

## AAVMC COMMITTEES

AAVMC committees are expected to function in an advisory capacity to the Board of Directors and the Assembly. Because the number of programmatic activities is necessarily limited by resources, both financial and personnel, committees need to consider their program agendas with respect to the AAVMC Strategic Plan and the priorities set by the Board. Committee requests for either financial or staff assistance must be approved by the Board of Directors before any resources will be provided. To this end, each committee will submit a work plan at the beginning of each year, which should include the following information:

- The officers of the committee;
- The charge of the committee;
- Specific work plan for the next year;
- Relationship of work plan to the AAVMC Strategic Plan; and
- Resources needed (financial and staff).

Membership of each committee should be determined by the expertise needed to accomplish the goals most effectively and not based on institutional work assignments. In some instances more diverse input can be very important in accomplishing the stated goals. Committees are to function in a cost effective manner, accomplishing much of their work via electronic conferencing. Thus, committees would not depend solely on lengthy face to face meetings at the March annual meeting or similar meetings at the AVMA meeting.

Because each committee has a rather broad scope, use of short term *ad hoc* committees or task forces with very specific goals and timelines is encouraged. Such groups would report to the whole committee for final decisions and recommendations to the Board of Directors.

All committees will report the outcome of their efforts to the Board of Directors on a regular basis, either annually or more frequently if there are more urgent matters requiring action in a timelier manner. The Board may either approve such actions or refer the recommendations to the Assembly for further consideration.

### **Board Committees**

The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees of the Board, each committee to consist of more than one Director. Committees are empowered to add at-large members adding particular expertise and value to the Committee's work. The Board may designate one or more Directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or they constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in the place of any such absent or disqualified member. Such committee or committees shall have such member or members as may be determined from time to time by resolution adopted by the Board of Directors. Any such committee, to the extent provided in the resolution of the Board of Directors, shall make recommendations to the Board of Directors in

the management of the business and affairs of the Association. Board Committees, Task Forces, and Working Groups may include, but not be limited to, the following:

- Ethics
- Executive
- Finance/Audit
- Governance
- Strategic Planning

### **Assembly Committees**

Membership of Assembly Committees shall consist of representatives of member institutions at the appropriate rank or job responsibility consistent with the charge and objectives of each committee. Committees are established and disbanded by the Assembly.

Committees shall select an executive leadership group in accordance with procedures established by the members of such committees. The executive group shall consist of, at a minimum, a chairperson, chairperson-elect, and past chairperson. The executive group shall be responsible for planning committee meetings, preparing committee reports, and making recommendations to the Board of Directors on an annual basis or more frequently as appropriate.

The Committees of the Assembly shall include the following committees:

- Committee of Deans<sup>1</sup>
- Academic Affairs Committee
- Admissions Committee
- Advocacy Committee
- Diversity Committee
- JVME Editorial Board
- One Health Committee
- Research Committee

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<sup>1</sup> Membership is limited to Deans of member institutions.