

Michigan Association of Veterinary Technicians

Representing Licensed Veterinary Technicians in the State of Michigan since 1975



Executive Board Member Title	<i>President</i>
Term	<i>One year, automatically succeeding to office at conclusion of President Elect term, and then to Past President term at the conclusion of President term.</i>

Job purpose

Provide direction and leadership to the MAVT Executive Board and Executive Director while maintaining structure in accordance with the current MAVT constitution and by-laws.

Duties and responsibilities

- Sign Executive Board Member Agreement and must have fully read, acknowledged, and signed the MAVT By Laws and Standard Operating Procedures.
- Serve as chief volunteer of the organization and chairperson of the Executive Board.
- Partners with the other Executive Board members and Executive Director in achieving the organization's mission.
- Provides leadership to the Executive Board.
- Delivers the annual address during the MAVT Fall Conference.
- Chairs all meetings of the Executive Board with formal order of business.
- Develops and distributes all meeting agendas at least 7 days in advance of meeting.
- Compose and provide four (4) "President's Letters" for each of the quarterly newsletters, each current and timely.
- Compose and provide the Recording Secretary a welcome letter for a new members.
- Encourages Executive Board's role in strategic planning.
- Appoints chairpersons of committees (if not previously designated), in consultation with other Executive Board members.
- Serves *ex officio* as a member of committees and attends their meetings when invited.
- Attend all Executive Board meetings scheduled and in the attendance it was scheduled (online, in person).
- Attend the Michigan Veterinary Conference (at the beginning and end of each term), Spring Mock Exam and Conferences.
- Discusses issues confronting the organization with the Executive Board members.
- Helps guide and mediate Executive Board actions with respect to organizational priorities and governance concerns.
- Reviews concerns of the Executive Board.
- Assists the Vice President in leading roles in fundraising activities.
- Monitors financial planning and financial reports.
- Informally evaluates the effectiveness and performance of Executive Board members.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Evaluates the performance of the organization in achieving its mission annually.
- Performs other responsibilities assigned by the Executive Board.

Qualifications

- Be a current Credentialed Veterinary Technician member in good standing of the Michigan Association of Veterinary Technicians.
- Demonstrate a deep understanding of MAVT constitution, by-laws and organizational structure.
- Poses excellent organizational skills and ability to work well with others of varying skill-levels and backgrounds.
- Poses ability to direct others in a courteous and professional manner while encouraging them to uphold responsibilities and obligations to the association.
- Poses a desire to progress MAVT with professionalism and understanding to the veterinary technician field.
- Ideally has served one year as the President Elect before succeeding to office.

Accepted by: <i>(signed by President)</i>	
Approved by: <i>(signed by Past President)</i>	
Date approved:	
Last Reviewed:	<i>December 22, 2022</i>