

AAVLD OFFICERS' RESPONSIBILITIES - updated 2011

Monthly	ALL OFFICERS	<ul style="list-style-type: none"> Attend EC conference calls and joint USAHA EC conference calls
	SEC/TREAS Office (STO)	<ul style="list-style-type: none"> Organize EC teleconferences, coordinate with USAHA on joint EC teleconferences Maintain, update and monitor the AAVLD membership database Deposit checks Reconcile monthly bank statements and forward to Sec-Treas for review/approval Update Foundation donation spreadsheet Updates the AAVLD website with current news items
JAN	PRESIDENT	<ul style="list-style-type: none"> Send call for agenda items to EB Request agenda items/issues for Government Relations from committee chairs and EB, work with USAHA in setting agenda.
	PRES ELECT	<ul style="list-style-type: none"> Write recommendation for changes in scheduling for annual meeting to be discussed with Executive Board (EB) at winter meeting Contact committees proposing workshops/symposia at annual meeting, request draft of plan, including budget, to present for approval at winter EB meeting
	VICE PRES	<ul style="list-style-type: none"> Begin confirming HOD members
	SEC/TREAS	<ul style="list-style-type: none"> Prepare EB winter meeting agenda w/ President Prepare year-end financial statements Update mutual-fund tracking spreadsheet Update committee rosters and ensure all committee members are paid members Create and mail invoices to Accredited for annual dues and site visits Create the annual membership directory Send required tax documentation to accountant for preparation of AAVLD taxes Work with meeting planner and USAHA on future annual meeting hotel contracts Confirm attendees to Gov. Relations meeting with USAHA business office Review and reconcile final annual meeting charges with USAHA and symposia coordinators
	NEWSLETTER ED	<ul style="list-style-type: none"> Site Visit to annual meeting venue with USAHA reps and meeting planner (may be scheduled any time during first quarter)
FEB	ALL OFFICERS	<ul style="list-style-type: none"> Attend Winter EB meeting (Las Vegas)
	PRESIDENT	<ul style="list-style-type: none"> Contact special committee chairs for progress on their activities and report pertinent information to EB Send winter meeting agenda items to Secretary/Treasurer Office Preside over winter EB meeting Finalize Gov. relations meeting agenda with USAHA
	PRES ELECT	<ul style="list-style-type: none"> Report Program committee activity to EB (annual meeting theme/speakers approved at winter EB meeting) Notify workshop coordinators whether or not the EB approved their workshop/ send them list of their responsibilities in putting on the workshop Provide AAVLD meeting coordinator and newsletter editor with list of approved workshops and name of their coordinator
	VICE PRES	<ul style="list-style-type: none"> Report on status of membership and activities of membership committee to EB Report on status of HOD to EB

	SEC/TREAS	<ul style="list-style-type: none"> • Provide meeting agendas and Treasurer's Report to EB and Financial Advisory Committee • Post EB meeting minutes on webpage, notify membership & newsletter editor • Mail directory to all members • Send delinquent dues notification to AAVLD labs • Arrange meeting facilities for summer EB meeting (held with AVMA)
MAR	ALL OFFICERS	<ul style="list-style-type: none"> • Attend Government Relation's Meeting (Washington DC)
	PRESIDENT	<ul style="list-style-type: none"> • Provide President's message to Newsletter Editor(within 3 weeks after EB meeting)
	PRES ELECT	<ul style="list-style-type: none"> • Provide AAVLD meeting coordinator, USAHA Office & Newsletter Ed. with list of meeting schedule changes for purpose of arranging rooms at hotel and for tentative schedule published in April Newsletter • Begin work with meeting planner and program committee on verifying/obtaining annual meeting sponsors. • Put call for abstracts and travel award solicitation on webpage and e-discussion list (AAVLD-nw@ucdavis.edu)
	VICE PRES	<ul style="list-style-type: none"> • Continue work on HOD • Obtain list of delinquent members from STO and contact them for renewal
	SEC/TREAS	<ul style="list-style-type: none"> • File Nonstock Corporation Annual Report • Send date and location for next annual meeting to AVMA for inclusion in JAVMA
	NEWSLETTER EDITOR	<ul style="list-style-type: none"> • Obtain EB minutes for Newsletter • Obtain President's message for Newsletter • Obtain/submit for posting tentative meeting times/dates for annual meeting • Obtain/submit for posting copy of USAHA registration form for newsletter • Obtain/submit for posting registration form for hotel for annual meeting • Obtain/submit for posting web-site for annual meeting information- hotel and area activities • Update call for abstracts, bacti cases, histo cases Obtain agenda, date/time and registration info for workshops from coordinators listed in EB minutes
APR	PRES ELECT	<ul style="list-style-type: none"> • Send reminder of abstract deadlines to AAVLD membership (e-distribution and posted on web)
	VICE PRES	<ul style="list-style-type: none"> • Certify HOD delegates
	SEC/TREAS	<ul style="list-style-type: none"> • First quarter Treasurer report to Financial Advisory Committee • Update mutual-fund tracking spreadsheet • Post PDF file of Newsletter on web and email to membership • Research & correct all undeliverable email notification on master distribution lists housed at UCD listproc
MAY	PRES ELECT	<ul style="list-style-type: none"> • Recruit program cte. assistance to solicit abstracts in their discipline • Assign abstracts to Program cte. members for review/acceptance 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"> • Ensure taxes are sent in by May 15th (or that an extension request has been submitted by accountant) • Contact AVMA re: opportunity to meet AAVLD-sponsored interns during the summer EB meeting (while at AVMA meeting)

	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 comm. award nominees for award committee. Chair Nominations Committee: send out call for VP position (May/June), Send call for nominations for regional reps.
JUN	PRESIDENT	<ul style="list-style-type: none"> Send call for agenda items to board members and forward to STO
	PRES ELECT	<ul style="list-style-type: none"> Begin organizing scientific program for annual meeting with Program Committee Contact Foundation Committee chair re: solicitation of donated items for annual auction
	VICE PRES	<ul style="list-style-type: none"> Work on HOD certification of delegates
	SEC/TREAS	<ul style="list-style-type: none"> Prepare summer EB agenda with President
	IMMED PAST PRESIDENT	<ul style="list-style-type: none"> Coordinate with Pres Elect on Student Submission for Travel Award; begin selection process Send reminder call for nominations for Pope, Service, and Life Member awards (due by July 15th)
	NEWSLETTER ED	<ul style="list-style-type: none"> Send call for annual meeting agendas and deadline notice to cte. chairs asking for agendas to post on web and provide in August newsletter
JULY	ALL OFFICERS	<p>Attend Summer Board Meeting (scheduled with AVMA annual meeting)</p> <ul style="list-style-type: none"> Summer EB meeting: vote on Life Member nominations
	PRESIDENT	<ul style="list-style-type: none"> Provide President's Message to Newsletter Ed. 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/ begins preparation of abstract book Provides program titles/authors, moderators and date/time to Newsletter Ed by 10 weeks before meeting to allow adjustments to hotel meeting space Report on OIE trip to EB Attends AVMA meeting as AAVLD-liaison
	VICE PRES	<ul style="list-style-type: none"> Complete certification of HOD. Provide list to STO and Newsletter Ed. Reports on Membership and HOD to EB
	SEC/TREAS	<ul style="list-style-type: none"> Consult Immediate Past Pres about awards (Pope, Life, Service, travel awardees) Consult Immediate Past Pres about nominations for VP, STO, & Regional reps Provide agenda and 2nd quarter Treasurer's report to EB and Financial Advisory Cte Update mutual-fund tracking spreadsheet Provide minutes of EB meeting to newsletter editor and membership Provide a directory update to Newsletter ed. listing all members who've joined since last update
	NEWSLETTER EDITOR	<ul style="list-style-type: none"> Prepare August Newsletter: <ul style="list-style-type: none"> Solicits agendas from chairs EB minutes from STO Updated meeting schedule Obtain Exhibitor lists from AAVLD meeting coordinator to post Obtain Scientific program from Pres. Elect to post Obtain President's message to post Rerun registration material for hotel and meeting Update bacti and histo calls for cases Post travel awardees and mention in Newsletter Post Workshop notices and mention in Newsletter

	IMMEDIATE PAST PRES	<ul style="list-style-type: none"> Chair Awards cte. (provide list of Life Members, Pope, Service, Travel awardees to STO by July 31). Chair Nominations committee for candidates for VP, STO & Regional Reps (provide list of candidates & candidate bios to the S/T 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 Newsletter editor
AUG	PRES ELECT	<ul style="list-style-type: none"> Finalize Annual scientific meeting schedule and abstracts for publication (by Aug 15) <ul style="list-style-type: none"> 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 USAHA office and STO office for posting Work with STO on posting and publication of abstract book
	SEC/TREAS	<ul style="list-style-type: none"> Prepare and mail officer election ballots by August 15th Prepare and mail first dues notice Assist Newsletter Editor with newsletter layout Post and email notification of Newsletter availability on webpage Prepare and mail subscription invoices
	IMMED PAST PRESIDENT	<ul style="list-style-type: none"> Chair Award cmte: Select Award Winners for Best JVDI Manuscript and Short Communication (due Aug 30), provide names of awardess to STO
SEPT	PRESIDENT	<ul style="list-style-type: none"> Compile agenda for EB meeting Notify newly-elected officers of election results Work with USAHA President on Annual Meeting Joint Dinner "Agenda"
	IMMEDIATE PAST PRES	<ul style="list-style-type: none"> Provide Awardees' names to STO for award plaques
	PRES ELECT	<ul style="list-style-type: none"> Print abstract book and include sponsor acknowledgement and ads Provide PDF file of abstracts to webmaster (STO) for posting on website Notify members when abstracts are on web for viewing
	SEC/TREAS	<ul style="list-style-type: none"> Canvass ballots (due by September 15th) Prepare notification letters to candidates re: outcome of elections for President's signature agenda for EB meeting with President Have award plaques made Send Members Dues notices Email New Members invitation to attend New Member Orientation at Annual Meeting
OCT	PRESIDENT	<ul style="list-style-type: none"> Attend Annual Meeting: <ul style="list-style-type: none"> Preside 1st HOD Passing of Gavel @ 2nd HOD meeting Attend AAVLD Past President's breakfast , President's Reception (gives speech, with USAHA president welcomes distinguished guests) Attend Strategic Planning Cmte meeting chairs meeting Attend joint AAVLD-USAHA joint exec comm. mtg

PRES ELECT	<ul style="list-style-type: none"> • Evaluate changes in cte. chairs for coming year • Ship abstract books to meeting site • Attend Annual Meeting: <ul style="list-style-type: none"> ○ Attend EB Mtg. - Report on Program cte. ○ Chair 1st Plenary Session ○ Attend AAVLD Past President's breakfast , President's Reception ○ Attend Strategic Planning Cmte meeting ○ Passing of Gavel from immed past-pres @ 2nd HOD meeting ○ Preside at 2nd HOD meeting ○ Preside as new President at Cte. chairs meeting ○ Co-chair joint AAVLD-USAHA joint exec comm. mtg with USAHA
VICE PRES	<ul style="list-style-type: none"> • Attend Annual Meeting: <ul style="list-style-type: none"> ○ Co-chair membership cte. ○ EB meeting report on Credentials and Membership cte ○ HOD report on Membership cte. ○ Meet with President Elect and new VP regarding Program ○ Attend AAVLD Past President's breakfast , President's Reception(s) ○ Attend cte chairs meeting ○ Attend joint AAVLD-USAHA joint exec comm. mtg
SEC/TREAS	<ul style="list-style-type: none"> • Add AAVLD information flier to New Member Meeting Registration Packets • 3rd quarter Treasurer's Report to EB and Financial Advisory Cmte • Update mutual-fund tracking spreadsheet • Prepare Powerpoint for Annual Meeting Presentation of Pope Award, Life Members, Service Award, and Student Awards (presented at Joint Dinner by Immed Past President) • Attend Annual Meeting: <ul style="list-style-type: none"> ○ Roll-call at both HOD meetings- take minutes ○ Chair Financial Advisory Committee ○ Attend joint AAVLD-USAHA joint exec comm. mtg ○ Attend President's Reception(s) • Arrange meeting facilities for winter EB meeting
IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> • Attend Annual Meeting: <ul style="list-style-type: none"> ○ Chair awards cte. 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: <ul style="list-style-type: none"> ○ Attend membership cte. as incoming co-chair ○ Attend program meeting with current Pres-elect and VP ○ Attend cte. chairs meeting ○ Attend AAVLD Past President's breakfast ○ Attend joint AAVLD-USAHA exec comm. mtg

	CTE CHAIRS	<ul style="list-style-type: none"> • Provide minutes to Newsletter ed. within 2 weeks of annual meeting • Discuss cte. membership, activities, etc with incoming President • Attend and report on cte. meeting at cte. chairs meeting (Mon pm) and provide feedback on the annual meeting and issues regarding ctes to President
NOV	PRES ELECT	<ul style="list-style-type: none"> • Prepare call for abstracts and provide to Newsletter Editor • Provides list of Program cte. members to S/T for inclusion in directory
	VICE PRES	<ul style="list-style-type: none"> • Ongoing: contact members who have not yet paid dues
	SEC/TREAS	<ul style="list-style-type: none"> • Post EB minutes and HOD meeting minutes, notify Newsletter editor • Send second (delinquent) dues notices • Send annual meeting awardees and new officers' names to AVMA for publication in JAVMA • Send thank you notes to Sponsors for annual meeting • Obtain photos of Pope Awardees, new officers to post on web site • Send new electronic letterhead template to officers, obtain officers' digital signatures • Process payments and issue receipts for auction; reconcile Foundation account
	NEWSLETTER EDITOR	<ul style="list-style-type: none"> • Send reminders to cte chairs and compile cte reports for newsletter within 3 weeks after end of annual meeting. Obtain any reports held by STO, President or other • Provide cte minutes to Pres (as received), post full cmt reports on web • Obtain calls for abstracts, bacti cases, histo cases for web posting and newsletter link • Obtain President's message for Newsletter • Provide feedback to USAHA on next year meeting schedule changes (#seats, time, etc)
	COMMITTEE CHAIRS	<ul style="list-style-type: none"> • Provide minutes of meeting to Newsletter Editor or S/T within 2 weeks of mtg • Provide President and S/T list of proposed cte. members for approval • Provide information on potential symposia for next year to Pres-Elect and Newsletter editor to allow meeting and guest room planning
	PRESIDENT	<ul style="list-style-type: none"> • Provide photo for cover of newsletter • Provide President's message to newsletter editor • Appoint parliamentarian • Appoint cte, chairs and liaisons and send list to Newsletter editor and STO • Appoint Nominating committee per AAVLD Bylaws Article VIII, Section 6
DEC	PRESIDENT ELECT	<ul style="list-style-type: none"> • Provide AAVLD Newsletter editor (as a meeting planning cte member) and meeting coordinator information on room size changes for cte. 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 cte. membership requires that they are active members
	SEC/TREAS	<ul style="list-style-type: none"> • Post and send email announcement for newsletter(AAVLD-NW@ucdavis.edu) • Add new VP (or Pres Elect) as an approved sender to AAVLD-NW@ucdavis.edu • Prepare and mail Accredited Lab Dues (next year) • Prepare and mail Accred. Site Visit Invoices (current year) • Send Annual Meeting Abstract Book to libraries.
	NEWSLETTER EDITOR	<ul style="list-style-type: none"> • Provide Newsletter to STO to post