

Michigan Association of Veterinary Technicians

Representing Licensed Veterinary Technicians in the State of Michigan since 1975



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

Job purpose

Prepare to lend advice 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 the President in the temporary absence of the President.
- Serve as President in the event of a vacancy occurring in the office of President, until the adjournment of the next annual meeting, when s/he would automatically succeed to the office of President (By-Laws, Article III, Section 3.).
- 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.
- Partners with the other Executive Board members and Executive Director in achieving the organization's mission.
- Prepares for a year of in depth learning of MAVT constitution, by-laws, organization structure and association focus.
- Assist the Member-at-Large regarding social media for MAVT by posting relevant articles, event notification and interesting posts, and help maintain website.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- 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 communicate with 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.
- Elected to office by majority vote of membership with understanding this is a three (3) year commitment to the MAVT Executive Board offices as President Elect, President and finally Past President.

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