



## **Equine ACVIM Forum Subcommittee Volunteer Role Description**

### **Subcommittee Description**

The subcommittee is comprised of a Chair, Assistant Chair, Past Chair and 3-4 additional members 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 for the ACVIM Forum and Specialty Symposium through:
  - Identification of State of the Art (SOTA) speakers;
  - Participate in submission reviews for sessions submitted through the ACVIM Call for Sessions process;
  - Selecting and scheduling reviewed sessions within the program grids;
    - Coordinate with FAIM ACVIM Forum Subcommittee to plan the LAIM track for Specialty Symposium Day;
  - Recruiting additional speakers as needed to meet programming needs.
- Review program proceedings and case report submissions.
- Participate in moderating duties and assist ACVIM staff with additional moderator assignments for all specialty specific sessions, both live and virtual, 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: 3 years\*

\* *Subcommittee members' terms may be extended to move through the leadership positions within the subcommittee (i.e. Assistant Chair – Chair – Past Chair).*

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. 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.