

# Michigan Association of Veterinary Technicians



Representing Licensed Veterinary Technicians in the State of Michigan since 1975

<b>Executive Board Member Title</b>	<i>Vice President</i>
<b>Term</b>	<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, acknowledge, and signed the MAVT By Laws and Standard Operating Procedures.
- Serve as President Elect in the absence of the President Elect.
- Serve as chairperson of the Continuing Education Program Committee.
- Serve as Conference Coordinator in the absence of an employed Conference Coordinator.
  - Solicit sponsorship from previous and new vendors and business.
  - Solicit speakers for decided tracks the conference.
  - Serve as liaison for conference sponsors.
  - Serve as liaison and contract coordinator for said speakers.
  - Serve as liaison for the selected conference site and the Executive Board.
  - Keep accurate records including: Completed sponsor forms, speaker contracts, conference venue contracts (booking agreement, banquet event orders, RACE approval).
  - Design and coordinate facsimile or electronic notification of conference advertisements/announcements.
  - Coordinate AASVB RACE approval for conference sessions.
  - Compose a conference budget and report on the budget at each Executive Board meeting.
  - Reference Conference Coordinator checklist for additional minor duties.
- Update terms of speaker contracts when applicable.
- Perform lead duties in fundraising activities.
- Store all promotional, display items and assorted tools used for MAVT business.
- 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.
- Partners with the other Executive Board members and Executive Director in achieving the organization's mission.

## 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.

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