



Recognized as the World Leader in Animal Chiropractic

# AMERICAN VETERINARY CHIROPRACTIC ASSOCIATION

## CALL FOR LEADERSHIP NOMINATIONS POSITION DESCRIPTIONS

### **Officers, Board of Directors, and Certification Commissioners**

The Board/Commission shall understand, appreciate, and desire to further the purpose, mission, goals, and objectives of the organization.

### **Legal Responsibilities:**

Under well-established principles of nonprofit corporation law, an officer/board member/commissioner must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

**Duty of Care** - The duty of care describes the level of competence that is expected of an officer/board member/commissioner, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member/commissioner owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization. Acts in good faith, and, in the best interests of the organization.

**Duty of Loyalty** - The duty of loyalty is a standard of faithfulness; an officer/ board member/commissioner must give undivided allegiance when making decisions affecting the organization. This means that an officer/ board member/commissioner can never use information obtained as a member for personal gain, but must act in the best interests of the organization. There should be no conflicts with your self interests. Your duty is to the AVCA, the corporate entity, not to other directors/commissioners or stakeholders.

**Duty of Obedience** - The duty of obedience requires officers/board members/commissioners to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization.

### **Past President – 2 year term**

Past President (President Emeritus) is responsible for providing transitional support to the AVCA. This is not an elected position, but one to which the President succeeds. Travel reimbursement is provided for the annual conference.

### **Responsibilities**

- Provides advice to the Board of Directors
- Eligible to serve on all committees
- Serve as a voting member of the Board of Directors and Executive Committee
- Assures the continuation of the Board through supervising nominations/elections

### **President of the Board – 2 year term**

Chief elected officer of the organization. This is the position to which the President-Elect succeeds. Travel reimbursement is provided for the annual conference.

### **Responsibilities**

- Ensure that the organization abides by and furthers its mission, bylaws and established policies and procedures
- Serve as a voting member and chair of the Board of Directors and Executive Committee
- Preside over all meetings of the Association, the Board of Directors, and the Executive Committee
- Communicate regularly with and support the Executive Director in fulfilling the goals and activities of AVCA
- Become familiar with the functions of the headquarters office
- Prepare agendas for all meetings of the Board of Directors and Executive Committee and the Annual Business Meeting
- Communicate the activities of the Board to the Membership
- Represent the organization to other organizations, the media, and the public
- Appoint committee members and committee chairs; Charge the committees
- Lead the strategic planning process
- Facilitate accomplishment of the organization's strategic goals and objectives
- Train and prepare the President-elect for the responsibilities of the presidency

**President-Elect – 2 year term**

Assumes the role and duties of the board presidency if the president is no longer able to continue. Travel reimbursement is provided for the annual conference.

**Responsibilities**

- Become acquainted with the Bylaws and policies
- Become familiar with the responsibilities of the president, the activities, and positions of the organization, and the functions of the headquarters office
- Perform responsibilities of the president during absence or disability of the president
- Serve as a voting member of the Board of Directors and Executive Committee
- Participate in strategic planning
- Assist the president with projects and assignments as appropriate
- Represent the association at the request of the AVCA Executive Director, the board president, or the board as a whole

**Secretary/Treasurer – 2 year term**

Custodian of association's records and finances. Travel reimbursement is provided for the annual conference.

**Responsibilities**

- Become acquainted with the Bylaws and policies
- Become familiar with the responsibilities of the board president, the activities, and positions of the organization, and the functions of the headquarters office
- Oversee record keeping as required by law, membership, and meetings (may be delegated to staff)
- Oversee minutes of the Board of Directors, Executive Committee, and the association (may be delegated to staff)
- Oversee (with the executive director) the fiscal affairs of the association
- Monitor and report to the Board and membership the budgetary performance of the association
- Review all actions or policies with major financial implications
- Serve as a voting member of the Board of Directors and the Executive Committee
- Participate in strategic planning
- Represent the association at the request of the AVCA Executive Director, the board president, or the board as a whole

**Director – 4 year term**

Assist officers in oversight of health and direction of the association. Travel reimbursement is provided for the annual conference.

**Responsibilities**

- Become acquainted with the Bylaws and policies
- Serve as a voting member of the Board of Directors
- Become familiar with the functions of the headquarters office
- Attend Board of Directors meetings and association meetings
- Review agenda and supporting materials prior to board and membership meetings
- Assist the board in carrying out its fiduciary responsibilities
- Assist in locating and developing funding sources for the association
- Introduce membership needs and suggestions to the Executive Committee/Board of Directors
- Participate in strategic planning
- Ensure legal and ethical integrity and maintain accountability
- Serve as resource to the headquarters staff, committees, and other Board members
- Review and respond to all action and information requests from headquarters office
- Suggest possible board nominees who can make significant contributions to the work of the board
- Team player and consensus builder
- Discreet, thoughtful in handling sensitive matters (see Agreement of Confidentiality)
- Represent the association at the request of the AVCA Executive Director, the board president, or the board as a whole
- Perform tasks as assigned by the President and/or Board of Directors

### **Certification Commission**

**Term:** Commissioner – 3 year terms Appointed. Travel reimbursement is provided for the examinations. The purpose of the certification program is to conduct certification activities in a manner that upholds standards for competent practice in animal chiropractic.

#### **Responsibilities:**

- Adhere to the certification program's mission, policies and procedures
- Ensure legal and ethical integrity and maintain accountability
- Contribute to defining the ACCC mission and policies and procedures
- Carry out the functions assigned as a Commissioner as delineated by the Commission consistent with the bylaws, policies, and procedures
- Inform others about the certification program
- Responsible for planning, direction, and administration of the ACCC/AVCA Certification Program.
- Prepare or cause the certification examinations to be prepared
- Support the certification staff

#### **Tasks:**

- Attend all meetings, be prepared and contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background support materials relevant to the meeting
- Make recommendations and vote on certification issues
- Provide input on Commission decisions
- Answer questions about ACCC certification as they relate to ACCC Standards and ACCC Policies and Procedures
- Represent ACCC at the request of the AVCA Executive Director, the ACCC Chair or the Commission as a whole
- Review documents and correspondence generated by or on behalf of the ACCC
- Prepare articles and reports as needed
- Follow all ACCC policies and procedures
- Perform other related duties as required

#### **Time Commitment:**

- Attend all meetings: teleconferences and meeting at the location of the AVCA Annual Conference; Annual Conference meetings are scheduled one to two days prior to the conference
- Attend 1 – 2 examinations yearly
- Participation in conference calls scheduled as needed (0 – 6 calls annually)
- Preparation for meetings: Approximately 1 – 2 hours depending on materials
- Complete or participate in periodic subcommittee work as assigned

#### **Desired Characteristics/Skills:**

- Experience and/or knowledge of assessment programs
- Thorough, good follow-through on commitments
- Strong attention to detail
- Strong interpersonal skills
- Good verbal and written communication skills
- Analytical
- Conscientious, strong deadline orientation
- Team player and consensus builder
- Discretion, thoughtful in handling sensitive matters (see Agreement of Confidentiality)
- Excellent reading comprehension