



Neurosurgery Committee Volunteer Role Description

Committee Description

The primary task of this committee is to review and determine the status of new submissions for the ACVIM Neurosurgery Certificate of Training each year.

Committee Member Responsibilities

1. The committee members' primary responsibilities will be to review the applications for the neurosurgery certificate of training submitted by Diplomates.
 - a. In review of the packet materials, the Committee will make recommendations for resubmission of deficient materials by the Diplomates.
 - b. The chair will work with the ACVIM staff liaison to distribute the list of deficiencies or approvals for each Diplomat.
2. Recommended preparation for new committee members includes:
3. Read all relevant governing documents, including SOP, CM, etc.

Time Commitment, Term Length, and Term Dates

Time Commitment: Approximately 8-12 hours annually, depending on the number of submissions

- Committee members should expect approximately 4-6 hours per review period.
- Review periods take place during the timeframes of October – November and March – April.

Term Length: 3 years*

**If a committee member moves into a leadership position within the committee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: July 1 – June 30

Committee Meeting Schedule

All work will be done remotely via online file review, email communication with other committee members/chair, and staff, and conference or video calls as needed.

Recommended Prior Experience

It is suggested that committee members have prior knowledge and experience working in a committee setting, especially with regard to the neurology specialty.

How Committee Members are Appointed

The committee consists of neurology Diplomate members and the Certification Council Neurology Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Neurology Specialty Representative.

Benefits

Networking, leadership skills, a greater knowledge of the Neurosurgery Certificate of Training process.