



The American Association of Veterinary Laboratory Diagnosticians

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AMERICAN ASSOCIATION OF VETERINARY LABORATORY DIAGNOSTICIANS

Executive Director

Job Description

General Description: The Executive Director provides overall organizational leadership for the AAVLD, including, but not limited to, strategic planning, organizational development, and implementation of AAVLD Executive Board identified activities, and external and internal relations.

Reporting Structure / Staff Relationships: The Executive Director reports to the AAVLD Executive Board / Executive Committee. The Executive Director supervises all AAVLD administrative staff and contractors.

The Executive Board consists of the President, President-elect, Vice President, Immediate Past President, Secretary-Treasurer and one representative from each of the 7 geographical regions of the Association. The Executive Committee consists of the President, President-elect, Vice President, Immediate past President, and Secretary-Treasurer and governs the organization between tri-annual Executive Board meetings.

Position Type and Support: Independent Contractor, Full time position -

- Annual Compensation – \$70,000 - \$90,000 commensurate with experience
- Office - As needed to implement job responsibilities. Home or remote office setup negotiable.
- Travel - As needed to implement job responsibilities
- Administrative support - Current AAVLD administrative support, which includes 1.5 FTE Administrative Assistants, and 2 contractors

Job Responsibilities:

Communications

- Report to the members on the activities of the Board of Directors In the form of a newsletter or e-mail alerts.
- Develop and publish the Association's newsletter and membership directory.

- Coordinate the development of information for and the maintenance of the AAVLD web site.
- Provide board and committee support with notices, minutes and meeting reminders.
- Serve as primary AAVLD contact (telephone, FAX and e-mail, web).
- Serve as central clearinghouse for all AAVLD communications with internal and external stakeholders.
- Serve as primary contact for all AAVLD Special Committees.

Management / Membership

- Supervise/coordinate AAVLD Administrative support.
- Provide administrative support to the Secretary/Treasurer office for day-to-day management of association finances and activities.
- Perform a secretarial function for the Association (personally or through administrative assistants), maintaining official minutes of the organization, securing files, legal and historic documents, membership lists, etc..
- Assist in planning membership promotion and retention programs.
- Evaluate and recommend policies, procedures, and ideas to achieve membership goals.
- Provide administrative support (personally or through administrative assistants) to AAVLD Standing committees (Foundation, Accreditation, Awards, Credentials, Membership, Nominating, Program, Publications, JVDI Editorial Board).
- Attend Executive Board Meetings and track status of action items.
- Participate in monthly Executive Committee conference calls and track status of action items.

External Relations (government and other organizations)

- Serve as primary point of contact for external entities.
- Maintain key contacts and assist in meetings and/or conference calls with all appropriate governmental agencies such as USDA, FDA, DHS, CDC, etc.
- Maintain key contacts with other veterinary or animal industry organizations and assist their liaisons in their responsibilities and distribution of important materials from those organizations, such as USAHA, AVMA, AAVMC, AAC, APHL, etc.
- Maintain information from external entities.
- Monitor legislative issues critical to the organization and bring important issues to the attention of the EC for possible further actions
- Work with the AAVLD President, USAHA and the (joint?)government relations committee to organize and arrange the annual government relations meeting in Washington, DC.

Annual Meeting / Continuing Education

- Coordinate 1100+ attendee joint annual meeting with USAHA. Oversight with the Program Chair, Meeting Planner, and USAHA Exec. Director on annual meeting activities such as sponsors/exhibitors, logistics, registration and facilities.

- Participate with USAHA Executive Director and AAVLD meeting planner in site searches and negotiate contracts for the annual meeting.
- Work with the AAVLD Secretary-Treasurer to produce an annual meeting budget.
- Work with the meeting planner to solicit sponsorships for annual meeting.
- Coordinate and implement, with the Program Chair, the Annual Meeting on-line abstract submission, acceptance, and abstract book publication process.
- Coordinate special symposia that occur in conjunction with the Annual Meeting.
- Assist with coordination and implementation of the AAVLD Foundation Auction, President's Reception, and functions of the Awards Committee.
- Promote events through mailings and e-mail blasts.
- Coordinate and implement on-line continuing education offerings (e.g. technical training webinars).

Accreditation Committee

- Provide administrative support for the Accreditation Committee Chair and Accreditation Committee (personally or through administrative assistants):
 - Distribute minutes and action items to Committee Members.
 - Manage document control of Accreditation Committee documents.
 - Disseminate accreditation site visit correspondence and follow-up compliance reports to laboratories.
 - Maintain records of required actions by Accredited Laboratories, including site visit schedules.
 - Maintain a record of Committee members, auditors, and contact information.
 - Work with the Committee Chair as needed to conduct Committee business.

Fundraising / Marketing

- Assist the AAVLD Foundation Committee.
- Cultivate and maintain long-term contacts with potential sponsors of the Annual Meeting.
- Promote interest and participation in the Association.

Minimum Qualifications

- Bachelor's Degree
- Non-profit organization Executive Director, Program Director or equivalent experience (2 years)

Preferred Qualifications

- Veterinary diagnostic laboratory or animal health experience / knowledge
- Certified Association Executive (CAE), MBA or other relevant management education, training or certification.
- Business, marketing, government relations experience (2 years)