



Volunteer Opportunities

FINDING YOUR PLACE WITH THE AAVSB



The American Association of Veterinary State Boards is organized as a 501(c)(3) nonprofit corporation, a membership association dedicated to serving veterinary regulatory boards in the interest of public protection. The AAVSB membership includes the veterinary regulatory boards in **62 jurisdictions** including all of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and nine Canadian provinces: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, and Saskatchewan.

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AAVSB Programs & Services

Examination Services

Veterinary Technician National Exam (VTNE®)

Veterinary Technician National Exam (VTNE®) is owned and administered by the AAVSB and is used to evaluate entry-level veterinary technicians' competency to practice and be credentialed. Most states and provinces require a passing score on the VTNE as one criterion for licensure.

Program for the Assessment of Veterinary Education Equivalence (PAVE®)

Program for the Assessment of Veterinary Education Equivalence (PAVE®) is designed to evaluate the education equivalence of international veterinary graduates (graduates of non-accredited veterinary programs outside of the U.S. and Canada) on behalf of participating Member Boards.

State and Provincial Assessments

State and Provincial Assessments: With the SPASM program, Member Boards allow the AAVSB to administer their online state and provincial jurisprudence examinations.

Continuing Education Services

Registry of Approved Continuing Education (RACE®)

Registry of Approved Continuing Education (RACE®) develops and applies uniform standards related to providers and programs of continuing education (CE) in veterinary medicine. The goal is to serve and support the Member Boards by ensuring all RACE-approved programs meet appropriate standards of quality CE.

RACEtrack

RACEtrack is a centralized repository for veterinary CE information; an extension of VIVA with linkage to RACE approved programs. RACEtrack is a free service and offers online access for individual licensees to submit their CE courses and transmit reports to Member Boards in a uniform format.

Data Services

Veterinary Information Verifying Agency (VIVA®)

Veterinary Information Verifying Agency (VIVA®) is a centralized database of veterinarian and veterinary technician credential information and a source of verified data for Member Boards. The VIVA database includes national exam scores, education, license history and reported discipline.

Veterinary Application for Uniform Licensure Transfer (VAULT)

Veterinary Application for Uniform Licensure Transfer (VAULT) is the AAVSB's system to address the issues around veterinary records collection, consolidation, transfer, and verification. VAULT is a turnkey record and document collection solution.

Veterinary Care Elite

Veterinary Care Elite is the gold standard in Veterinary Care. Program members distinguish themselves from other veterinary professionals by voluntarily exceeding the highest standards set by the veterinary medicine regulatory community.

Member Services

Member Services

The AAVSB also provides services specifically for the membership, one of which is the Annual Meeting & Conference. This setting allows Members the invaluable opportunity to network, receive relevant training and education, and participate and vote at the Delegate Assembly. Other Member Services include Board Training, the Practice Act Model (PAM), Annual Member Board Profile Survey, newsletters and other special e-communications, outreach, and discussion forums via “MyAAVSB.”

General Information

The AAVSB's success depends on the volunteer efforts provided by the Board of Directors, Committees, and specially appointed Ad-hoc Committees and Task Forces. There are many ways to get involved in the Association, and all are encouraged to consider the opportunity to serve. This booklet is designed to help potential Board of Directors and Committee members understand the responsibilities and the approximate time commitments for each position.

Interested in volunteering?

For additional information about leadership or volunteer opportunities, or to express interest, visit

aavsb.org/volunteer

Administrative Committee	<i>Hrs/Yr</i>	<i>Days In-Person</i>
Board of Directors	150	14
Bylaws and Resolution	14	1
Conference	40	4
Finance	36	2
Leadership Development	54	6
Nominating	10	1
Regulatory Policy	44	3
Program Committee	<i>Hrs/Yr</i>	<i>Days In-Person</i>
Program & Services Think Tank	20	1
PAVE for Veterinarians	76	10
PAVE for Veterinary Technicians	24	1
RACE	50	1
VTNE	80	10

The Board of Directors, Committee Members and Task Force Members are expected to support the AAVSB's mission and adhere to the confidentiality and code of conduct policies and all other applicable Association policies to include the AAVSB's technology protocols.

All appropriate travel expenses to participate in the in-person Board and Committee meetings are reimbursed by the AAVSB per the travel policy.

AAVSB Board of Directors

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

Anticipated Time Commitment (Approx. 150 hours/year, per Director)

Monthly conference calls preparation and participation	3 hrs/mo
In-person winter meeting preparation and participation	20 hrs/yr
In-person summer meeting preparation and participation	20 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	5 hrs/yr
Annual Meeting Attendance	40 hrs/yr
Outreach opportunities throughout the year	16 hrs/yr
Committee liaison assignments (depends on Committee)	varies
Officers have additional time commitments	varies

Travel time is in addition to the above.

Board Member Responsibilities

- Support and be committed to accomplishing the AAVSB's mission, vision, values, and strategic goals.
- Understand the Board's responsibilities in governing the organization and setting the course for its future including distinctions between governance and management roles.
- Adhere to the confidentiality and code of conduct policies and all other applicable association policies to include the AAVSB's technology protocols.
- Attend the organization's Annual Meeting, Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Prepare for all meetings and seek opportunities to expand knowledge about the organization.
- Accept the legal duties of loyalty, care, and obedience and ensure legal and ethical integrity.
- Ensure organizational information is accurately reported and kept private which is legally or ethically required.
- Recruit, hire, support, and develop the chief executive to effectively lead and manage the AAVSB into the future.
- Lead the organization.
 - Determine the organization's strategic direction and focus and how the organization fits into the "bigger picture."
 - Determine the organization's intermediate term (2-3 years) and long-term goals.
 - Maintain a strategic perspective and focus, govern versus manage.
 - Seek and encourage opportunities for innovation.
 - Determine core programs and services, strengthen programs and services, and make sure programs are consistent with the organization's mission.
- Establish proactive policies to guide executive decision making and organizational programs and link plans and policies to resource allocation.
- Secure and manage resources.
 - Enable the organization to secure the resources necessary to implement its programs and services to accomplish the mission, vision, and goals.
 - Safeguard the use of resources and assets including appropriate management of risk.



... BOARD OF DIRECTORS, continued

- Make sure resources are used efficiently and effectively to ensure the overall strength, health, and long term financial stability of the organization.
- Review and approve annual budgets, audit, and Form 990.
- Ensure effective links with constituents.
 - Facilitate effective two-way, ongoing communication and maintain strong relationships between the organization and its key stakeholders.
 - Enhance the external image and credibility of the organization.
 - Monitor external trends for their organizational implications and share information with the organization.
- Ensure Board effectiveness.
 - Perform the functions and work of the Board of Directors to the best of one's ability and regularly self-evaluate personal performance on the Board of Directors.
 - Engage in regular Board assessment and development planning.
 - Stay informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, and strategic plan.
 - Understand the current budget and financial statements.
 - Understand all power rests with the full Board of Directors, not individual directors.
 - Share wisdom and insights to help the Board of Directors make good decisions and policy.
 - Resign from the Board of Directors when no longer able to support the mission or devote the necessary time.

President Responsibilities

- As a partner to the Executive Director and other Board members, the Board President provides leadership and direction to the Board to make sure the mission, vision, and values of the organization are achieved.
- Enhanced understanding of the organization's Articles of Incorporation, Bylaws, policies, financial and legal situation, and strategic plan.
- Acts as a spokesperson to the larger community.
- Model appropriate behavior and set high standards for Board conduct. Intervene if conflicts of interest or confidentiality issues arise.



... BOARD OF DIRECTORS, continued

- Address the membership at the Annual Meeting and preside over the Delegate Assembly.
- Preside over the Board and Executive Committee meetings.
 - Work with the Executive Director to develop agendas.
 - Make sure the topics on the agenda are given complete consideration, consensus is achieved, and everyone has an opportunity to be heard.
 - Make sure matters are dealt with in an orderly, efficient manner to include guiding and stimulating discussion and keeping on track. Balance discussion with efficiency in moving through the agenda.
 - Lead the Board in handling difficult issues.
 - Guide and mediate Board actions with respect to organizational priorities and governance.
 - Arrange for President-elect to Chair meetings in absence of the President.
 - Call special meetings if necessary.
- Ensure Board members understand their jobs and are able to fulfill expectations.
 - See that the Board functions effectively, interacts with management effectively, and fulfills all of its duties.
 - Play a crucial role in new Board member orientation and work with Executive Director to carry out orientation and training.
 - Encourage the Board's role in strategic planning.
 - Create opportunities for continuing education for Board members.
 - Mentor the President-elect.
 - Periodically consult with Board members on their roles and help them assess their performance.
 - Annually focus the Board's attention on matters of governance and be assured that the Board is satisfied it has fulfilled all of its responsibilities (Board assessment).
- Work closely with while not micromanaging the Executive Director (ED).
 - Provide encouragement and serve as a sounding board and advisor for the ED.
 - Support the ED as he/she implements the organization's strategic plan.
 - Partner with the ED to ensure Board decisions are carried out.



... BOARD OF DIRECTORS, continued

- In conjunction with the Executive Committee, coordinate an annual evaluation of the ED, ensuring he/she is compensated fairly.
- Serve as liaison between ED and the full Board.
- Per the Bylaws:
 - Appoint a third member of the Nominating Committee and name the Chair.
 - Upon approval of the Board of Directors, appoint the non-designated members to the Finance Committee.
 - With the exception of the Finance Committee, appoint a non-voting liaison from the Board of Directors to each committee.
 - Appoint Ad-hoc committees as needed, with approval from the Board of Directors.

Treasurer Responsibilities

- Serve as the Chairperson of the Finance Committee.
- Facilitate all Committee meetings and related functions. Guide, mediate, and stimulate discussion. Make sure matters are dealt with in an orderly, efficient manner to include keeping discussions on track and seeking consensus. Committee meetings include regular conference calls and two in-person meetings during June and September (in conjunction with the Annual Meeting).
- Work with the Executive Director and other management staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Committee members.
- Work with the Executive Director and management staff to develop a concise understanding of the internal financial functions of the organization.
- Make a report at each Board of Directors meeting and work with the Executive Director, CPA consultant, and assigned management staff to make sure appropriate financial reports and investment reports are made available to the Board on a timely basis.
- Create Treasurer's Report for the membership in collaboration with Executive Director and assigned management staff. Deliver Treasurer's Report to the membership during the business session of the AAVSB Annual Meeting.
- Assist the Executive Director, assigned management staff, and the CPA consultant in the preparation of the annual operating and capital budgets. Present the budgets to the Finance Committee for their input and to the Board of Directors for final approval.



... BOARD OF DIRECTORS, continued

- Review the annual audit as prepared by the organizations' outside auditor and the Form 990 as prepared by the organization's CPA consultant. Facilitate the presentation of both documents to the Finance Committee for their input, and present both documents to the Board of Directors for their final approval.
- Ensure ongoing review (with the Finance Committee) of accounting policies, investment policies, and insurance coverage. Present Finance Committee recommendations to the Board of Directors for their final approval.

Executive Committee Responsibilities

- Per the Bylaws, the Officers are identified as the President, President-Elect, Immediate Past-President, and Treasurer and may be collectively referred to as the Executive Committee. The Executive Committee reports to the Board of Directors.
- Executive Committee may manage the following:
 - Executive Director annual review and compensation
 - Work with Executive Director and Legal Counsel to finalize major contracts and make recommendations to the full Board.
 - Regular monitoring of the investment accounts
 - Emergency management
 - Board and Leadership Development
 - Prepare and educate members to work and serve effectively including orientation and ongoing training and mentoring

Bylaws Specifications (Article VII)

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

Authority | The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Composition | There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at



... BOARD OF DIRECTORS, continued

least six Licensed Veterinarians and one Affiliate Member. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Qualifications

Officers. To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, be a Delegate, Alternate Delegate, or be a member of a Member Board.

Directors at Large. To be eligible to serve as a Director at Large, a candidate shall when nominated be a Delegate, Alternate Delegate, member of a Member Board or have served as a member of a Member Board as of June 1st of the year preceding the election year.

If a Director ceases to meet eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.

Election | The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Terms of Office | For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.

President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.

President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.

Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.

Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.

No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.

AAVSB Nominating Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Nominating Committee is to review nominations and prepare a ballot of candidates from the AAVSB Member Boards for elected positions.

Anticipated Time Commitment (Approx. 10 hours/year, per member)

Conference calls preparation and participation	8 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	2 hrs/yr
Annual Meeting attendance (optional)	varies
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Responsibilities

- Support the AAVSB's mission and be responsible for submitting a ballot of candidates for each elected position to the Member Boards in accordance with the Bylaws.
- Adhere to the Timeline as described below.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable association policies to include the AAVSB's technology protocols.



... NOMINATING COMMITTEE, continued

Timeline

- President appoints the third member of the Nominating Committee and names a Chair within 45 days following the previous Annual Delegate Assembly.
- Nominating Committee meets via conference call and finalizes the Call for Nominations and information regarding the elected positions for the upcoming year within 90 days following the previous Annual Delegate Assembly and delivers final documents to the Association office. Upon receipt of the information from the Nominating Committee, the Association office forwards the information to all Member Boards.
- Per the Bylaws, the deadline to accept written nominations from the Member Boards is 120 days prior to the upcoming Annual Delegate Assembly.
- Nominating Committee meets via conference call within 30 days after the cutoff date to review nominations and possibly distribute a questionnaire to the nominees.
- Nominating Committee meets via conference call to discuss interviews and develop the ballot of candidates no later than 60 days prior to the Annual Delegate Assembly.
- The ballot of candidates is presented to the Board of Directors and to the AAVSB office no later than 45 days prior to the Annual Delegate Assembly.
- Per the Bylaws, the AAVSB office submits the ballot and additional information on nominees to the Member Boards at least thirty (30) days prior to the Annual Delegate Assembly.

Call for Nominations

The Committee submits a Call for Nominations to the Member Boards to include the nomination form and information on the elected positions on the Board of Directors, the Nominating Committee, and the ICVA Representatives. The nominating form should include the nominee's name, position being sought with the AAVSB, licensure Board category (i.e. Board Member, Board Administrator), licensee (i.e. Veterinarian or Veterinary Technician), and length of service on/for licensure board. The form should also include information on the nominating Member Board.

Nominee Questionnaire

The Committee may wish to send questionnaires to the nominees in order to provide additional information to the Member Boards on the candidates. Possible questions to ask the nominees include the following:



... NOMINATING COMMITTEE, continued

- Why seeking a position with the AAVSB
- Qualifications for serving in a national position with the AAVSB
- Long-range goals for the AAVSB
- Ability to fulfill the time commitment based on information provided on meetings
- Previous activities with the AAVSB
- Leadership roles served in the past three years

Ballot and Other Information

The Committee submits a ballot to the Member Boards. Along with the ballot, the Nominating Committee may choose to provide a copy of the nomination forms, the CV, and the answers to a questionnaire, if available, to the Member Boards.

Bylaws Specifications (Article X, Section 1)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Nominating Committee which are described below.

Role | The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their term.

Number of Members | Three members.

Method of Appointment and Composition | There shall be three (3) members on the Nominating Committee. Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment. .

Terms of Office | The term of the elected members is two (2) years. The President shall appoint a third member of the Committee with approval from the Board of Directors whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee with approval from the Board of Directors. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

Representatives to the ICVA

INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT

Responsibilities

- Attend all the ICVA Meetings.
- Support the AAVSB's mission and purpose.
- As requested by the AAVSB, provide timely and relevant information, in-person or written, to the AAVSB Board of Directors after each ICVA meeting regarding the ICVA's operations and programs upon which the ICVA membership relies.

Anticipated Time Commitment

In-person meetings preparation and participation	2 hrs/yr
Conference calls preparation and participation	8 hrs/yr
Service on ICVA Committees, as assigned	varies
AAVSB Annual Meeting attendance	varies
AAVSB Board of Directors conference calls & meeting attendance	varies

Additional time is required if the representative is an officer of the ICVA.



... REPRESENTATIVES TO THE ICVA, continued

Composition per the AAVSB Bylaws

There shall be a minimum of four AAVSB Representatives to the ICVA elected at the AAVSB Annual Meeting of the Delegate Assembly.

Qualifications per the AAVSB Bylaws

Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.

One representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors the previous year, (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.

Duties per the AAVSB Bylaws

The Representatives shall attend all meetings of the International Council for Veterinary Assessment and shall report to the Board of Directors following each International Council for Veterinary Assessment subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with these Bylaws.



For additional information on the ICVA,
please visit the ICVA website at www.icva.net.

AAVSB Bylaws and Resolution Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Bylaws and Resolution Committee is to propose amendments to the Bylaws when an amendment is determined necessary, and receive and consider proposed amendments to the Bylaws as submitted per the Bylaws. The Committee receives and considers all Resolutions submitted in accordance with Association policies.

Anticipated Time Commitment (Approx. 14 hours/year, per member)

Conference calls preparation and participation	12 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	2 hrs/yr
Annual Meeting attendance (optional)	varies
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Responsibilities

In addition to the requirements set out in the Bylaws, the following are some of the specific responsibilities of the Bylaws and Resolution Committee.



... BYLAWS AND RESOLUTION COMMITTEE, continued

- Support the AAVSB's mission and be responsible for proposing (when appropriate) and considering all proposed Bylaws amendments in accordance with the current Bylaws and all proposed Resolutions in accordance with the current Resolutions Policy.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable Association policies to include the AAVSB's technology protocols.
- Forward recommendations to the AAVSB Board of Directors regarding proposed Bylaws amendment(s) to include the Committee rationale for supporting or not supporting the proposed amendment(s).
- Work with the assigned staff to ensure proposed Bylaws amendments are forwarded to all Member Boards within the timeframe stated in the Bylaws, currently not less than one hundred and twenty days prior to the Annual Delegate Assembly.
- Work with assigned staff to ensure Resolutions are handled in accordance with the current Resolutions Policy.

Policies

See the Resolutions Policy for additional details.

Membership Guidelines

If a member of the Bylaws and Resolution Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person to fill the vacated Committee position.

Bylaws Specifications (Article X, Section 5)

The AAVSB Bylaws prescribe the role, number of members, and method of appointment of the Bylaws and Resolution Committee which are described below.

Role | The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines that such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with these Bylaws. The committee shall receive and consider all resolutions submitted in accordance with Association policies.

Number of Members | At least five members.

Method of Appointment | The President, upon approval of the Board of Directors, shall appoint the members of the Committee.

Terms of Office | None listed in Bylaws.

AAVSB Conference Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Conference Committee is to work with staff and the AAVSB Board of Directors on planning the Annual Delegate Assembly and Educational Meeting.

Anticipated Time Commitment (Approx. 42 hours/year, per member)

Conference calls preparation and participation	16 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	2 hrs/yr
Annual Meeting attendance and on-site assignments	24 hrs/yr
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Responsibilities

- Support AAVSB’s mission and be responsible for working with assigned staff on the planning of the Annual Delegate Assembly and Educational Meeting (otherwise known as the Annual Meeting).
- Participate and attend Committee meetings and functions as scheduled during the term.



... CONFERENCE COMMITTEE, continued

- Adhere to the confidentiality and code of conduct policies as well as all other applicable association policies to include the AAVSB's technology protocols.
- As approved by the Delegate Assembly, schedule the Annual Meeting on the second weekend after Labor Day or recommend alternate dates if circumstances warrant the change.
- Committee works with staff on the following:
 - Geographic locations, rotation pattern, and hotel for the Annual Meeting
 - Schedule for the Annual Meeting
 - Presentation topics and speakers
- Recommend the Annual Meeting hotel to the AAVSB Board of Directors for their final approval.
- Assist with marketing and/or securing sponsors if appropriate.
- Attend Annual Meeting and fulfill on-site assignments.

Membership Guidelines

If a member of the Conference Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person to fill the vacated Committee position and the appointee shall serve the balance of the term.

Bylaws Specifications (Article X, Section 6)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Conference Committee which are described below.

Role | With the assistance of Association staff, the Conference Committee shall prepare a conference budget, site recommendation, a selection of conference speakers, conference agenda including program and social events, and conference evaluation for Board of Directors approval. The committee may meet in person or by designated electronic means.

Number of Members | At least six members.

Method of Appointment and Composition | The members of the Conference Committee are all appointed by President with approval from the Board of Directors. The membership of the Committee shall include two Licensed Veterinarians from Member Boards, two executive directors of Member Boards, and two at-large members. With the approval of the Board of Directors, the President appoints the Committee Chair.

Terms of Office | Members of the committee shall serve for a two year term and can be reappointed by the Board of Directors for an additional two year term.



AAVSB Finance Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Finance Committee is to help the AAVSB Board of Directors discharge its fiduciary obligations by overseeing and reviewing Association financial matters and the investment program and ensuring its assets are protected, its resources are used properly, and the organization complies with applicable laws and reporting requirements.

Anticipated Time Commitment (Approx. 36 hours/year, per member)

Conference calls preparation and participation	22 hrs/yr
In-person summer meeting	10 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	4 hrs/yr
Annual Meeting attendance (optional)	varies
Treasurer/Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Responsibilities

In addition to the requirements set out in the Bylaws, the following are some of the specific responsibilities of the Finance Committee:

- Support the AAVSB's mission and ensure maintenance of accurate and complete financial records, including monitoring income and expenditures against budget at quarterly intervals with the Association's CPA consultant and staff.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable Association policies to include the AAVSB's technology protocols.
- Ensure accurate, timely, and meaningful financial statements are prepared and presented to the Board of Directors.
- Review (annually) investment policies and guidelines for investment and reserve funds, oversee investment performance and recommend (to the Board of Directors) changes to the investment strategy as appropriate.
- Review, modify as needed, and forward to the Board of Directors for their final approval annual operating and capital budgets (prepared by staff) noting that the budgets should reflect the organization's strategic plan and Board of Directors' policies.
- Review (annually) the Association's financial policies including ensuring adequate internal controls and use of standard accounting practices, and make recommendations to the Board of Directors for their approval.
- Safeguard the Association's assets and ensure proper risk-management provisions are in place.
- Review bids and recommend selection of external auditor and investment advisor.
- Be committed to attend periodic conference calls, the AAVSB Annual Meeting, and at least one additional in-person meeting.
- Review and report on any charges given to the Committee by the Board of Directors or other Board Committees.

The Budget

Budgeting is critical to the success of nonprofit organizations of all types and sizes as a well thought-out budget is one of the keys to financial strength, growth, and fulfillment of an organization's mission.

The AAVSB budget is the financial plan that serves as a guide for the month-to-month operations. The budget should consider where the Association has been,



... FINANCE COMMITTEE, continued

where the Association is going, and how the Association will reach the strategic priorities from a financial perspective. This financial plan also assists staff and the Board of Directors in managing the organization both programmatically and financially throughout the year.

Budget Process | The AAVSB utilizes a team approach during various steps of the budgeting process. In addition to the staff, Finance Committee, and Board of Directors, the team also includes an outside CPA consultant. The outside CPA consultant adds objectivity and a level of expertise to the process in addition to promoting a separation of duties. The CPA consultant also adds another safeguard against potential fraud and conflicts of interest.

Following are the general steps for the AAVSB budget process:

- **Align budgeted programs and activities with the Association’s mission and strategic priorities.** This includes those programs and activities that are expected and those that are identified for the upcoming year.
- **Expenses and Revenues.** The budget strategy is to evaluate the historical data as well as to make assumptions for the upcoming year. Again, this is based on fulfillment of the AAVSB mission and strategic priorities. Some of the items that factor into this assessment are the differences in previously budgeted amounts and actual amounts, general economic factors, and demand for AAVSB services.
- **Develop a draft.** Management staff prepares the draft budgets. The draft budget report includes the actual revenues and expenditures year to date for the current year and for the prior year, the previous year budgeted amounts by line item, projected totals for the previous year, and the proposed amounts for the upcoming year.
- **Review/Modify draft.** The Finance Committee is responsible for reviewing the draft budget, asking questions, and recommending modifications before the final draft is presented to the AAVSB Board of Directors for approval. The Finance Committee will also discuss and review (as needed) the information (formulas, rationale, and assumptions) that feeds into the line items.
- **Board review and approval.** The Chair of the Finance Committee (the AAVSB Treasurer) will present the recommended budget to the Board of Directors. The Board of Directors may make additional changes before they formally approve the budget.
- **Monitor budget activity.** Once the Board of Directors approves the budget, staff enters it into the accounting system, and the revenues and expenditures are regularly monitored by staff and reviewed on a quarterly basis by the Finance Committee.

Treasurer (Chair of Finance Committee) Responsibilities

- Serve as the Chairperson of the Finance Committee.
- Facilitate all Committee meetings and related functions. Guide, mediate, and stimulate discussion. Make sure matters are dealt with in an orderly, efficient manner to include keeping discussions on track and seeking consensus. Committee meetings include regular conference calls and two in-person meetings during June and September (in conjunction with the Annual Meeting).
- Work with the Executive Director and other management staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Committee members.
- Work with the Executive Director and management staff to develop a concise understanding of the internal financial functions of the organization.
- Make a report at each Board of Directors meeting and work with the Executive Director, CPA consultant, and assigned management staff to make sure appropriate financial reports and investment reports are made available to the Board on a timely basis.
- Create Treasurer's Report for the membership in collaboration with Executive Director and assigned management staff. Deliver Treasurer's Report to the membership during the business session of the AAVSB Annual Meeting.
- Assist the Executive Director, assigned management staff, and the CPA consultant in the preparation of the annual operating and capital budgets. Present the budgets to the Finance Committee for their input and to the Board of Directors for final approval.
- Review the annual audit as prepared by the organization's outside auditor and the Form 990 as prepared by the organization's CPA consultant. Facilitate the presentation of both documents to the Finance Committee for their input, and present both documents to the Board of Directors for their final approval. Sign the Form 990 as approved by the Board of Directors.
- Ensure ongoing review (with the Finance Committee) of accounting policies, investment policies, and insurance coverage. Present Finance Committee recommendations to the Board of Directors for their final approval.

Policies

See the Investment Guidelines for additional details.



... FINANCE COMMITTEE, continued

Membership Guidelines

If a member of the Finance Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person to fill the vacated Committee position and the appointee shall serve the balance of the term.

Bylaws Specifications (Article X, Section 7 and Article VII, Section 6)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Finance Committee which are described below.

Role | The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management and shall review and revise financial forecast assumptions.

Number of Members | Six members.

Method of Appointment and Composition | The President-Elect and Treasurer shall be members of the Committee with the Treasurer as the Chairperson. The President, upon approval of the Board of Directors, shall appoint the four remaining members of the Committee.

Terms of Office | A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.

Treasurer's Term | A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.

Leadership Development Task Force

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The Leadership Development Task Force is not a standing committee in the Bylaws. Article X, Sections 8 and 9 of the Bylaws enable the President to appoint ad-hoc committees with approval from the AAVSB Board of Directors. (See the Bylaws excerpt below.) The Leadership Development Task Force's overall responsibility is development of review processes and recommendations to promote overall organizational effectiveness.

Anticipated Time Commitment (Approx. 54 hours/year, per member)

Conference calls preparation and participation	12 hrs/yr
In-person spring meeting	14 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	4 hrs/yr
Annual Meeting attendance and on-site assignments	24 hrs/yr
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.



... LEADERSHIP DEVELOPMENT TASK FORCE, continued

Purpose

Identify, recruit, and encourage persons interested in leadership positions and committee roles and, where relevant, inform the Nominating Committee. Encourage organizational development and growth opportunities through recommendations to the Board of Directors.

Duties

- Make recommendations regarding leadership planning and recruit and prepare for future volunteers and leadership of the AAVSB.
- Identify interested persons for volunteer positions and explore their interest and eligibility for service.
- Recommend to the Board of Directors policies related to providing information to interested volunteers prior to their commitment to service as well as policies and programs related to orientation sessions for appointed and elected volunteers of the AAVSB.
- Support staff in the development and maintenance of a volunteer database noting skills, knowledge, competencies, experience and commitment of volunteers and their work in all areas of the Association's work.

Responsibilities

- Support the AAVSB's mission and be responsible for reporting to the Board of Directors.
- Participate and attend Leadership Development Task Force meetings during the appointed term.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable association policies to include the AAVSB's technology protocols.

Number of Members: As appropriate.

Method of Appointment and Composition

The President shall appoint the members of the Leadership Task Force with input and approval from the Board of Directors.

Bylaws Specifications (Article X, Sections 8 & 9)

Article X. Committees. Section 8. Ad-hoc Committees

Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Article X. Committees. Section 9. Committee Responsibilities to the Board of Directors

All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.



Regulatory Policy Task Force

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The Regulatory Policy Task Force's overall responsibility is to review, revise, and develop model language that serves as a tool for the AAVSB Member Boards to utilize when considering updates to jurisdiction statute and rules and regulations.

Anticipated Time Commitment (Approx. 44 hours/year, per member)

Conference calls preparation and participation	24 hrs/yr
In-person meeting preparation and participation	20 hrs/yr
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Purpose

- Provide a current international perspective on regulation in order to facilitate greater standardization of regulation and terminology among jurisdictions.
- Gain an understanding of the implications of license mobility between multiple jurisdictions.
- Develop model language that serves as a tool for the AAVSB Member Boards to utilize when considering updates to jurisdiction statute and rules and regulations.



... REGULATORY POLICY TASK FORCE, continued

Duties

- Research and consider areas and topics for the creation of model rules and regulations.
- Review and recommend updates to the AAVSB Practice Act Model (PAM) to address changes in veterinary regulation and the practice of veterinary medicine.
- Create and recommend model policies and guidelines that can assist the AAVSB Member Boards with their mission of protecting the public and animals.

Responsibilities

- Support the AAVSB's mission and be responsible for reporting to the Board of Directors.
- Participate and attend Regulatory Policy Task Force calls and meetings as scheduled.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable association policies to include the AAVSB's technology protocols.

Chair Responsibilities

- Facilitate all Task Force meetings and functions. Guide, mediate, and stimulate Task Force discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus. Meetings are scheduled as needed.
- Work with staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Task Force members when appropriate.
- Ensure the periodic review of the PAM and work closely with staff, legal counsel, and Committee members throughout the review process.
- Create presentations in collaboration with assigned staff as needed for presentation at the AAVSB Annual Meeting and participate in other outreach initiatives as requested.
- Review concerns brought forward by AAVSB Member Boards, and when requested, provide a response to the Board of Directors.
- Provide subject matter expertise and maintain an increased awareness of changes and developments within the veterinary profession.
- Correspond to the AAVSB Board of Directors on Regulatory Policy Task Force recommendations and provide reports as requested.



... REGULATORY POLICY TASK FORCE, continued

- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.

Membership Guidelines

The President shall appoint the members of the Regulatory Policy Task Force with input and approval from the Board of Directors. There shall be a minimum of eight members and for the majority of members to be current or former members of their state and province licensing Boards or Affiliate Members and the remaining members be selected to represent important content perspectives needed to address current regulatory issues. Members of the Task Force will be appointed on an annual basis following the AAVSB Annual Meeting & Conference with the goal of replacing at least one member each year to ensure new perspective. There shall be no maximum term limit for members; however, there shall be at least two members that have at least three-years of service on the Task Force to ensure continuity.

Reviewed and approved by the AAVSB Board of Directors on October 1, 2021.

Bylaws Specifications (Article X, Sections 8 and 9)

Article X. Committees. Section 8. Ad-hoc Committees | Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Article X. Committees. Section 9. Committee Responsibilities to the Board of Directors | All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.

Programs and Services Think Tank

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The Program & Services Think Tank is not a standing committee in the Bylaws. Article X, Sections 8 and 9 of the AAVSB Bylaws enables the President to appoint ad-hoc committees with approval from the Board of Directors. (See the Bylaws excerpt below.)

The Program & Services Think Tank’s overall responsibility is to review existing and proposed programs and services utilized by AAVSB Member Boards that are provided by both the AAVSB and the ICVA and recommend improvements in the interest of public and animal protection.

Anticipated Time Commitment (Approx. 20 hours/year, per member)

Conference calls preparation and participation	14 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	6 hrs/yr
Annual Meeting attendance (optional)	varies
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.



... PROGRAMS AND SERVICES THINK TANK, continued

Purpose

- Review existing programs and services utilized by AAVSB Member Boards to ensure appropriate direction in the interest of public and animal protection.
- Recommend modifications to existing programs and services provided by both the AAVSB and the ICVA to ensure they meet the continued needs of the membership.
- Research and propose new programs and services that will address the needs of the membership in creating efficiencies in the regulatory process.

Duties

- Review the AAVSB and ICVA program reports to understand what is currently being offered and make suggestions for improvements.
- Research the needs of the AAVSB Member Boards and make recommendations for new programs and services.
- Provide feedback on proposed changes to existing programs and services or concepts for new programs and services in the interest of benefiting all AAVSB Member Boards.

Responsibilities

- Support the AAVSB's mission and report to the Board of Directors.
- Attend and participate in Program & Services Think Tank meetings as scheduled during the appointed term.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable association policies to include the AAVSB's technology protocols.

Chair Responsibilities

- Facilitate all Program & Services Think Tank meetings and functions. Guide, mediate, and stimulate Task Force discussion. Make sure matters are dealt with in an orderly, efficient manner to include keeping discussions on track and seeking consensus. Meetings are scheduled as needed.
- Work with staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Program & Services Think Tank members when appropriate.
- Ensure the periodic review of both the AAVSB and ICVA programs and services and work closely with staff, legal counsel, and Committee members throughout the review process.



... PROGRAMS AND SERVICES THINK TANK, continued

- Create presentations in collaboration with assigned staff as needed for presentation at the AAVSB Annual Meeting and participate in other outreach initiatives as requested.
- Review concerns brought forward by AAVSB Member Boards, and when requested, provide a response to the Board of Directors.
- Provide subject matter expertise and maintain an increased awareness of changes and developments within the veterinary profession.
- Correspond to the AAVSB Board of Directors on Program & Services Think Tank recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.

Membership Guidelines

The President shall appoint the members of the Program & Services Think Tank with input and approval from the Board of Directors. There shall be a minimum of five members that are current members of their licensing Boards or Affiliate Members. In addition, one non-voting member will be recommended by the International Council for Veterinary Assessment who should possess a detailed understanding of, and is knowledgeable about the future direction of the ICVA programs and services.

Members may serve two, two-year terms. Members are limited to two terms, but the Leadership Development Task Force recommends that, in certain circumstances, appointment to a third term may be necessary especially for the Committee Chair to ensure continuity. Partial terms, serving the remainder of a previous member's term, are not limited. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

Bylaws Specifications (Article X, Sections 8 and 9)

Article X. Committees. Section 8. Ad-hoc Committees | Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Article X. Committees. Section 9. Committee Responsibilities to the Board of Directors | All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.

AAVSB PAVE[®] for Veterinarians Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Program for Assessment of Veterinary Education Equivalence (PAVE[®]) for Veterinarians Committee is the administration and continued upkeep of the program designed to assess the education equivalence of international graduates of non-accredited veterinary schools located outside the United States.

Anticipated Time Commitment (Approx. 100 hours/year, per member)

Conference calls preparation and participation	2 hrs/yr
Examination development	94 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	4 hrs/yr
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Committee Charge

The AAVSB Board of Directors anticipates that the PAVE Committee will review the criteria established by the Association and make recommendations to the Board of Directors concerning:



... PAVE FOR VETERINARIANS COMMITTEE, continued

- The policies regarding eligibility to retake the qualifying exam and clinical skills assessment.
- Input to the relevant organization about the content of the clinical skills assessment.
- The reporting mechanism for the clinical faculty at accredited colleges of veterinary medicine for PAVE candidates and any suggestions for standardizing the evaluation of those candidates.
- The language and format of the application and website materials about PAVE.
- Suggestions for marketing PAVE to Member Boards and prospective candidates.

Committee Member Responsibilities

In addition to the requirements set out in the Bylaws, the following are some of the specific responsibilities of the PAVE Committee:

- Support the AAVSB's mission and policies and be responsible for the development and administration of the PAVE program under the direction of the AAVSB Board of Directors.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable Association policies to include the AAVSB's technology protocols.
- Report annually, or as directed by the AAVSB Board of Directors, any recommended changes in the requirements or administration of the PAVE program.
- Report on PAVE Committee activities at the AAVSB Annual Meeting or as directed by the AAVSB Board of Directors.
- At least annually review the PAVE Standards and Policies to ensure they are contemporary, reflective of veterinary education standards of AVMA COE accredited schools/colleges of veterinary medicine (particularly in North America), and meeting the needs of the licensing jurisdictions.
- Monitor and engage in outreach activities with licensing jurisdictions to ensure PAVE remains a recognized program to ensure equivalence of veterinary education in preparation for licensure.
- Provide subject matter expertise while maintaining current standards of the veterinary profession in the continued development of the Qualifying Science Examination (QSE).
- Review the QSE and provide input to the AAVSB about the content of the QSE.
- Review QSE item-writing protocols and participate in multiple Item Writer/Reviewer and Exam Construction/Development Workshops both in-person and online.



... PAVE FOR VETERINARIANS COMMITTEE, continued

- Review and make recommendations on score reporting forms distributed to candidates taking the QSE.
- Verify PAVE candidates for compliance with approved criteria for PAVE certification and make recommendations to the AAVSB Board of Directors.
- Review candidate requests regarding PAVE standards, complaints, or other issues related to application or completion of the PAVE program.
- Interact with relevant organizations regarding examinations for PAVE certification as directed by the AAVSB Board of Directors.
- Participate and attend committee meetings and functions as scheduled during the term including conference calls and the Annual Meeting.
- Serve as an advocate of the PAVE program with all veterinary licensing boards, veterinary schools, allied professional organizations, and the general public.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate, and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient manner to include keeping discussions on track and seeking consensus. Meetings include regular conference calls and the in person PAVE Committee meeting in conjunction with the Annual Meeting in September.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members when appropriate.
- Prepare PAVE presentations in collaboration with assigned staff. Deliver PAVE program presentation at the AAVSB Annual Meeting and participate in other PAVE outreach initiatives as requested.
- Review QSE final exam forms prior to administration.
- Review any issues with QSE questions post-administration.
- Review and correspond to candidates who have challenged their exam results.
- Provide subject matter expertise while maintaining current standards of the veterinary profession in the continued development of the Qualifying Science Examination (QSE).
- Review QSE Item Writer applications for approval.
- Review QSE item-writing protocols and participate in the multiple Item Writer/Reviewer and Exam Construction/Development Workshops both in-person and online.



... PAVE FOR VETERINARIANS COMMITTEE, continued

- Review and assist the AAVSB staff in providing responses to non-standard candidate questions and when appropriate, provide a response to the AAVSB Board of Directors.
- Serve as an advocate of the PAVE program with all veterinary regulatory boards, veterinary schools and educators, and the general public.
- Correspond to the AAVSB Board of Directors on PAVE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.
- Mentor Committee Chair-elect in final year of Committee Chair's term.

Membership Guidelines

If a member of the PAVE Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person to fill the vacated Committee position and the appointee shall serve the balance of the term.

The Committee recommends two three-year terms. Members are limited to two terms, but the Committee recommends that, in certain circumstances, appointment to a third term may be necessary. Partial terms, serving the remainder of a previous member's term, are not limited. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

Bylaws Specifications (Article X, Section 3)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the PAVE Committee which are described below.

Role | The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

Number of Members | At least seven members.

Method of Appointment and Composition | The President shall appoint with the approval from the Board of Directors the members of the PAVE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the PAVE Committee shall include: four (4) members who are current members of Member Boards, Affiliate Members of AAVSB, or Associate Members; one (1) member recommended by the Association of American Veterinary Medical Colleges (AAVMC); one (1) member recommended by the American Association of Veterinary Clinicians (AAVC); and one (1) at-large member.

Terms of Office | The President determines the tenure of the members of the Committee.

AAVSB PAVE[®] for Veterinary Technicians Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The Program for Assessment of Veterinary Education Equivalence (PAVE[®]) for Veterinary Technicians Committee is not a standing committee in the Bylaws. Article X, Sections 8 and 9 of the AAVSB Bylaws enable the President to appoint ad-hoc committees with approval from the Board of Directors. (See the Bylaws excerpt below.) The Committee was initially established as a subcommittee of the VTNE Committee in 2017 to research and discuss a PAVE-like program for international veterinary technician/nurse graduates of non-accredited programs. The overall role of the Committee is the administration and continued upkeep of the program designed to assess the education equivalence of international graduates of non-accredited veterinary technology programs located outside the United States and Canada.

Anticipated Time Commitment (Approx. 24 hours/year, per member)

Conference calls preparation and participation	20 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	4 hrs/yr
Annual Meeting attendance (optional)	varies
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Committee Charge

The AAVSB Board of Directors anticipates that the PAVE for Veterinary Technicians Committee will review the criteria established by the Association and make recommendations to the Board of Directors concerning:

- The policies regarding eligibility for application to the PAVE for Veterinary Technicians program.
- Input to the relevant organization about the content, education, and credential standards for evaluation of candidates.
- The program requirements for receiving the PAVE for Veterinary Technicians completion certificate.
- The language and format of the application and website materials about PAVE for Veterinary Technicians.
- Suggestions for marketing PAVE for Veterinary Technicians to the Member Boards and prospective candidates.

Committee Member Responsibilities

In addition to the requirements set out in the Bylaws, the following are some of the specific responsibilities of the PAVE for Veterinary Technicians Committee:

- Support the AAVSB's mission and policies and be responsible for the development and administration of the PAVE for Veterinary Technicians program under the direction of the AAVSB Board of Directors.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable Association policies to include the AAVSB's technology protocols.
- Report annually, or as directed by the AAVSB Board of Directors, any recommended changes in the requirements or administration of the PAVE for Veterinary Technicians program.
- Report on PAVE for Veterinary Technicians Committee activities at the AAVSB Annual Meeting or as directed by the AAVSB Board of Directors.
- At least annually review the PAVE for Veterinary Technicians Standards and Policies to ensure they are contemporary, reflective of veterinary technician education standards of AVMA CVTEA accredited veterinary technology programs (in North America), and meeting the needs of the credentialing jurisdictions.
- Monitor and engage in outreach activities with credentialing jurisdictions to ensure PAVE for Veterinary Technicians is a recognized program to ensure equivalence of veterinary technician education in preparation for credentialing.



... PAVE FOR VETERINARY TECHNICIANS COMMITTEE, continued

- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the PAVE for Veterinary Technicians program.
- Review the AVMA CVTEA accredited standards to ensure the PAVE for Veterinary Technicians program meets those standards.
- Verify PAVE for Veterinary Technicians candidates for compliance with approved criteria for PAVE for Veterinary Technicians certification and make recommendations to the AAVSB Board of Directors.
- Review candidate requests regarding PAVE for Veterinary Technicians standards, complaints, or other issues related to application or completion of the PAVE for Veterinary Technicians program.
- Interact with relevant organizations regarding the PAVE for Veterinary Technicians certification as directed by the AAVSB Board of Directors.
- Participate and attend committee meetings and functions as scheduled during the term including conference calls, online review, and annual meeting.
- Serve as an advocate of the PAVE for Veterinary Technicians program with all veterinary licensing boards, veterinary technology schools, allied professional organizations, and the general public.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Ensure matters are dealt with in an orderly, efficient matter, keeping discussions on track and seeking consensus. Meetings include regular conference calls, online review, and the in person PAVE for Veterinary Technicians Committee meeting in conjunction with the Annual Meeting in September.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members when appropriate.
- Prepare PAVE for Veterinary Technicians presentations in collaboration with assigned staff. Deliver PAVE for Veterinary Technicians program presentation at the AAVSB Annual Meeting and participate in other PAVE for Veterinary Technicians outreach initiatives as requested.
- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the PAVE for Veterinary Technicians program.



... PAVE FOR VETERINARY TECHNICIANS COMMITTEE, continued

- Review and assist the AAVSB staff in providing responses to non-standard candidate questions and when appropriate, provide a response to the AAVSB Board of Directors.
- Serve as an advocate of the PAVE for Veterinary Technicians program with all veterinary licensing boards, veterinary technology schools, allied professional organizations, and the general public.
- Correspond to the AAVSB Board of Directors on PAVE for Veterinary Technicians Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.
- Mentor Committee Chair-elect in final year of Committee Chair's term.

Method of Appointment and Composition

The President shall appoint the members of the PAVE for Veterinary Technicians Committee with input and approval from the Board of Directors.

Membership Guidelines

Members may serve two, three-year terms. Members are limited to two terms, but the PAVE for Veterinary Technicians Committee recommends that, in certain circumstances, appointment to a third term may be necessary especially for the Committee Chair to ensure continuity. Partial terms, serving the remainder of a previous member's term, are not limited. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

Number of Members: As appropriate.

Bylaws Specifications (Article X, Section 8 and 9)

Article X. Committees. Section 8. Ad-hoc Committees | Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Article X. Committees. Section 9. Committee Responsibilities to the Board of Directors | All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.

AAVSB RACE[®] Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Registry of Approved Continuing Education (RACE[®]) Committee is to oversee the evaluation and assessment of providers and programs of continuing education in veterinary medicine. The goal is to serve and support the AAVSB Member Boards by ensuring all RACE-approved programs meet appropriate standards of quality continuing education in the interest of public protection.

Anticipated Time Commitment (Approx. 50 hours/year, per member)

Reviewing Program applications	22 hrs/yr
Conference calls preparation and participation	20 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	8 hrs/yr
Annual Meeting attendance (optional)	varies
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.



... RACE COMMITTEE, continued

Responsibilities

In addition to the requirements set out in the Bylaws, the following are some of the specific responsibilities of the RACE Committee:

- Support AAVSB's mission, services, policies, and programs and be responsible for consistent review of continuing education programs for RACE.
- Adhere to the confidentiality and code of conduct policies as well as all other applicable Association policies to include the AAVSB's technology protocols.
- Continuously review and revise the RACE Standards to ensure continuous quality improvement and make recommendations to the AAVSB Board of Directors.
- Serve as an advocate of RACE with all veterinary licensing boards, regulatory agencies, professional associations, and general public.
- Work with staff as assigned by the Executive Director to develop meeting agendas, work plans, and orientation/training for Committee members as appropriate.
- Participate and attend all Committee meetings and functions as scheduled during the term, including the spring meeting, Annual Meeting, and monthly conference calls.
- Report on RACE Committee activities at the Annual Meeting or as directed by the AAVSB Board of Directors.
- Participate in outreach activities with licensing boards as requested by the AAVSB Board of Directors to ensure RACE remains a recognized program for quality, appropriate continuing education.
- Oversee the review of provider and program applications in adherence to the RACE Standards.
- Provide recommendations to the AAVSB Board of Directors on provider and program approvals and denials.
- Stay abreast of new technologies.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions. Guide, mediate, and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus. Meetings include regular conference calls and the two in-person meetings during April and September (in conjunction with the Annual Meeting).



... RACE COMMITTEE, continued

- Work with staff as assigned by the Executive Director to develop agendas, work plans, and orientation/training for Committee members (and paid consultants) when appropriate.
- Ensure the bi-annual review of RACE Standards and work closely with staff, consultants, and Committee members throughout the review process.
- Create RACE presentations in collaboration with assigned staff. Deliver RACE program presentation at the AAVSB Annual Meeting and participate in other RACE outreach initiatives as requested.
- Review concerns brought forward by RACE Providers, and when requested, provide a response to the Board of Directors.
- Serve as an advocate for the AAVSB's RACE Program with all veterinary regulatory agencies, allied professionals, and the general public.
- Provide subject matter expertise and maintain an increased awareness of changes and developments within the veterinary profession.
- Correspond to the AAVSB Board of Directors on RACE Committee recommendations and provide reports as requested.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.
- Mentor Committee Chair-elect in final year of Committee Chair's term.

Policies

See the RACE Appeals Policy for additional details.

Membership Guidelines

If a member of the RACE Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person to fill the vacated Committee position and the appointee shall serve the balance of the term.

The Committee recommends eight members and for the majority of members to be current or former members of their state licensing Boards and the remaining members be veterinarians in good standing. The Committee recommends members be eligible for two terms with each term being three years in length, but in certain circumstances, appointment to a third term may be necessary to ensure continuity. In the event of a vacancy, a new member may be eligible to complete the unexpired term and then serve two full terms. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year



... RACE COMMITTEE, continued

term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

Bylaws Specifications (Article X, Section 2)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the RACE Committee which are described below.

Role | The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.

Number of Members | At least five members.

Method of Appointment and Composition | The President shall appoint with the approval of the Board of Directors the members of the Committee taking into consideration the need for diverse representation, expertise and continuity.

Terms of Office | The President determines the tenure of the members of the Committee.



AAVSB VTNE® Committee

GENERAL INFORMATION ON ROLES AND RESPONSIBILITIES

Overview

The overall role of the Veterinary Technician National Examination (VTNE) Committee is the review and continued upkeep of the VTNE, which assesses the minimum competency of entry-level veterinary technicians for regulatory boards and other credentialing agencies.

Anticipated Time Commitment (Approx. 80 hours/year, per member)

Conference calls preparation and participation	2 hrs/yr
Examination development workshops (online and in-person)	74 hrs/yr
In-person meeting at the Annual Meeting preparation and participation	4 hrs/yr
Committee Chair has additional time commitment	varies

Travel time is in addition to the above.

Committee Charge

In addition to the requirements set out in the Bylaws, the following is the charge of the VTNE Committee as directed by the AAVSB Board of Directors. Consistent with its mission, the AAVSB Board of Directors charges the VTNE Committee with the review and continued upkeep of the Veterinary Technician National Examination.



... VTNE COMMITTEE, continued

The Board of Directors anticipates that the VTNE Committee will review AAVSB's mission and Bylaws and make recommendations to the Board of Directors concerning:

- Input to the AAVSB about the content of the VTNE
- Item-writing protocols
- The score reporting forms distributed to boards and agencies administering the VTNE
- The language and format of the application and website materials about the VTNE Committee and VTNE
- Promotional aspects of the VTNE program

Committee Member Responsibilities

- Support AAVSB's mission, services, policies and programs and be responsible for the development and administration of the VTNE.
- Adhere to the VTNE Participant Agreement between the "Participant" and the AAVSB maintaining confidentiality of the VTNE and all other applicable Association policies to include the AAVSB's technology protocols.
- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools, and general public.
- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the VTNE.
- Review the VTNE and provide input to AAVSB about the content of the VTNE.
- Review VTNE item-writing protocols and participate in multiple Item Writer/Reviewer and Test Construction/Development Workshops both in-person and online.
- Review and make recommendations on score reporting forms distributed to Member Boards and agencies administering the VTNE.
- Review the language and format of the application and website materials about the VTNE and Committee.
- Review current promotional aspects of the VTNE program and make recommendations for continued development of the VTNE.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and the AAVSB Annual Meeting in September.

Committee Chair Responsibilities

- Facilitate all Committee meetings and functions and guide, mediate, and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient manner to include keeping discussions on track and seeking consensus. Committee meetings include regular conference calls and the in-person meeting in September (in conjunction with the Annual Meeting).
- Create meeting agendas in collaboration with the AAVSB staff.
- Create VTNE presentations in collaboration with AAVSB staff for the AAVSB Annual Meeting and AVTE Biennial Symposium.
- Review VTNE final exam forms (450 test and 100 pre-test questions) prior to administration.
- Review any issues with VTNE questions post-administration.
- Review and correspond to candidates who have challenged their exam results.
- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools and educators, and general public.
- Provide subject matter expertise and maintain an increased awareness of changes and developments with the veterinary technology profession. Review Item Writer applications for approval.
- Review VTNE item-writing protocols and participate in multiple Item Writer/Reviewer and Test Form Construction/Development Workshops both in-person and online.
- Act as a liaison to the AVTE and respond to questions via the listserv application.
- Correspond to the AAVSB Board of Directors on VTNE Committee recommendations and annual report.
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff.
- Mentor Committee Chair-elect in final year of Committee Chair's term.

Membership Guidelines

If a member of the VTNE Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board of Directors, shall appoint a person



... VTNE COMMITTEE, continued

to fill the vacated Committee position and the appointee shall serve the balance of the term.

The VTNE Committee has recommended guidelines in that members are eligible for two terms with each term being three years in length, but recommends, in certain circumstances, appointment to a third term may be necessary. In the event of a vacancy, a new member may be eligible to complete the unexpired term and then serve two full terms. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

The VTNE Committee has recommended the following membership guidelines per the Committee composition structure stated in the AAVSB Bylaws. At least one member of the Committee should be a Canadian veterinarian.

- At least four members at large filled by the AAVSB from candidates recommended by Member Boards with preference to veterinarians who either employ or supervise one or more graduate veterinary technicians. The preferred qualifications for these positions are below:
 - One veterinarian representing private small animal clinical practice
 - One veterinarian representing small animal clinical science
 - One veterinarian representing private large animal clinical practice
 - One veterinarian representing large animal clinical science
- Two members recommended by the Association of Veterinary Technician Educators (AVTE) with the following preferred qualifications:
 - One technician who is a veterinary technician educator
 - One veterinarian who is a veterinary technician educator
- Two members recommended by the National Association for Veterinary Technicians in America (NAVTA) with the following preferred qualifications:
 - One technician representing private small animal clinical practice
 - One technician representing private large animal clinical practice
- Two members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTTC) with the following preferred qualifications:
 - Technologists or technicians
- Two members recommended by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) with the following preferred qualifications:
 - Technicians or veterinarians



... VTNE COMMITTEE, continued

Bylaws Specifications (Article X, Section 4)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the VTNE Committee which are described below.

Role | The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.

Number of Members | At least 12 members.

Method of Appointment and Composition | The President shall appoint with the approval from the Board of Directors members of the VTNE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the VTNE Committee shall be as follows:

- Four members at large,
- Two members recommended by the Association of Veterinary Technician Educators (AVTE),
- Two members recommended by the National Association for Veterinary Technicians in America (NAVTA),
- Two members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC), and
- Two members recommended by the AVMA's Committee on Veterinary Technician Education and Activities (CVTEA).

In order to provide diversity and expertise, the members of the VTNE Committee need not be members of Member Boards or Affiliate Members of AAVSB.

Terms of Office | The President determines the tenure of the members of the Committee.



Mission

Our mission is to support and advance the regulatory process for veterinary medicine.

Vision

The AAVSB is the primary source for comprehensive information that strategically advances and strengthens the veterinary regulatory community.

Values

Protection of the public
Reliability and accuracy
Ethics and integrity
Service excellence
Active inclusion, participation and collaboration
Stewardship of resources

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