



## **Board of Regents**

### **Roles and Responsibilities**

#### **I. Board Objective**

The work of a board is guided by strong commitment to the organization's mission, vision, and values. The primary duty of a voluntary governance body such as the ACVIM Board of Regents is to guide the organization's direction in alignment with that mission, vision, and values. In fulfilling that duty, the ACVIM Board of Regents ensures organizational accountability to its members and the broader public through strategic planning, ongoing evaluation of programs and services, and wise utilization and expansion of organizational resources. Recognizing the unique contributions and talents of each of its members, the ACVIM Board of Regents reaches consensus on what constitutes success, encourages a shared sense of responsibility, and fosters a culture of trust, mutual respect, cooperation, and open communication.

#### **II. Board Composition**

The Board is comprised of the following members:

- Immediate Past-Chair\*
- Chair\*
- President\*
- President-Elect\*
- Treasurer\*
- Certification Liaison
- Two Members-At-Large\*
- Presidents of each ACVIM Specialty\*
- CEO

\*Voting

#### **III. Board Member Responsibilities**

- A. Consistently practicing ACVIM values.
- B. Attending Board meetings, virtually or in-person.
- C. Evaluating the ACVIM mission, vision and values as needed to maintain relevance to current professional conditions and emerging member needs.
- D. Providing financial oversight, including but not limited to approval of the annual budget and audited statements, and assuring financial resources are allocated in support of the organization's mission, vision, values, and strategic goals.
- E. Engaging with members and ensuring that their needs are represented in Board deliberations.
- F. Ensuring that the Board operates with legal and ethical integrity and in compliance with the ACVIM Code of Conduct.
- G. Actively participating in meaningful organizational planning.
- H. Identifying, nurturing and recruiting future ACVIM leaders.
- I. Enhancing the standing of the ACVIM with animal owners and other public stakeholders.

- J. Establishing policy directions that align with the mission, vision and goals of the organization.
- K. Participating in reflection and evaluation of the Board's performance.
- L. Supporting the CEO by sharing insights into issues facing veterinary specialty medicine, fostering relationships across the industry that can advance ACVIM goals, and contributing to assessment of his/her performance.

#### **IV. Role Specific Responsibilities**

##### **a. Immediate Past Chair of the Board**

The Immediate Past Chair of the Board is an officer and voting member of the Board who serves a one-year term that is the final year of a four-year leadership commitment, extending from initial election as President-Elect, continuing to President and Chair. The Immediate Past Chair is responsible for conducting the annual review of the College's CEO and presenting such review to the Board of Regents. The Immediate Past Chair also leads the Awards Committee and serves a one-year term as a voting member of the Executive Committee and the Governance Committee.

##### **b. Chair of the Board**

The Chair of the Board is an officer and a voting member of the Board who serves a one-year term that is the third year of a four-year leadership commitment, extending from initial election as President-Elect, continuing to President and, upon conclusion of service as Chair, to Immediate Past Chair. The chair serves as the leader of the Board of Regents. As such, the chair presides over all meetings of the Board of Regents and Executive Committee. The chair also acts as the principal liaison between the Board of Regents and the CEO and serves as a voting member on the Executive Committee.

##### **c. President**

The President is an officer and a voting member of the Board who serves a one-year term that is the second year of a four-year leadership commitment, extending from initial election as President-Elect, and, upon conclusion of service as President, to Chair and Immediate Past Chair. The President serves as leader of the membership, and as such, presides over all meetings of the College, represents the College to the general public, international veterinary specialty colleges, and the membership, and calls business meetings of the College (with approval of the Board of Regents). The President shall appoint the members of the College's standing committees, to serve on such standing committees during the President-Elect's term as president. The President also serves as a voting member on the Executive Committee, Membership Committee and Financial, Investment and Audit Committee "(FIAC)".

##### **d. President-Elect**

The President-Elect of ACVIM is an officer and a voting member of the Board who serves a one-year elected position, which is the first year of a four-year leadership commitment, extending from initial election as President-Elect to be followed by one-year sequential terms as President, Chair and Immediate Past Chair of the Board. The President-Elect is elected by a majority vote of the members of the College, and serves as a voting member on the Executive Committee, FIAC, and General Exam Form Review Committee (formerly General Exam Committee).

**e. Treasurer**

The Treasurer is an officer and voting member of the Board appointed by the Board of Regents to serve a single four-year term and may, at the sole discretion of the Board of Regents, be appointed for sequential terms. The Treasurer serves as Chair of FIAC and as a voting member on the Executive Committee.

**f. Certification Liaison**

The Certification Liaison is a non-voting member of the Board appointed by the Board of Regents to an initial five-year term, with the option to be reappointed for one three-year term. The Certification Liaison provides subject matter expertise and professional guidance to ACVIM Diplomates and Certification staff in the creation, maintenance, execution and communication of sound certification policy. The Certification Liaison also acts as the official representative to related professional groups, including the American Board of Veterinary Specialties (ABVS) and the Veterinary Specialty Organizations Committee (VSOC), and serves as a non-voting member on the ACVIM Executive Committee.

**g. Members-At-Large**

Members-At-Large (MAL) are voting members of the Board who each serve a three-year term. Members-At-Large are elected by a majority vote of the entire College and serve as liaisons to the general membership.

**h. Specialty Presidents**

Specialty Presidents are voting members of the Board who each serve a three-year term. Specialty Presidents are elected by a majority vote of the members of their specialty. Specialty Presidents ensure that the perspective of their specialty is represented in Board discussions, but Specialty Presidents vote on behalf of what is in the interest of the College as a whole. In addition to fulfilling all duties of a Board member, one Specialty President, selected by the Specialty Presidents currently in office, will also serve as a voting member on the Executive Committee. .

**i. CEO**

The CEO is a non-voting member of the Board who is selected by the Board of Regents. The CEO serves as the chief administrative officer, with the responsibility to manage the affairs of the College in accordance with the policies, programs, and budgets as established by the Board. In addition, the CEO serves as a non-voting member of FIAC and other committees assigned by the Board of Regents.

**V. ACVIM Office Responsibilities**

The ACVIM Office is invested in the success of the Board and aims to support the work of the volunteers to the best of its ability. The staff's role is to support, guide, and provide context to the Board's work and scope. While staff is available to all Board members, staff works closely with the Board Chair and President to guide the work of the Board in fulfilling their responsibilities and meeting the objectives of the Board and the ACVIM.

## **VI. Time Commitment and Term Dates**

Board members participate in approximately four, 90-minute virtual meetings, two, 2-day in-person meetings and an occasional one-day pre-Forum event annually. In addition to preparation for and participation in these meetings, Board members can expect to spend approximately 8 hours per month reading and responding to email communication, participating in ad hoc or assigned committees and other duties as assigned. Officers can expect to spend up to an additional 8 hours per month on duties specific to their roles.

Term Dates: January 1 – December 31