



Advanced Continuing Education (ACE) Committee Volunteer Role Description

Committee Description

The Advanced Continuing Education (ACE) committee is comprised of members of all specialties and is dedicated to developing and maintaining continuing education opportunities related to the advancement of the practice of veterinary internal medicine. This is accomplished through in-person, virtual and on-demand courses targeting veterinary specialists and specialists in training. These offerings will complement the ACVIM Forum by providing high quality and up-to-date information on topics of interest to each specialty through intensive, focused and engaging learning opportunities.

Committee Member Responsibilities

ACE committee members work closely with ACVIM staff to develop the ACE curriculum and it is anticipated that each committee member will act as a course liaison for courses developed within their specialty. Upon confirmation of an ACE course topic, a course liaison with related toxic-expertise and/or interest will be selected. The course liaison's primary role is to identify and recruit an effective course leader and to work closely with ACVIM staff and the course leader to ensure the curriculum is meeting program goals and objectives. The course liaison actively assists the course leader in developing the course agenda, selecting and reaching out to course speakers, reviewing course deliverables and attending and moderating the course. In addition, all committee members are expected to actively participate in course planning calls and emails.

Time Commitment, Term Length and Term Dates

Time Commitment: Approximately 40 hours annually, plus ACE course meeting participation (varies).

Term Length: 3 years*

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

Term Dates: January 1 – December 31

Committee Meeting Schedule

Business throughout the year is conducted via email communication.

Recommended Prior Experience

A member must be an ACVIM Diplomate with an interest in developing professional continuing education courses. 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 CE content. There is 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.

During the onboarding member phase within the first year, each new ACE Committee member is encouraged to attend one in-person course they are supporting, in the capacity of a liaison representative, with registration, travel, lodging and per diem reimbursement covered by the ACVIM within the current ACVIM expense guidelines. The goal of this opportunity is to give members first-hand experience attending an ACE course to facilitate a better understanding of the process and increase committee participation.

ACE Committee volunteers receive several educational discounts for various programs including all ACE virtual courses and all on-demand Elevate Your Core Professional Skills offerings.