

# MVMA President-Elect

## **Position Qualifications**

The MVMA member must be elected by a majority vote of the members present at the MVMA Annual Meeting.

## **Term**

The term is two (2) years. Induction is at the Annual Meeting upon the election of officers.

## **Responsibilities**

The President-Elect will perform such duties as stated in this Position Description, or as requested, including but not limited to the following:

### **Serve as:**

- Voting member of the Executive Board
- Chair of the CE Conference Programming Committee
- Ex-officio member of all committees, except the Nominating Committee

### **Represent the MVMA at professional functions throughout the term including:**

- MVMA CE Conferences whenever possible.
- NEVMA Leadership Conference in September in Portland, ME; alternate attendance with President.
- AVMA Veterinary Leadership Conference in January in Chicago, IL (during second year as President-Elect)
- In the absence of the President, preside over all meetings of the membership, Executive Board meetings, Advisory Committee meetings, and special meetings, and work with the executive director in development of agendas for these meetings.

### **Other:**

- Perform the duties of the President in the absence of the President.
- Perform such other duties as may be prescribed by the Executive Board or the President from time to time.
- Attend all meetings and functions of the Executive Board.
- Coordinate strategic planning activities with the President.
- Maintain close contact with the executive director and President to ensure member needs are met.

**Estimated Time Commitment:** 150 hours/year

**Reimbursable Expenses:** Expenses will be reimbursed/covered as defined in the MVMA Financial Policy for Meetings.