



VOLUNTEER POSITIONS & DUTIES



AVAP VOLUNTEER POSITIONS AND DUTIES

Executive Committee

- **President**

- **Responsibilities:**

- Oversee all AVAP communications and activities.
- Serve as liaison between AVAP and AAVMC.
- Follow and update MOU as required.
- Provide Annual Update to AAVMC.
- Answer emails and send emails as needed to AAVMC's Director of Communications and Finance.

- Serve as a member of the Executive Committee, attending monthly Executive Committee meetings.

- Create standing calendar invites/zoom links for the monthly meeting.
- Create agenda.
- Host and moderate monthly meetings.

- Communications

- Draft emails for AVAP business throughout the year.
- Serve as liaison for all member questions and concerns.

- AVAP Conference

- Assist in conference planning and operations.
- Sign contracts.
- Welcome remarks and closing remarks.
- Host and/or moderate sessions.
- Host annual business meeting.
- Host Executive Committee dinner.
- Other duties as assigned.

- Visionary

- Assess the organization and identify room for growth and advancement
- Coordinate and/or implement new initiatives

- **Term length:** 2 years total (1 year for President and one for Past President).

- **Time commitment per month:** 3-5 hours per month; 1 hour for Executive Committee meetings, 2-4 for other duties.

AVAP VOLUNTEER POSITIONS AND DUTIES

- **Vice President**

- **Responsibilities:**

- Serve as a member of the Executive Committee, attending monthly Executive Committee meetings.
 - Serve as a liaison between the Executive Committee, Conference Committee and Engagement and Outreach Committee Co-Chairs, conducting regular check-ins and assisting as needed.
 - Attend monthly Conference Committee planning meetings when available, assisting with conference planning tasks as needed.
 - Attend monthly Engagement and Outreach Zoom sessions when available, assisting with the development of topics and discussion questions as needed.
 - Assist in hosting AVAP meetups at veterinary conferences planned by the Engagement and Outreach Committee when in attendance.
 - Attend the annual AVAP conference, taking an active role in engaging attendees and speakers, hosting dine-arounds, and assisting with other conference-related tasks.
 - Serve as a resource for AVAP members with questions about the organization or getting more involved.
 - Assist the President with developing new ideas to advance and expand the organization and assist with additional projects as needed.

- **Term length:** 1 year as Vice President; 3 years total (1 year each for Vice President, President, and Past President).

- **Time commitment per month:** About 4 to 5 hours per month, depending on current happenings.

- 2 to 3 hours of Zoom meetings.
 - 2 hours of additional work and emails.

AVAP VOLUNTEER POSITIONS AND DUTIES

- **Secretary**

- **Responsibilities:**

- Keep a record of the proceedings of all meetings of the Association.
- Serve as a member of the Executive Committee.
- Maintain a file, for at least five years, including copies of all correspondence, reports, and communications received or sent in the capacity of Secretary.
- Maintain or cause to maintain up-to-date names and addresses of members in the official directory and the email list served.
- Assist in updating and maintaining information on the AVAP website.

- **Term Length:** Minimum 1 year.

- **Time commitment per month:** Requires roughly 2 hours monthly meeting time and 2 hours monthly updating list serve and posting meeting minutes. Also takes an active role at the AVAP Annual Conference.

- **Treasurer**

- **Responsibilities:**

- Work with the AAVMC Controller to ensure the accuracy of finances.
- Manage budgeting process for AVAP Conference and annual expenditures.
- Maintain accurate records for AVAP Conference attendees and ensure conference registrations are paid in a timely manner.
- Respond to member and AAVMC requests for information regarding accounts payable and receivable.
- Coordinate and assist the Conference Committee as needed for financial needs and records.

- **Term length:** Minimum 2 years.

- **Time commitment per month:** Less than 8 hours, including monthly meetings.

AVAP VOLUNTEER POSITIONS AND DUTIES

Ad Hoc Committees

- **Conference Committee Co-Chairs (2)**

- **Responsibilities:**

- The conference chair is responsible for coordinating the programming and managing the logistics for the annual AVAP conference. The chair works with a co-chair and a team of volunteers who provide ideas, help with outreach, work with sponsors, and assist with some of the on-the-ground details.
- Creating/maintaining the website (mainly the conference page).
- Creating/Maintaining Zeffy (registration/payment platform).
- Working with the hotel for lodging, catering, and AV contracts.
- Working with vendors to create promotional items for the conference(s).

- **Term length:** 2 years (one as new co-chair, second as lead co-chair).

- **Time commitment per month:** 3-6 hours.

- **Engagement and Outreach Committee (2)**

- **Responsibilities:**

- Plan monthly engagement calls of varying topics - coordinate with AVAP members to lead calls and join calls to take notes and share with members.
- Coordinate meetups at veterinary conferences by connecting colleagues who are attending and setting up breakfast locations/reservations.
- Take an active role in supporting the AVAP Annual Conference.

- **Term length:** 2 years (one as new co-chair, second as lead co-chair)

- **Time commitment per month:** 5 hours - 2 hours monthly meetings, 1-3 hours planning calls and meetups.

- **Other Volunteer Roles**

- **Conference Committee Volunteers**

- General
- Outreach Committee
- Sponsorship Committee
- Presenter/Panel Member/Moderator

- **New: Communications and Website Volunteer**

- Review, edit, and update the AVAP website