



Business, Leadership and Communications + Wellbeing ACVIM Forum Subcommittee Volunteer Role Description

Subcommittee Description

The subcommittee is comprised of a Chair, Assistant Chair, Past Chair and one additional member that are dedicated to the development of compelling, specialist-focused educational programming presented during the annual ACVIM Forum. Delivery of these sessions will vary between in-person, virtual and on demand offerings with a goal of contributing toward the development of veterinary specialists and creating a must-attend event for ACVIM members. Subcommittees are encouraged to create their program track by selecting high quality, cutting-edge sessions from session submissions or through subcommittee brainstorming and development.

Subcommittee Member Responsibilities

The subcommittee responsibilities include:

- Development and selection of specialty specific programming with a focus on business skills and wellbeing for the ACVIM Forum through:
 - Participation in submission reviews for sessions submitted through the ACVIM Call for Sessions process;
 - Selecting and scheduling reviewed sessions within the program grids;
 - Recruiting additional speakers as needed to meet programming needs.
- Recommend any sessions that would be best delivered via a workshop, virtual delivery, etc. and make recommendations to Forum Program Chairs.
- Participate in proceedings reviews, as needed.
- Participate in moderating duties and assist ACVIM staff with additional moderator assignments for all specialty specific sessions, both live and virtual, upon request.
- Advising on other organizational BLCW initiatives, as needed or upon request.

Time Commitment, Term Length and Term Dates

Time Commitment: Approximately 40-50 hours annually. Attendance at the ACVIM Forum is highly encouraged.

Term Length: 4 years*

**Subcommittee members are expected to move through the leadership positions within the subcommittee (i.e. Assistant Chair – Chair – Past Chair) upon completion of their first year.*

Term Dates: January 1 – December 31

Subcommittee Meeting Schedule

Business throughout the year is conducted by email communication and video calls. For subcommittee members attending the ACVIM Forum, the ACVIM staff will coordinate a meeting for updates and networking.

Recommended Prior Experience

A member must be an ACVIM Diplomate and active member with an interest or prior experience in developing professional continuing education offerings with a focus on business skills and wellbeing. Members should have some knowledge of current topics relevant to veterinary specialists and specialists in training and the ability to discern and help create high level, cutting-edge and relevant content.

Benefits

These positions provide a unique opportunity to have significant input on the ACVIM Forum content as well as an opportunity to utilize creativity in developing the program and identifying adult learning needs. In addition, an individual would benefit from leadership skill development, networking and more. Lastly, those who serve as the Chair and Past Chair on the committee will receive complimentary registration to Forum during the year that they are in that role.