

AAVLD OFFICERS' and LEADERS' RESPONSIBILITIES – v.2016

Monthly	ALL EXECUTIVE BOARD MEMBERS	<ul style="list-style-type: none"> Attend Executive Board (EB) conference calls
	ALL OFFICERS	<ul style="list-style-type: none"> Attend Joint AAVLD/USAHA Executive Committee conference calls
	SEC TREAS	<ul style="list-style-type: none"> Review reports on the AAVLD membership database Deposit checks Review monthly bank statements from accounting Review and approve electronic or paper payments processed by accounting Approve and present monthly financial report to the EB
JAN	PRESIDENT	<ul style="list-style-type: none"> Review and approve agenda items for EB call Establish agenda items/issues for government relations conference from committee chairs and EB; work with executive director and USAHA representatives in setting agenda. Establish/approve special committees, committee chairs and committee members
	PRES ELECT	<ul style="list-style-type: none"> Prepare recommendations for changes to annual meeting to be discussed with EB at winter (February) meeting Contact committee chairs proposing workshops/symposia at annual meeting, request draft of plan, including budget, to present for approval at winter EB meeting Review annual meeting venue with USAHA representatives and meeting planner during first quarter (actual visit to proposed venue at the discretion of the president-elect)
	VICE PRES	<ul style="list-style-type: none"> Begin confirming House of Delegates (HOD) members
	SEC TREAS	<ul style="list-style-type: none"> Review and approve 2nd quarter financial reports for presentation at February meeting Review list of non-renewed members Update mutual-fund tracking spreadsheet Review and approve final annual meeting charges through executive director and USAHA and symposia coordinators
FEB	ALL EXECUTIVE BOARD MEMBERS	<ul style="list-style-type: none"> Attend winter EB meeting (Las Vegas)
	PRESIDENT	<ul style="list-style-type: none"> Contact committee chairs for progress on their activities and report pertinent information to the EB Preside over winter EB meeting Finalize Government Relations meeting agenda with USAHA
	PRES ELECT	<ul style="list-style-type: none"> Report Program Committee activity to EB (annual meeting theme/speakers discussed/approved at winter EB meeting) Provide AAVLD meeting coordinator and executive director with list of workshops and name of their coordinator(s)
	VICE PRES	<ul style="list-style-type: none"> Report on status of membership and activities of membership committee to EB Report on status of House of Delegates to EB
	SEC TREAS	<ul style="list-style-type: none"> Provide treasurer's report to EB Review list of non-renewed members Insure delinquent dues notification sent to AAVLD laboratories

MAR	ALL OFFICERS (plus interested Board members)	<ul style="list-style-type: none"> Attend Government Relation's meeting (late February/early March in Washington DC)
	PRESIDENT	<ul style="list-style-type: none"> Approve conference call agenda and preside over call Provide president's message to newsletter editor (within 3 weeks after EB meeting)
	PRES ELECT	<ul style="list-style-type: none"> Finalize call for abstracts and travel award solicitation for publication on webpage and newsletter Finalize preparations for opening of ScholarOne abstract submission on April 1
	VICE PRES	<ul style="list-style-type: none"> Continue work on HOD Review list of non-renewed members provided by secretary treasurer
	SEC TREAS	<ul style="list-style-type: none"> File nonstock corporation annual report Staff to send date and location for next annual meeting to AVMA for inclusion in JAVMA
APR	PRESIDENT	<ul style="list-style-type: none"> Approve conference call agenda and preside over call
	PRES ELECT	<ul style="list-style-type: none"> Staff to send reminder of abstract deadlines to AAVLD membership via email, newsletter, etc.
	VICE PRES	<ul style="list-style-type: none"> Continue certification of HOD delegates
	SEC TREAS	<ul style="list-style-type: none"> 3rd quarter treasurer report to EB Update mutual-fund tracking spreadsheet
MAY	PRES ELECT	<ul style="list-style-type: none"> Recruit Program Committee members and other needed assistance to review abstracts for the annual meeting Assign abstracts to Program Committee members for review/acceptance/editing for annual meeting Attend OIE meeting in Paris (by invitation from national CVO as part of national delegation)
	SEC TREAS	<ul style="list-style-type: none"> Review/approve financial reports for EB call
	IMMED PAST- PRES	<ul style="list-style-type: none"> Chair Award Committee: begin selection process for Pope, Service, Travel and Life Member awards. Work with JVDI editors who will select 3-6 manuscripts and short communication award nominees for award committee. Chair Nominations Committee: have staff send out call for VP position (May/June), send call for nominations for regional representatives.
JUN	PRESIDENT	<ul style="list-style-type: none"> Approve conference call agenda and preside over call Prepare summer EB agenda with executive director
	PRES ELECT	<ul style="list-style-type: none"> Abstract submission terminates June 1, with late submissions till June 10 Begin decisioning of abstracts With Program Committee, begin organizing scientific program for annual meeting Contact Foundation Committee chair/meeting planner regarding annual auction plan and sponsor solicitation
	VICE PRES	<ul style="list-style-type: none"> Work on HOD certification of delegates
	SEC TREAS	<ul style="list-style-type: none"> Review/approve financial reports for EB call
	IMMED PAST PRESIDENT	<ul style="list-style-type: none"> Coordinate with president-elect on student submissions for travel awards; begin selection process Send reminder call for nominations for Pope, Service, and Life Member awards (due by July 15th)

JULY	ALL EXECUTIVE BOARD MEMBERS	<ul style="list-style-type: none"> Attend summer EB meeting (Denver)
	PRESIDENT	<ul style="list-style-type: none"> Provide president's message to newsletter editor within 1 week after EB meeting
	PRES ELECT	<ul style="list-style-type: none"> Report on annual meeting program and tentative speakers to EB Completes scientific program for annual meeting/begin preparation of abstract book Provides program titles/authors, moderators and date/time to executive director/meeting planner to allow adjustments to hotel meeting space Report on OIE trip to EB Attend AVMA meeting as AAVLD-liaison
	VICE PRES	<ul style="list-style-type: none"> Complete certification of HOD. Provide list to executive director Report on membership and HOD to EB
	SEC TREAS	<ul style="list-style-type: none"> Consult immediate past president about awards (Pope, Life, Service, travel awardees) Consult immediate past president about nominations for VP, secretary treasurer & regional representatives Provide treasurer's report to EB Update mutual-fund tracking spreadsheet Work with executive director and accounting to get required tax documentation to accountant for preparation of AAVLD taxes
	IMMEDIATE PAST PRES	<ul style="list-style-type: none"> Chair Awards Committee (provide list of Life Members, Pope, Service, travel awardees to secretary treasurer by July 31). Chair Nominations Committee for candidates for VP, secretary treasurer & regional representatives (provide list of candidates & candidate biographies to the secretary treasurer by JULY 15th) Report on awards and nominations to EB
	COMMITTEE CHAIRS	<ul style="list-style-type: none"> Send call for annual meeting agenda items to committee members Provide agenda for committee meetings to be held during annual meeting to executive director
AUG	PRES ELECT	<ul style="list-style-type: none"> Finalize annual scientific meeting schedule and abstracts for publication (by August 15) Work with meeting planner on annual meeting organization (e.g. identify sponsors, obtain logos/advertisements, arrange for placard on easel/PowerPoint slides with speaker sponsors for annual meeting) Send scientific program to executive director for posting Work with executive director/meeting planner on publication of abstract book
	SEC TREAS	<ul style="list-style-type: none"> Prepare and send officer election ballots by August 15th Prepare and send first dues notice
	IMMED PAST PRESIDENT	<ul style="list-style-type: none"> Chair Award Committee: Select award winners for best JVDI manuscript and short communication (due August 30); provide names of awardees to secretary treasurer
SEPT	PRESIDENT	<ul style="list-style-type: none"> Review/approve agenda for EB September call and October meeting Notify newly-elected officers of election results
	IMMEDIATE PAST PRES	<ul style="list-style-type: none"> Provide awardees' names to secretary treasurer for award plaques
	PRES ELECT	<ul style="list-style-type: none"> Work with executive director/meeting planner to print abstract book and include sponsor acknowledgement and advertisements Provide PDF file of abstracts for posting on website and in mobile application

	SEC TREAS	<ul style="list-style-type: none"> • Certify elections (ballots due by September 15th) • Prepare notification letters to candidates re: outcome of elections for signature • Coordinate award plaques (staff) • Send member dues notice (staff)
OCT	All AAVLD EXECUTIVE BOARD MEMBERS	<ul style="list-style-type: none"> • Attend EB meeting at Annual Meeting (various locations)
	PRESIDENT	<ul style="list-style-type: none"> • Attend annual meeting: chairs meeting; attend joint AAVLD-USAHA joint executive committee meeting • Preside at 1st HOD and 2nd HOD • Passing of gavel at conclusion of 2nd HOD meeting • Attend AAVLD Past President's breakfast, President's Reception and Dinner (gives speech). With USAHA president welcome distinguished guests. • Attend Strategic Planning Committee meeting • Preside at EB meeting • Attend Joint AAVLD/USAHA Executive Committee meeting • Attend veterinary student luncheon • Attend new member orientation
	PRES ELECT	<ul style="list-style-type: none"> • Evaluate changes in committee chairs for coming year • Attend annual meeting: • Attend EB meeting - report on Program Committee • Chair AAVLD plenary session • Attend AAVLD Past President's Breakfast, President's Dinner and Reception(s) • Attend Strategic Planning Committee meeting • Passing of gavel from president at 2nd HOD meeting • Preside as new president at Committee Chairs meeting • Co-Chair joint AAVLD-USAHA Joint Executive Committee meeting
	VICE PRES	<ul style="list-style-type: none"> • Attend annual meeting: • Co-chair Membership Committee • Add AAVLD information flier to new member meeting registration packets • At EB meeting, report on Credentials and Membership Committees • HOD report on Membership Committee • Meet with president-elect and new VP regarding program • Attend AAVLD Past President's breakfast, President's Dinner and Reception(s) • Attend Committee Chairs meeting • Attend joint AAVLD-USAHA Executive Committee meeting

	SEC TREAS	<ul style="list-style-type: none"> • Provide fiscal year-end treasurer's report to EB and Financial Advisory Committee • Update mutual-fund tracking spreadsheet • Staff to prepare PowerPoint for annual meeting presentation of Pope Award, Life Members, Service Award, and student awards (presented at joint dinner by immediate past president) • Attend annual meeting • Roll-call at both HOD meetings - take minutes • Chair Financial Advisory Committee • Attend joint AAVLD-USAHA Executive Committee meeting • Attend President's reception(s)
	IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Attend annual meeting • Chair awards committee to choose graduate student awardees • HOD report on Life Members • Present Pope Award, Life Members, Service, & student awards at Joint President's Reception • Ensure Pope Awardee is in attendance at the award presentation • Attend AAVLD Past President's Breakfast
	INCOMING VP	<ul style="list-style-type: none"> • Attend annual meeting • Attend Membership Committee as incoming co-chair • Attend Program Committee meeting with current president-elect and VP • Attend Committee Chairs meeting • Attend AAVLD Past President's breakfast • Attend joint AAVLD-USAHA Executive Committee meeting
	CMTE CHAIRS	<ul style="list-style-type: none"> • Provide reports to executive director within 2 weeks of annual meeting • Discuss committee membership, activities, etc. with incoming president • Attend and report on committee meeting at committee chairs meeting (Monday pm) and provide feedback on the annual meeting and committee issues to the president
NOV	PRESIDENT	<ul style="list-style-type: none"> • Provide photo for newsletter • Provide president's message to executive director for newsletter • Appoint parliamentarian • Appoint committee chairs and liaisons and send list to executive director • Appoint Nominating Committee per AAVLD Bylaws Article VIII, Section 6
	PRES ELECT	<ul style="list-style-type: none"> • Review committee reports with executive director • Provide lists of committee members to executive director
	VICE PRES	<ul style="list-style-type: none"> • Begin discussion of program infrastructure/calendar for annual meeting preparation
	SEC TREAS	<ul style="list-style-type: none"> • Post EB minutes and HOD meeting minutes by staff • Ensure taxes are sent in by Nov. 15th (or that an extension request has been submitted by the accountant) • Send second (delinquent) dues notices (staff) • Process payments and issue receipts for auction; reconcile foundation account
	COMMITTEE CHAIRS	<ul style="list-style-type: none"> • Provide minutes of meeting to executive director within 2 weeks of meeting • Provide president and secretary treasurer a list of proposed committee members for approval • Provide information on potential symposia for next year to president-elect to allow meeting and guest room planning

DEC	PRESIDENT ELECT	<ul style="list-style-type: none"> • Provide executive director and meeting coordinator information on room size changes for committee meetings based on last year's needs
	VICE PRESIDENT	<ul style="list-style-type: none"> • Contact delinquent members for renewal • Contact committee members who are delinquent in dues and notify them that committee membership requires they be active members
	SEC TREAS	<ul style="list-style-type: none"> • Add new VP (or president-elect) to all functions as appropriate • Prepare and send accredited laboratory dues (next year) • Prepare and send accreditation site visit invoices (current year) • Prepare and send dues renewal invoices • Send annual meeting abstract book to libraries