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.