



Policies and Procedures

Massachusetts Veterinary Medical Association

I. Duties of Officers

Section 1. The president shall:

- (a) preside at all meetings of the members, Executive Board, and Advisory Committee;
- (b) perform all other duties required by law or the corporation;
- (c) appoint committees as described in MVMA Bylaws, Article IX, Section 3;
- (d) serve as an ex-officio member of all committees, except the Nominating Committee and
- (e) appoint such other special committees as are necessary. These committees shall be coterminous with the president unless reappointed by the succeeding president.

Section 2. The president-elect shall:

- (a) perform the duties of the president in the absence of the president;
- (b) coordinate the work of the various committees and become familiar with the work and progress of each committee and serve as a non voting, ex-officio member of all committees, except the Nominating Committee; and
- (c) perform such other duties as may be prescribed by the Executive Board or the president from time to time.

Section 3. The secretary shall:

- (a) maintain the corporation's records;
- (b) be responsible for taking minutes at all meetings of the Association, Executive Board, and Advisory Committee; and
- (c) provide whatever support efforts are needed for the corporation's activities.



- Section 4.** The treasurer shall:
- (a) receive and disburse the funds of the corporation under the direction of the Executive Board;
 - (b) have custody of the corporate seal;
 - (c) give bond if and when required by the Executive Board;
 - (d) perform such other duties as may be required by the Executive Board; and
 - (e) report to the Executive Board and the membership at each meeting the financial condition of the corporation in writing.

- Section 5.** The past-president shall:
- (a) support the president; and
 - (b) be a voting member of the Executive Board.

II. Duties of the Executive Board, Advisory Committee, Executive Director and AVMA Delegate and Alternate Delegate

- Section 1.** The Executive Board shall:
- (a) be the clerical and administrative body of the Association. It shall have charge of the property and financial affairs of the Association;
 - (b) be responsible for the business of the Association to the benefit of the entire Commonwealth of Massachusetts without bias toward regional or individual interests. It shall implement broad policy and formulate specific policy for implementation by the Executive Director;
 - (c) perform all acts, transact all business for and on behalf of the Association and do all such lawful acts and things as these bylaws may permit;
 - (d) maintain a written record of minutes of all meetings;
 - (e) present a report of its actions at each Advisory Committee meeting;



- (f) select and employ an Executive Director or enter into an agreement with a professional management organization to provide the services of an Executive Director, and delegate powers and duties to such Executive Director;
- (g) obtain through lease or purchase, and maintain, office space as needed to conduct the business of the Association; and
- (h) appoint the directors of the Massachusetts Veterinary Medical Association Charities, Inc.

Section 2. The Advisory Committee shall:

- (a) be the advisory body of the Association and, in principle, the voice of the members of the Association;
- (b) make recommendations to the Executive Board, executive director, or standing committees; and
- (c) elect the recipients of those awards it may from time to time deem appropriate, pending approval of the Executive Board.

Section 3. The Executive Director shall:

- (a) manage the daily affairs of the Association;
- (b) perform as an ombudsman on behalf of the Association members in directing all pertinent matters to the Executive Board, Advisory Committee and other outside agencies;
- (c) select and employ permanent staff, as needed, for the administration of the association;
- (d) maintain a written job description for the specific duties and desired qualifications for all permanent employees;
- (e) retain additional temporary support, if necessary, with the approval of the Executive Board to complete Association business; and
- (f) be an ex-officio member of the Executive Board and of every committee, except the Nominating Committee, without the right to vote.



Section 4. AVMA Delegate and Alternate Delegate

- (a) The AVMA delegate shall be responsible for representing the interests of members at the AVMA House of Delegates. He/she shall request guidance from the Executive Board for any position statement or endorsement of candidate.
- (b) In the event of the inability of the delegate to the AVMA to fulfill the duties due to death, illness, absence or any other cause, the alternate delegate will assume the duties of the delegate until such time as the delegate can resume his or her responsibilities.
- (c) The AVMA delegate and alternate shall each be elected to a four (4) year term.

III. Duties of Standing Committees

Section 1. Finance Committee – The Finance Committee shall be responsible for overseeing the investments of the corporation, all financing the corporation shall require and all capital campaigns/expenditures.

Section 2. Communicable Diseases & Public Health Committee – The Communicable Diseases & Public Health Committee shall be responsible for collecting and distributing information concerning these areas to the membership.

Section 3. Conference and Programming Committee – The Conference and Programming Committee shall be responsible for assessing the needs and desires of the veterinarians and their assistants in the area of continuing education. The committee will arrange scientific programs for the members of the association.

Section 4. Continuing Education Accreditation Committee – The Continuing Education Accreditation Committee is chosen by the Executive Board to fulfill the agreement with the Massachusetts Board of Veterinary Medicine. The Continuing Education Accreditation Committee shall be responsible for evaluating potential continuing education programs being offered in the Commonwealth of Massachusetts and for determining whether credit should be granted.

Section 5. Large Animal Committee – The Large Animal Committee shall be responsible for collecting and distributing information concerning this area to the membership.



The Committee will work with the Conference and Programming Committee to plan continuing education programs on large animal topics.

Section 6. Legislative Committee – It shall be the duty of the Legislative Committee to examine each bill filed in the Massachusetts House and Senate having to do with animals or veterinary medicine. The Committee shall report its recommendations to the Executive Board for its consideration of either favoring or opposing a particular bill.

Section 7. Animal Welfare Committee – The Committee shall be responsible for liaison between the corporation and humane organizations. The Committee shall monitor issues and activities in this field and formulate positions on animal welfare subjects to better inform the public, humane groups and the Executive Board.

Section 8. Membership Committee – It shall be the duty of the Membership Committee to actively recruit veterinarians who are eligible for membership in the Association. They shall also invite membership applications from all newly licensed veterinarians. They shall perform such other duties and functions as may be from time to time designated by the Executive Board, including maintenance of the membership directory. This committee will also seek and monitor membership benefits.

Section 9. MVMA Communications Committee – It shall be the duty of the Communications Committee to oversee the publication of the newsletter. It shall, together with the Advisory Committee, consider and approve the established policy of the newsletter.

Section 10. Veterinary Technician Committee – The Veterinary Technician Committee shall be responsible for the establishment and maintenance of liaison between the corporation and schools or groups of Veterinary Technicians. The Committee shall also plan continuing education programs for Veterinary Technicians in coordination with the Continuing Education and Program Committee.

Section 11. Professional Regulatory Relations Committee – This committee shall be responsible for the establishment and maintenance of a liaison with the Massachusetts Board of Registration in Veterinary Medicine and other government agencies as needed. The committee shall inform the Advisory Committee on all issues and activities pertaining to the veterinary community.

Section 12. Emergency and Disaster Preparedness Committee – The Emergency and Disaster Preparedness Committee shall be responsible for assuring the corporation's



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readiness to participate in emergency and disaster response in accordance with any agreements with governmental authorities; educating members about and providing assistance to members on emergency preparedness; educating members and the veterinary community about biosecurity and other threats; participating, under the direction of the State Veterinarian and emergency management officials when applicable, in response to disasters and emergencies; and other activities consistent with the intention of MVMA to be both proactive and reactive on emergency and disaster matters. The committee shall make recommendations to the Executive Board regarding disbursements from the MVMA Emergency Fund.

Section 13. Tufts Relations Committee – The Tufts Relations Committee shall be responsible for promoting the Association to students at the veterinary school at Tufts University, making opportunities to raise the Association’s visibility among students and the school and establishing programs that benefit students, the school and the Association. The Committee shall report to the Executive Board about activities of the students and the school that may affect the Association and its members.

Section 14. Resolution and Bylaws Committee – The Resolution and Bylaws Committee shall be responsible for ensuring that the bylaws are kept updated and relevant. They shall propose amendments to the bylaws as defined in Article XII of the MVMA Bylaws. They shall act as a conduit between the membership and the Executive Board regarding any proposed resolutions.

Section 15. Nominating Committee – The Nominating Committee is responsible for presenting a slate of officers and directors as needed.

Section 16. Responsibilities of Committee Chairs:

- (a) Each committee chair is expected to attend the quarterly Advisory Committee meetings. If unable to attend, the chair should appoint a committee member to attend.
- (b) Each committee chair is responsible for the submission of a written report to the MVMA office ten (10) days before the quarterly meetings of the Executive Board.
- (c) Each committee chair is responsible for populating the membership of the committee he or she chairs.
- (d) Each committee chair is responsible for informing the membership about



their committee. This is to be accomplished by populating the newsletter with articles written by the chair, or a designated member, of the committee.

IV. Review of Policies and Procedures

The policies and procedures addendum (herein) to the MVMA Bylaws shall be reviewed, by the Executive Board, no less than once every three (3) calendar years. The first such review shall take place no later than calendar year 2016.