



Recognized as the World Leader in Animal Chiropractic

# AMERICAN VETERINARY CHIROPRACTIC ASSOCIATION

*AVCA Call for Leadership Candidates*

## Dear AVCA Professional Member:

Serving as an association leader is both an honor and a reward, but it requires a demonstrated commitment to the organization and its mission and goals. Participating fully in association activities requires extra time to prepare for travel and attend meetings. Leadership requires knowledge, talent, skill, vitality and the ability to make a difference. In the association environment, that translates into a solid track record of contributing to the success of programs, events or projects. Many people contribute their efforts toward the realization of an association's goals and objectives – no one does it alone. Well-developed interpersonal and communication skills are essential to effective teamwork.

If you are a qualified candidate, please complete this Call for Leadership Candidate form, attach the required supporting documentation, and return all materials to AVCA office.

Thank you for your support.  
Jon Zeagler, DC (Louisiana) Immediate Past President  
Brett Wessel, DC (Oklahoma), President Elect

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### Self-Nomination Process

- Package must include
  - Completed nomination form from eligible professional member
  - Bio and/or CV
  - Portrait/headshot image in jpg format, no more than 300 dpi
  - Responses to the questions included on the nomination form
- Incomplete nomination package

### Job Descriptions

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## Self-Nomination Process:

AVCA Professional Members may submit for a position.

Complete nomination packages must be received by email in the AVCA office by close of business July 7, 2023

## Packages must include:

1. Completed nomination form from eligible professional member,
2. Bio or CV,
3. Portrait/headshot photo/image in jpg format, no more than 300 dpi
4. and responses to the questions included on the nomination form.

**Incomplete nomination packages** will not be considered. Nominating Committee members will review all nominations received and select a slate of candidates that are best qualified. The slate of nominees is approved by the Board of Directors, after which an e-notice for online voting will be sent to the voting membership. Leadership change is effective at the close of the Annual General Meeting.

## Leadership Positions Job 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.

1. **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.
2. **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, stakeholders, or your own interests.
3. **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.

### 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
- Perform tasks or consult as requested by the Executive Director, President, Executive Committee, or board as a whole

### President of the Board – 2 year term

Chief 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

### *AVCA Call for Leadership Candidates*

- *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*
- *Represent the association at the request of the AVCA Executive Director, Executive Committee, or board as a whole*
- *Perform tasks or consult as requested by the Executive Director, Executive Committee, or board as a whole*
- *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*

#### **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*

#### **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
- Perform tasks or consult as requested by the Executive Director, President, Executive Committee, or 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
- 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 or consult as requested by the Executive Director, President, Executive Committee, or board as a whole

**Nominating for the position of: (Check One)**

AVCA members who are eligible to vote may run for office. Nominating Committee will contact all potential board of director nominees to obtain their consent to be considered for nomination and ability to serve if elected, including attendance at board meetings and membership meetings.

Check one position.

<input type="checkbox"/> <b>Board of Director</b> – 1 position (4 year term)	<input type="checkbox"/> <b>President-Elect</b> (2 year term)	<b>Secretary/Treasurer</b> (2 year term)
<b>Nominee Name:</b>	<b>Degree</b>	<b>Cert#</b>
<b>Address:</b>		
<b>City/St-Prov/Postal:</b>		
<b>Phone:</b>	<b>Email:</b>	
<b>Position Nominated:</b>		
<b>If not Self-Nominated.</b>	<b>Degree</b>	<b>Cert#</b>
<b>Nominated by:</b>		
<b>Address:</b>		
<b>City/St-Prov/Postal:</b>		
<b>Phone:</b>	<b>Email:</b>	

*If extra space is needed to complete any item in this application; use and attach a separate sheet of paper*

1. Do you have previous board service, leadership, or volunteer service? Are you presently serving on other boards?

2. What volunteer contributions have you made within your professional community?

3. What volunteer contributions have you made within the animal chiropractic community?

4. What volunteer contributions have you made within your community?

5. What are your reasons for wishing to contribute to AVCA in this volunteer role?

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6. What are your strengths and qualifications in relationship to this position?

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7. How will the AVCA benefit from your participation?

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8. Should your nomination be accepted, please write your candidate statement that would be published with the ballot that will be sent to membership. (125 word maximum.)

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9. Attach a portrait photo, bio and/or CV along with responses to the above questions to complete this application.

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**Commitment to Serve:**

If elected, I recognize the important responsibility I am undertaking in serving as a member of the American Veterinary Chiropractic Association (AVCA) Board of Directors, that it requires a demonstrated commitment to the organization and its mission and goals and hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a director or officer. I will exercise the duties and responsibilities of such an appointment with integrity, collegiality, duty of care, loyalty and obedience.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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NOTE: Incomplete nomination packages will not be considered. The Nominating Committee will review Nominees' bios/CVs and responses to the questions below. Nominees selected for leadership roles will have their photo, bio and responses to the questions published in the ballot materials made available to all eligible voting members

**Please attach a portrait photo, bio and/or CV along with responses to the above questions:**

**RETURN this form ELECTRONICALLY with attachments to the AVCA Office by close of business July 7, 2023:**

**EMAIL APPLICATION, photo and all documents to: [avcainfo@junct.com](mailto:avcainfo@junct.com)**

AVCA, 442236 E 140 Rd, Bluejacket, OK 74333, Phone: 918-784-2231 Fax: 918-784-2675