



World Aquatic Veterinary Medical Association

EXECUTIVE BOARD RESPONSIBILITIES

The WAVMA Executive Board consists of the President, Immediate-Past President, President-Elect, Secretary, Treasurer and Directors. The President-Elect, Secretary, Treasurer and Directors are elected annually by a vote of the WAVMA Full Members (Veterinarian and New Veterinarian Members) to serve on the Executive Board beginning their term the following year on January 1st. The previous President and President-Elect become the Immediate Past-President and President, respectively, on January 1st.

The Executive Board will provide oversight and approve all fiscal¹ and administrative² activities of WAVMA and its committees, programs and services in accord with the Bylaws, and facilitates the development and implementation of WAVMA programs. Individual Executive Board member's responsibilities include:

The President will:

- 1) Schedule, draft agendas and preside over the Executive Board meetings
- 2) Monitor and facilitate implementation of all active WAVMA and Committee programs, services and other initiatives.
- 3) Chair the Nominations Committee³ and serve on Budget Committee⁴.
- 4) Provide an update of WAVMA activities for the association's quarterly publication.
- 5) Liaise with other veterinary and paraveterinary organizations.
- 6) Work with the Meetings Committee to finalize and implement the WAVMA Annual Conference and Annual General Meeting.
- 7) Preside over the WAVMA Annual General Meeting.

The President-Elect will:

- 1) Assume President's responsibilities in the absence of the President.
- 2) Serve as a member of the Nominations Committee and Budget Committee.
- 3) Identify at least one new WAVMA program or initiative to implement during his/her 3-year tenure.
- 4) Assist in facilitating and implementing active WAVMA programs and initiatives during his/her 3-year tenure.
- 5) Work with the Meetings Committee to facilitate the development of the following year's WAVMA Annual Conference and Annual General Meeting

The Immediate Past-President will:

- 1) Assume President's responsibilities in the absence of the President and President-Elect.
- 2) Serve as a member of the Nominations Committee and facilitate active solicitation of nominations for the following year's Officer/Director elections.
- 3) Assist the President-Elect and other Board members in developing or implementing new or existing WAVMA initiatives and programs.
- 4) Assist the President in implementing administrative procedures.
- 5) Assist the Secretary in the production of a WAVMA Annual Report that will be published within the first quarter of *The Aquatic Veterinarian* each calendar year.

The Secretary will:

- 1) Serve as the primary WAVMA point of contact for the public.
- 2) Inform members of WAVMA programs & initiatives on a regular basis.
- 3) Assist the developments and distribution of WAVMA official correspondence.
- 4) Serve as Chair of the Communications Committee.
- 5) Maintain a calendar of WAVMA events including Board and Committee meetings.

¹ Fiscal affairs mean all financial affairs including income and expenditures.

² Administrative affairs mean appropriate procedures for optimally and efficiently doing business.

³ The Nominations Committee will consist of the President (Chair), President-Elect and Immediate Past-President.

⁴ The Budget Committee will consist of the Treasurer (Chair), President, and President-Elect.



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- 6) Oversee the development and distribution of a WAVMA Annual Report in the first quarter of each year, which summarizes progress of WAVMA programs, services and initiatives, Committee activities, and an annual financial report.
- 7) Maintain, oversee, moderate or administer Executive Board, Committee, Member and other listservs and electronic communications.
- 8) Provide a WAVMA Certificate of Appreciation to outgoing Board Members and Committee Chairs.

The Treasurer will:

- 1) Maintain all WAVMA bank accounts and bookkeeping, receive all payments, and pay all expenses approved by the Board.
- 2) Chair the Budget Committee and facilitate the development of an annual budget for the following membership year for presentation to the full Board by October 31st of each year.
- 3) Prepare an annual financial summary of annual income and expenses for inclusion in the WAVMA Annual Report by February 15th.
- 4) Prepare and submit updated officer and director information to association's attorney by February 1st for the Annual Corporate Report preparation.
- 5) Mail Annual Corporate Report and filing fee to the Illinois Secretary of State by February 15.
- 6) Provide the Board with financial summaries and updated projected budgets for the current year on a quarterly basis.
- 7) Send out membership renewal reminders for the following membership year by December 1, additional reminders on January 15, February 15 and March 15, and de-activate members not renewing their membership by April 1.
- 8) Oversee and maintain updated membership databases.

Directors will:

- 1) Represent individual WAVMA member's general interests.
- 2) Assist WAVMA in identifying and acting on issues important to specific global geographical regions.

[Adopted 10/2010]

[Revised 11/2017]