



Membership Committee Volunteer Role Description

Committee Description

The Membership Committee is responsible for both internal and external ACVIM communications, with a focus on improving engagement and communications with our membership. The Membership Committee assists in the development and implementation of a membership outreach strategy, including the oversight and maintenance of a communications plan. The committee is also responsible for the marketing of services and programs specific to the ACVIM.

Committee Member Responsibilities

The members work closely with the Chair, Assistant Chair and other members. Members support the work of the committee through the following:

- Assist in the development of ongoing awareness campaigns to engage and inform the membership about what is happening within the ACVIM and the benefits of membership, as well as how to engage and utilize staff resources to enhance a greater sense of community.
- Work in collaboration with the Education and Research Committee to encourage candidates to pursue research as a career and promote unique contributions academic Diplomates have made to internal medicine and veterinary science.
- Promote how the ACVIM serves the needs of Candidates and prepares them to enter the job market with the necessary skills.
- Support the purpose of the Specialty Medicine Awareness Committee by communicating the value for ACVIM members, referring veterinarians and the public.
- Suggest and implement opportunities to increase communication within the ACVIM membership and to others through various channels.
- Develop and implement membership needs assessment survey (every 3-5 years, or as needed).

Time Commitment, Term Length and Term Dates

Time Commitment: 20-40 hours annually. Travel is not required.

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: January 1 – December 31

Committee Meeting Schedule

The committee meets monthly via video call. The monthly meetings are currently scheduled for the third Tuesday of the month from 3:00-4:00 pm MT.

Recommended Prior Experience

The Membership Committee is comprised of ACVIM Diplomates who are active members with an interest in providing input on current and future member benefits offered by the ACVIM. Members should have some knowledge of the current benefits offered and insight into what support members would benefit from most.

Benefits

These positions provide a unique opportunity to have significant input on the ACVIM membership. There is opportunity to utilize creativity in developing programs and identifying Diplomates' needs. In addition, an individual would benefit from leadership skill development, networking, and more.