciting AAIIV member participation in AVMA volunteer opportunities.
- Train the Alternate Delegate in the duties of the role.
- Otherwise fulfill the duties of an AVMA delegate as directed by the AVMA

House of Delegates Alternate Representative

- Abide by and fulfill duties, obligations and responsibilities outlined in AAIIV board member position description
- Attend introductory training as requested by the AVMA
- Represent AAIIV within the HOD, and attend winter and summer HOD meetings, Reference Committees and Allied Caucus.
- Co-assist in fulfilling the AAIIV duties as outlined for the Delegate.