



WSAVA Job Duties

World Small Animal Veterinary Association (WSAVA)

Revised January 2019

A. Executive Board Members

President's Duties

1. Acts as an Ambassador of the association at various events
2. Chairs the meetings of the Executive Committee
3. Is the Presiding Officer at Assembly meetings
4. Fills automatically and for the needed time any vacancy on the Board
5. Must be signatory to all contracts negotiated by or on behalf of the WSAVA
6. Works with the CEO and Vice President on sponsor relationships
7. Is the mentor of the Vice President

Vice President's Duties

1. Supports the President
2. Standardisation Project liaison/coordinator
3. Committee liaison/coordinator
4. Work with CEO and President on sponsor relationships
5. May in agreement with other officers preside at Assembly Meetings in the absence of the President
6. Acts as WSAVA representative in the event that the President cannot
7. In charge of Strategic Planning

Immediate Past President's Duties

1. Supports the President
2. Keeper of the WSAVA By Laws and the Code of Conduct Manual
3. Acts as Parliamentarian during Assembly meetings
4. Mentor new Board members
5. Work with Vice President on leadership identification





Honorary Treasurer's Duties

1. Oversee and be responsible for the WSAVA accounts
2. Oversee and ensure the mandated reporting requirements as a Canadian-based incorporated not for profit entity
3. Oversee and be responsible for the WSAVA investments including investment strategy
4. Work with CEO to develop and maintain the WSAVA Business Plan
5. Oversee and be responsible for the WSAVA budget
6. Be the Executive Board's representative to the Financial Advisory Committee

Board Member's Duties

1. New Members: to encourage and assist non-member countries in their region to become members of WSAVA
2. Member Engagement: to assist members in their region to know and take advantage of the benefits of the WSAVA membership
3. Liaison: to serve as a liaison between the EB and the members where necessary
4. Voting Member: to act as voting advisors on the EB
5. Members' Forum: to coordinate Members' Forum and other regional activities
6. Strategic Plan
 - a. to serve the strategic needs of the EB as determined by the President at any given time.
 - b. assist with the implementation of the goals that are currently being developed by the Strategic Planning Task Force for the 2019 – 2023 Strategic Plan.

Expectations

Members of the WSAVA EB must be available to fully participate in the work of the EB and have a good understanding of English. Although much of this is done by electronic communication and work on individual activities, EB members are expected to attend regular teleconferences throughout the year in addition to two (2) face-to-face meetings, one of which precedes the annual congress. EB members are appointed as liaison to WSAVA Committees and Groups. Additionally, in this position, the EB member would be expected to undertake work in their region, which may entail travel to key regional events or congresses.





B. Central Secretariat Duties

Chief Executive Officer (CEO)

- 1. Sponsorship**
 - a. Draft & maintain contracts
 - b. Compile annual KPI reports
 - c. Partnerships -work with partners to bring membership benefits to members
 - d. Financial planning, new income opportunities
- 2. Communications**
 - a. Manage marketing strategy budget
 - b. PR/Marketing/Communications - work with the PR contractor and PCO to market the WSAVA brand and activities to members and partners
 - c. Maintain MOU relationships and implement annual reviews
- 3. World Congress Preparation**
 - a. Site visits to congress venues with PCO
 - b. Attend monthly LHC teleconferences
 - c. Request for annual bids and manage Congress bidding process
 - d. Liaise with core PCO and Local Host Committee to execute annual congress
- 4. Secretariat**
 - a. Produce annual budget
 - b. WSAVA Strategic Plan – support fulfillment of tasks within agreed timeline
 - c. Management of Secretariat to ensure high standards and timeliness of task completion
 - d. HR management – Staff recruitment, contracts and job descriptions
 - e. Annual performance assessment for financial officer/executive assistant

Executive Assistant

- 1. Administrative Services**
 - a. Maintain database of member associations, member representatives, committee members
 - b. Maintain minute/motion book
 - c. Maintain logo database for members and sponsors





- d. Manage membership enquiries
- 2. Meeting Management**
 - a. Send doodle polls for conference calls
 - b. Organize agenda discussion forms and write minutes for monthly board meetings
 - c. Create action list and follow up on action points
- 3. World Congress Preparation**
 - a. Assist with preparations for Assembly meeting/ executive board /committee meetings during congress
 - b. Create assembly book
 - c. Provide support to Scientific Programme Chair
 - d. Prepare papers for Assembly
- 4. Communications**
 - a. Website management and new content
 - b. Create surveys and forms
 - c. Plan social media strategy and collaborate with PCO to streamline efforts
- 5. Continuing Education Administration**
 - a. To be in charge of the documents and SOP's needed by regional coordinators, local organizers, speakers and other interested parties.
 - b. To guide speakers in their preparations for their travels
 - c. To collect and collate reports, photos and feedback from local and regional organizers, and send an edited version of reports and photos to sponsors and PR contact person.
 - d. To explore and help set up an online segment of the WSAVA CE.

Finance Officer

- a. Book-keeping
- b. Manage EB and Committee funds, congress awards and expense reimbursements, honorariums, payroll and other fees
- c. Generate reports as requested and required by Hon Treasurer/Financial Advisory Committee/committees
- d. Payroll
- e. Activities related to annual YE audit-liaise with auditor
- f. Membership and sponsorship invoicing and payment reconciliation
- g. Banking/ reconciliation





- h. Liaise with CEO/Hon Treasurer in preparation of overall Association budget
- i. Review final congress report - with regard to expenses and income

Public Relations Consultant

- a. Content management of Press Releases and Bulletin
- b. Media Relations
- c. PR strategy development
- d. Manage PR benefits for association partners
- e. Produce annual committee forum content
- f. Manage annual WSAVA panel discussion at congress
- g. Produce annual PR report
- h. Liaise with Translation Committee for translation of WSAVA resources

C. Assembly Member Duties

1. By-Law Requirements

- 1.1. To represent a Member Association or Affiliated Organisation. To do so effectively, the Assembly representative shall facilitate WSAVA information provision and discussion within their Member Association leadership, and represent the Association position during all discussions with the WSAVA, including at the Assembly meeting.
- 1.2. To be an active member of the WSAVA Assembly, which transacts the principal business of the Association.
- 1.3. To vote on behalf of their Association, in attendance at an Assembly meeting or by assigning a proxy vote and/or submitting a postal/electronic vote .
- 1.4. To send an annual written report to the Secretariat on the activities of their Association one of which is for tabling at the Assembly Meeting
- 1.5. To ensure their association membership dues are paid annually in a timely manner
- 1.6. To publish a report of the Assembly meeting in the journal/newsletter of their Association.
- 1.7. To abide by the WSAVA Code of Conduct.
- 1.8. To provide an annual "Conflict of Interest" declaration.





2. Expected Activities

- 2.1. To attend the annual or regional Members' Forum and represent their Association and regional views in the discussions
- 2.2. To respond to requests for information from Committee Chairperson and members of the Executive Board in a timely manner.
- 2.3. To report to their Association on the activities of WSAVA, including dissemination of the WSAVA e-Bulletin.
- 2.4. To promote the activities of WSAVA through their Association.
- 2.5. To encourage their Association members to attend WSAVA World Congresses and to support WSAVA activities.
- 2.6. To seek their Association's opinion when requested by WSAVA.
- 2.7. To report trends and developments within their geographical area to WSAVA.
- 2.8. To facilitate communication between WSAVA and their Association on all aspects of small animal veterinary practice.
- 2.9. To actively determine if there are suitable candidates for nomination to the WSAVA Awards or leadership and committee positions when called for within the membership of their Association.

D. Committee Chairperson

1. Introduction

Every Committee should be assigned a liaison from the Executive Board.

2. Chairperson's Duties

- 2.1. Develop and maintain, in conjunction with the committee members and the EB, the committee's Terms of Reference (ToR)
- 2.2. Ensure all aspects of the Committee ToR are adhered to, including defined goals and succession planning
- 2.3. Work with the EB and Leadership and Nomination Committee (LNC) to adhere to succession plan
- 2.4. Provide an annual report of the committee activities for distribution to the Assembly members at the annual Assembly meeting
- 2.5. Provide an annual budget and strategic plan overview for EB consideration
- 2.6. Ensure that all committee members sign a declaration of adherence to the WSAVA Code of Conduct and declare any conflicts of interest



3. Committee Member Expectations

- 3.1. To adhere to the Committee ToR
- 3.2. To be an active and engaged member of their committee, responding in a timely manner and honoring any assigned responsibilities.
- 3.3. To adhere to the WSAVA Code of Conduct
- 3.4. To sign a conflict of interest declaration annually
- 3.5. If for any reason the committee member can or no longer does fulfill their responsibilities as outlined above, it is their ethical obligation to step down allowing their position to be filled with someone who can to ensure the goals of the committee can be accomplished

4. Financial Advisory Committee

Chairperson

In addition to the duties common to all committee chairpersons, the chairperson of the Financial Advisory Committee will:

1. Organise the annual face-to-face meeting of the Financial Advisory Committee (FAC) at the WSAVA Congress each year
2. Organise other meetings via teleconference / videoconference as needed to ensure appropriate monitoring of WSAVA finances and timely advice and recommendations to WSAVA Executive Board (EB)
3. Chair meetings of the Financial Advisory Committee (FAC)
4. Write minutes of FAC meetings and circulate to FAC members within three days of the conclusion of the meeting
5. Oversee appropriate turnover of and succession planning for committee members, ensuring representation from a variety of regions
6. Encourage FAC members to participate in all discussions, whether face-to-face or electronic, and ask any FAC member to resign if they fail to contribute to the workings of the FAC over an extended period
7. Liaise with CEO and Honorary Treasurer on matters related to the financial affairs of WSAVA and seek input from FAC as needed
8. Consolidate opinions and comments from FAC members to provide advice and recommendations to EB on matters relating to the financial affairs of the WSAVA
9. Every six years, coordinate the process of reviewing the auditor

Committee Members

In addition to the duties common to all committee members, the members of the Financial Advisory Committee will:





1. Review documents relating to the financial affairs of the WSAVA and provide feedback to FAC
2. Identify areas of risk in financial management of WSAVA
3. Identify areas for improvement in financial management of WSAVA
4. Participate fully in meetings of the FAC by being on time and prepared for each meeting
5. Provide timely and considered responses to FAC emails
6. In the 12 months before retiring from the FAC, assist the FAC Chairperson and the Leadership and Nominations Committee to identify a suitable replacement