

Michigan Association of Veterinary Technicians

Representing Licensed Veterinary Technicians in the State of Michigan since 1975



Executive Board Member Title	<i>Corresponding Secretary</i>
Term	<i>Two year term</i>

Job purpose

Fully participate within the MAVT Executive Board while maintaining order 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.
- Send notices of the time and place of all general and special meetings to all members of the MAVT.
- Perform duties of editor of MAVT's quarterly newsletter, *The Vet Tech Insider*, during the months of March, June, September and December.
 - Allow for review of each newsletter prior to distribution to the membership.
 - Solicit and coordinate the continual and standing portions of *The Vet Tech Insider*
 - At least one educational article
 - Membership statistical data regarding association growth
 - List corporate and hospital memberships
 - Acknowledge award recipients
 - Continuing education resource
 - Standing committee reports
 - Advertising
 - Sponsorship thank you
 - Executive Board member names and contact
 - Sponsors thank you
 - Other possibilities: other associations of interest, current issues in the state, behavior corner, member spotlight
 - Distribute a copy of each edition to each paid sponsor and business placing an ad.
- Serve as liaison for businesses wishing to advertise with the MAVT.
 - Send confirmation to each business of receipt of payment and intended date of publication.
 - Send a copy of the publication to each business that has placed an ad with the MAVT.
 - Coordinate media business ads to the website and social media appropriately.
- Serve as chairperson of the Newsletter/Publication Committee and appoint members to this committee.
- Assist the Recording Secretary when necessary.
- 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.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Partner with the other Executive Board members and Executive Director in achieving the organization's mission.
- Perform 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 an 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.
- Elected to office by majority vote of membership with understanding this is a two (2) year commitment to the MAVT Executive Board.

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