

Committee Member and Chair Nominations and Selection Process

World Small Animal Veterinary Association (WSAVA)

Last Review: May 2019

Job Description

When a committee requires a new member, a job description is to be drafted by the committee containing functions to be performed, the approximate time in hours per week/month this will take and the skill set(s) necessary for the committee. Requirements for attendance at committee meetings and for attendance at the WSAVA Congress should be included. This job description will be sent to the LNC.

Call for Nominations

The LNC will review the job description and send it to the secretariat, who will send it out to all Assembly Representatives, Committee Chairs and the website volunteer section for dissemination. There will be an end date deadline for all nominations. Nominees will be asked for a letter of intent, a current CV and a declaration of any conflicts of interest to be sent to the secretariat and forwarded to LNC.

- The committee itself is also free to send in nominations of appropriate candidates
- In the case of SPECIALITY COMMITTEES the area of specialization shall be clearly stated in the job description, but the nomination process will still be open.

Requirements

Nominees are to be WSAVA members unless there are special circumstances - for example SPECIALITY COMMITTEES, where members are expertise based and may not necessarily be veterinarians or members of a WSAVA association.

Selection

- The LNC will send all nominations on to the committee requesting the nomination. The committee will decide on the preferred candidate and inform the LNC of their choice, detailing the reasons for this choice.
- The LNC will check there are no inconsistencies with the nomination and will ask the nominee to supply a letter of support from the WSAVA member association(s) of which they are a member.
- The LNC will then pass the details of the chosen individual to the Executive Board for approval.
- In the case of the LNC committee member nominations, the Executive Board will take on the role normally given to the LNC, unless the EB asks the Advisory Board to do this.

Committee Chair Nominations

For selection of committee Chairs, in accordance with the Terms of Reference for Committees, Chairs will ideally be chosen from within the existing committee. The LNC shall review the Chair

choice. If this is not possible then the committee is to follow the process above for open nominations.

🐾 Formation of new committees

The EB shall choose a person to lead the formation of a new committee. This person will draft a job description for members of the committee and forward this to the LNC. The procedure above will then be followed to canvas nominations for the new committee. The selection of committee members and the Chair will be decided by the person chosen to lead the formation (who may or may not become the Chair), the LNC and the EB.

- 🐾** The process for finding new volunteers on committees will extend to volunteers of the Executive Board as well

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