

MVMA President

Position Qualifications

The MVMA member must have served as MVMA President-Elect immediately preceding succession to the Presidency.

Appointment

The President-Elect succeeds to this position as defined in the MVMA By-Laws.

Term

The term is two (2) years. Induction is at the Annual Meeting upon the election of officers. The President cannot serve two successive terms.

Responsibilities

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

Serve as:

- Chair of the Executive Board
- Ex-officio member of all committees, except the Nominating Committee

Represent the MVMA at professional functions throughout the term including:

- 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.
- MVMA CE Conferences whenever possible.
- AVMA Veterinary Leadership Conference in January in Chicago, IL (during first year as President).
- NEVMA Leadership Conference in September in Portland, ME; alternate attendance with President-Elect.
- Prepare and present a report regarding MVMA activities and progress at the Annual Meeting.

Other:

- Appoint all Committees and Task Forces upon the advice of the members of the Executive Board.
- Appoint Task Forces to perform special assignments not covered by existing Standing Committees or Task Forces.
- Oversee and assist in coordination of tasks of the Executive Board, executive director and Leadership to ensure a cohesive, well-managed organization.
- Establish and maintain communication channels within the MVMA (including the executive director, Executive Board, Leadership, and individual members) on Committee matters.

- Formulate communications as needed to address concerns of members, as well as advocacy and public health concerns.
- Coordinate strategic planning activities with President-Elect.
- Formulate MVMA policy statements as needed—coordinating with the other MVMA Committees as appropriate.
- Prepare and submit an article entitled *President's Message* for each issue of the MVMA Newsletter.
- Maintain close contact with the executive director to ensure member needs are met.
- Conduct an annual employee evaluation of the executive director.
- Keep on file all official documents relating to the Association that may come into her/his care and turn them over to the incoming President or executive director at the conclusion of her/his term.

Estimated Time Commitment: 200 hours/year

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