



Manual of the SAVMA Executive Board

(Revised February 24, 2023)

INTRODUCTION

The Student AVMA Executive Board (SAVMA EB) shall act for and on behalf of the SAVMA HOD between sessions of the SAVMA HOD. The SAVMA EB has supervision, control, and direction of SAVMA, shall determine organizational policies, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. The SAVMA EB may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in execution of the powers granted, appoint such agents as it may consider necessary.

Part 1 – Basics

Section 1 – Composition

- A. The SAVMA EB shall be composed as follows: the President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, International Exchange Officer, International Exchange Officer-elect, Communications and Public Relations Officer, Communications and Public Relations Officer-elect, The Vet Gazette Editor, The Vet Gazette Editor-elect, Global and Public Health Officer, Global and Public Health Officer-elect, Veterinary Economics Officer, Veterinary Economics Officer-elect, Cultural Outreach Officer, and Cultural Outreach Officer-elect.

Section 2 – Regular Meetings

- A. The SAVMA EB may take action to set the time, date, and place for holding a regular meeting of the SAVMA EB and additional regular meetings of the SAVMA EB without other notice than such action.
- B. The SAVMA EB may hold regular monthly conference calls as needed and any business transacted on said conference call shall be considered concluded if quorum is met.

Section 3 – Action by Written Consent

- A. Any action requiring a vote of the SAVMA EB may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all of the members of the EB entitled to vote with respect to the subject matter thereof.

Section 4 – Special Meetings

- A. Special meetings of the SAVMA EB may be called by, or at the request of, the President or upon written request to the Secretary of five (5) members of the SAVMA EB. Notice of any special meeting of the SAVMA EB shall state the time, date, and place of the meeting and shall be delivered at least five (5) days prior to the date of such meeting.
- B. Attendance of a SAVMA EB member at any meeting shall constitute a waiver of notice of such meeting except where a SAVMA EB member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called and convened.

Section 5 – Invited Participants

- A. The SAVMA EB shall have the ability to invite anyone it feels necessary as a guest to all regular and special meetings of the SAVMA EB.

Section 6 – Quorum

- A. A majority of the voting members of the SAVMA EB shall constitute a quorum for the transaction of business at any duly called meeting of the SAVMA EB, provided that when less than quorum is present at said meeting, a majority of the SAVMA EB members present may adjourn the meeting to another time without further notice.

Part 2 — Travel Policy

Section 1 – SAVMA EB members

- A. SAVMA EB Members acting as representatives of the SAVMA HOD, or upon behalf of the SAVMA President, may seek reimbursement for travel expenses per the following:
 1. The lowest available coach air fare, and per the SAVMA annual budget for the specified officer.
 2. Air fare may be reimbursed to the SAVMA EB member in question prior to the meeting at the discretion of the SAVMA President and Treasurer.
 3. Transportation, lodging and all food related expenses for the trip, excluding alcohol, may be submitted with proper receipts to the SAVMA Treasurer for reimbursement.
 4. When the EB member attends an AVMA Entity meeting and food expenses are not covered by the AVMA, then these expenses may be submitted with proper receipts to the SAVMA Treasurer for reimbursement.
 5. The SAVMA EB member shall submit the meeting report to the SAVMA Secretary within thirty (30) days of the meeting and at that time receive full reimbursement.
 6. All reimbursement is contingent upon approval by the SAVMA Treasurer and SAVMA President. Travel expenses that will be greater than the budgeted amount shall also require approval by the SAVMA Advisor and notification of the SAVMA EB at its next meeting.

Section 2 – SAVMA EB-elect members

- A. SAVMA EB-elect members shall follow the rules as depicted above for SAVMA EB members.
- B. Once a SAVMA Delegate has been elected into an SAVMA EB-elect position, the SAVMA EB-elect shall use the designated SAVMA budget line item for future meetings.
 1. The President-elect, IEO-elect, VEO-elect and GPHO-elect shall attend one (1) AVMA annual convention and one (1) SAVMA Symposium within their budget.
 2. The Secretary-elect, Treasurer-elect, The Vet Gazette Editor-elect, Communications and Public Relations Officer-elect, and Cultural Outreach Officer-elect shall attend one (1) SAVMA Symposium within their budget.

Part 3 – Executive Board Budget

Section 1 – Officer Line Items

- A. The SAVMA officers shall have a separate section of the SAVMA annual budget, which shall include Lodging and Travel expenses for attending SAVMA HOD meetings.
- B. The SAVMA President and President-elect may use their budgets to attend other non-SAVMA related events, as long as these trips are approved by a majority of the SAVMA EB.

Section 2 – Miscellaneous Expenses

- A. The SAVMA EB shall have a separate line item in the SAVMA annual budget, from which they can fund individual items based on a majority vote of the SAVMA EB.
- B. The SAVMA EB is also able to utilize funds from the SAVMA Reserves based on a majority vote of the SAVMA EB.

Section 3 – SAVMA Credit Card

- A. There should be three (3) SAVMA Credit Cards and the SAVMA Treasurer shall have one and two members of the AVMA Membership and Field Services Division should have the others.
- B. The SAVMA Credit Card may be utilized by approved entities for SAVMA business only, as approved by the SAVMA Treasurer.
- C. The SAVMA Credit Card may be utilized to pay for the domain name for The Vet Gazette, as approved by the SAVMA Treasurer

Part 4 – Reports

Section 1 – SAVMA EB Conference Calls

- A. SAVMA officers should attempt to place all items of importance upon the agenda of the SAVMA EB Conference Calls. As a result, each SAVMA EB meeting minutes shall serve as a master report containing all updates from SAVMA officers.
- B. The SAVMA EB meeting minutes shall be posted upon the Governance Portal for SAVMA EB and HOD members to access.
- C. SAVMA officers which coordinate with a SAVMA Committee shall provide updates on their respective committee business every other conference call.

Section 2 – Reporting to SAVMA HOD

- A. All SAVMA officers shall submit two (2) reports to the SAVMA HOD as a Pre- Symposium and a Pre-Convention report.
- B. The SAVMA Secretary shall submit two (2) Executive Board Reports to the SAVMA HOD as a Pre-Symposium and a Pre-Convention report.
 - 1. The Executive Board Report shall contain a list of all SAVMA EB motions that have taken place since the last report with their dates and subsequent results.
 - 2. The Executive Board Report may contain anything else that the SAVMA President deems important.

Part 5 – Motions and Revisions to Governance Documents

Section 1 – SAVMA HOD Motions

- A. If a motion is presented to the SAVMA HOD within thirty (30) days of the SAVMA HOD meeting, then the SAVMA EB shall have the opportunity to issue a memo on the motion in question.
 - 1. A memo should be addressed to the SAVMA HOD and must state the SAVMA EB's thoughts on the motion in question as well as a recommendation of approval, disapproval, or no recommendation.
- B. If a motion is presented to the SAVMA HOD at the SAVMA HOD meeting and passes the 2/3 motion needed to waive the prior notice clause, then the SAVMA EB will not comment on the motion in question, unless it is referred to the SAVMA EB from the SAVMA HOD.

Section 2 – Revisions to Governance Documents

- A. Revisions to the SAVMA Bylaws
 - 1. If an amendment to the SAVMA Bylaws is presented to the SAVMA HOD within forty-five (45) days of the SAVMA HOD meeting, then the SAVMA EB shall have the opportunity to issue a memo on the changes in question.
 - 2. A memo should be addressed to the SAVMA HOD and must state the SAVMA EB's thoughts on the amendment in question as well as a recommendation of approval, disapproval, or no recommendation.

- B. If the SAVMA EB suggests changes to the SAVMA Bylaws then there is no need for a memo to the SAVMA HOD, but every effort should be made to get the changes to the SAVMA Delegates with at least thirty (30) days' notice.
- C. Revisions to the Manual of the SAVMA House of Delegates and Symposium Manual
 - 1. Revisions to the Manual of the SAVMA HOD and Symposium Manual should follow the above procedure for processing SAVMA HOD motions.
 - 2. If the SAVMA EB suggests changes to the Manual of the SAVMA HOD or Symposium Manual then there is no need for a memo to the SAVMA HOD, but every effort should be made to get the changes to the SAVMA Delegates with at least thirty (30) days' notice.

Part 6 – Amending/Revising the Manual

Section 1 – Basic rules

- A. Any member of the SAVMA EB may suggest a revision to the Manual
- B. The revision must be written and submitted electronically to the SAVMA EB at least fifteen (15) days prior to the next SAVMA EB meeting.
- C. All approved revisions must be passed by a majority vote of the SAVMA EB to officially become part of the SAVMA EB manual. All Manual revisions will become effective immediately following approval of the SAVMA EB.
- D. The AVMA Staff Advisor must be consulted before any revision becomes part of the manual.
- E. Any revision approved by the SAVMA EB must be submitted to the AVMA Executive Vice President or his/her designee

APPENDIX A

Standard Operating Procedures - Executive Board

Part 1 – General Duties of all EB members

The primary duties of the each EB member are listed in the SAVMA Bylaws. Due to the flexible nature of each EB member's position and the organization, how each EB member fulfills his or her duties may vary.

- A. SAVMA Governance Documents
 - 1. Become very familiar with them. As part of the SAVMA EB you must run the organization in accordance with the governance documents, therefore you need to be familiar with the governance documents.
 - 2. Update sections of the governance documents when needed and present for approval to the EB and SAVMA HOD.
- B. Meetings
 - 1. Attend AVMA Convention HOD meetings and SAVMA Symposium HOD meetings
 - 2. Attend monthly conference calls with EB
 - 3. Reports
 - 4. Pre-Convention report including a position History (due 30 days before Convention)
 - 5. Pre-Symposium report (due 30 days before Symposium)
 - 6. Interim reports – due between the AVMA Convention and SAVMA Symposium.
 - 7. Budget and Expense Reimbursements
 - 8. Submit budgets for the fiscal year to the Treasurer (due 30 days before the Budget Meeting at AVMA Convention)
 - 9. Submit an Expense Report if needed for any personal reimbursements within 1 month of event to the Treasurer.

Part 2 – President

- A. Role of President:

1. The role of the President of the Student American Veterinary Medical Association (SAVMA) is to lead the organization, to coordinate its various activities, and to represent the organization and its members.

The following is a general timeline that includes those tasks which are repeated annually. Although some specific meetings are mentioned in this timeline, the meetings that the President can attend are not limited to those listed. It is also important to keep the President-elect informed and guide him or her in increasing his or her knowledge base.

A. Monthly Duties:

1. March-April:
 - a) Attend SAVMA Symposium and begin to chair SAVMA Executive Board meetings upon succession to the office of President. Also be sure to attend at least part of the SCAVMA/SAAVMA presidents' meeting.
 - b) Discuss goals for the SAVMA Executive Board at their first meeting after the conclusion of SAVMA Symposium.
 - c) Attend the April meeting of the AVMA Executive Board as an active participant.
 - d) Coordinate the travel schedule with the SAVMA Advisor and President-elect.
2. May-June:
 - a) Prepare the SAVMA House of Delegates schedule for AVMA Convention.
 - b) Coordinate with the President-elect to obtain student opinion on motions coming before the AVMA House of Delegates.
 - c) Attend the June meeting of the AVMA Executive Board as an active participant.
 - d) Work with the Secretary to update delegates and get motions submitted on schedule. In addition, work with any delegates who wish to submit motions.
 - e) Coordinate with the Secretary to write the SAVMA EB Pre-Convention report.
 - f) Review Roberts Rules.
 - g) Prepare the SAVMA Presidential address to the AVMA HOD.
3. July:
 - a) Attend AVMA Convention. During this time, the President will represent all of SAVMA as the Delegate to the AVMA HOD, will address the AVMA HOD with an update on SAVMA, will attend multiple AVMA EB meetings, and will Chair the SAVMA HOD.
4. August-December:
 - a) Attend the SCAVMA Leadership Conference, if possible.
 - b) Attend the November AVMA Executive Board meeting as an active participant.
 - c) Attend other AVMA entity meetings as needed.
 - d) Coordinate with the President-elect to obtain student opinion on motions coming before the AVMA House of Delegates during the Winter Session.
 - e) Collect nominations and select the recipient for the annual SAVMA John Pitts Award.
5. January:
 - a) Attend the Winter Session of the AVMA House of Delegates.
 - b) Work with the Secretary to update delegates and get motions submitted on schedule. In addition, work with any delegates who wish to submit motions.
 - c) Prepare the SAVMA House of Delegates schedule for SAVMA Symposium.
 - d) Coordinate with the Secretary to write the SAVMA EB Pre-Symposium report.

6. February:
 - a) Review the SAVMA EB manual and recommend any changes, especially to the description of the President.
 - b) Coordinate a review of the SAVMA EB manual.
 - c) Review Roberts Rules.
 - d) Coordinate with the SAVMA Symposium General Manager to present awards.
7. March:
 - a) Attend SAVMA Symposium and chair the SAVMA HOD meeting. Complete SAVMA history for his or her term.

Part 3 – President-Elect

A. Role of President-Elect:

1. The role of the President-elect is to prepare for being President of the Student American Veterinary Medical Association (SAVMA).

The primary duties of the President-elect are listed in the SAVMA Bylaws, but the following is an example of a timeline that can be used to develop the knowledge base pursuant to the position of President-elect and President. Due to the flexible nature of the position and the changes that the SAVMA organization may undergo, this knowledge base and how it is accomplished can vary. Although some specific meetings are mentioned in this timeline, the meetings that the President-elect can attend are not limited to those listed. In addition, it is important to remember that the President-elect is representing all of SAVMA when attending these meetings.

A. Monthly Duties:

1. March-April:
 - a) Increase familiarity with SAVMA Governance Documents and Roberts Rules to become proficient at utilizing them to make decisions. Throughout the year, utilize the time to observe and work with the President on how he or she accomplishes this task.
 - b) Become familiar with the role that each officer and committee has within SAVMA.
 - c) Start to work out travel schedule with the President and SAVMA Advisor.
2. May-June:
 - a) Become familiar with all programs available to SAVMA members through the AVMA.
 - b) Become familiar with all AVMA entities, especially those that hold SAVMA liaison positions.
 - c) Become familiar with the AVMA Bylaws.
 - d) Coordinate with the President to obtain student opinion on motions coming before the AVMA House of Delegates during AVMA Convention.
 - e) Coordinate with the President and SAVMA Advisor on meetings that the President-elect attends during AVMA Convention.
3. July:
 - a) AVMA Convention will be a time for active participation as the Alternate Delegate, but also to be introduced to various members of the AVMA that you will be working with as President-elect and President.
4. August-December:
 - a) Assist the President with any post-Convention business and wrap-up, if necessary.
 - b) Attend the Faculty Advisor Student Leadership Conference.
 - c) Attend the November AVMA Executive Board meeting as a guest.

- d) Attend other AVMA entity meetings as needed.
 - e) It may be beneficial to chair a SAVMA Executive Board conference call, if there is one with a shorter agenda, to gain that experience prior to becoming President.
 - f) Coordinate with the President to obtain student opinion on motions coming before the AVMA House of Delegates during the Winter Session.
5. January-February:
- a) Attend the Winter Session of the AVMA House of Delegates.
 - b) Work with in-coming SAVMA Executive Board on starting a list of goals, to be decided upon after the conclusion of SAVMA Symposium (since there will be new members of the incoming EB elected during Symposium).
 - c) Review the SAVMA EB manual and recommend any changes, especially to the description for the President-elect.
6. March:
- a) Attend SAVMA Symposium and prepare to succeed to the office of President.

Part 4 – Immediate Past President

A. Role of Immediate Past President:

1. The primary role of the Immediate Past President is to complete any unfinished business from his or her term and to provide mentorship and history to the President, as described in the SAVMA Bylaws. In addition to SAVMA Executive Board conference calls, the Immediate Past President is invited to attend the AVMA Convention as a part of his or her mentorship role.

Part 5 – Secretary

A. Role of Secretary:

1. Take minutes at all meetings
2. Minutes will be taken at each teleconference call. The minutes will then be emailed out to all the Executive committee to revise and later approve at the next conference call.
3. The approved minutes and agenda will be uploaded to the AVMA Connections Executive Board page.
4. Minutes will be taken at the House of Delegates meeting. These will be in the binder of the following HOD meeting and uploaded to the AVMA Connections SAVMA Delegates page.
5. Assist President with all requests and follow-ups that (s)he may require assistance

B. AVMA Convention:

1. Register online for Convention
2. Prepare budgets for the next fiscal year
 - a) Secretary and Secretary-elect Budgets are for 2 meetings includes housing and transportation:
 - I. SAVMA Symposium
 - II. AVMA Convention
3. Attend HOD and EC meetings, and budgeting meetings
4. New Secretary-elect is elected at this meeting
5. Take minutes during the HOD meetings as they will be later approved and uploaded to the AVMA Connections SAVMA Delegates page.
6. Take roll call at each HOD meeting. Keep track of how many delegates are present and from what schools
7. Keep HOD delegate list current and submit it to Dr. Hall and president.
8. Ask each school before convention who their new delegates may be and have them send you their information.

9. Assign the incoming new delegates committees. Before each symposium or convention, be sure to ask each committee how many new members that they need for their committee. Then, look at the new delegate list and assign them to the committees that need members.

10. Make convention binder:

- a) Title Page
- b) Governance Documents
 - a. SAVMA Bylaws
 - b. Manual of the SAVMA HOD
 - c. Delegate Handbook
 - d. Robert's Rules of Order
 - i. Introduction
 - ii. Summary Version
 - iii. The Rules
 - iv. Chart of Motions
 - v. Dress Code
- c) Agenda for upcoming SAVMA HOD Meeting (this will be worked on by both the secretary and the president)
- d) Draft meeting minutes from previous SAVMA HOD Meeting
- e) Committee Reports (in alphabetical order, double check that headers and footers are correct)
- f) Officer Reports
 - a. President
 - i. Pre-Convention Draft
 - b. President-elect
 - i. Pre-Convention Draft
 - c. Secretary
 - i. Pre-Convention Draft
 - d. Treasurer
 - i. Pre-Convention Draft
 - e. CPRO
 - i. Pre-Convention Draft
 - f. IEO
 - i. Pre-Convention Draft
 - g. Editor-in-Chief
 - i. Pre-Convention Draft
 - h. Global and Public Health Officer
 - i. Pre-Convention Draft
 - i. Veterinary Economics Officer
 - i. Pre-Convention Draft
 - j. Cultural Outreach Officer
 - i. Pre-Convention Draft
- g) Motions/Recommendations

C. SAVMA Symposium:

- 1. Register online for Symposium
- 2. Attend HOD and EB meetings; attend the VLE leadership meeting if possible
- 3. Keep HOD delegate list current and submit it to Dr. Hall and president.
- 4. Ask each school before Symposium who their new delegates may be and have them send you their information.
- 5. Assist the Secretary-elect in assigning the incoming new delegates committees

6. Before each symposium or convention, be sure to ask each committee how many new members that they need for their committee. Then, look at the new delegate list and assign them to the committees that need members.
7. Keep track of the Secretary Google Drive at all of the HOD meetings
8. You will need to collect the resumes, committee reports, power point presentations and create a post on the AVMA Connections SAVMA Delegates page ASAP each day, so that the delegates will have all the documents first thing after lunch/in the morning/etc. You are responsible for getting the information out to the delegates in a timely manner so it is ready and accessible when referred to on the agenda.
9. Once reports are approved in general, convert them to a .pdf so they are protected and cannot be altered. After this, email the .pdf version to Dr. Hall and upload the documents to the AVMA Connections SAVMA Delegates page for the HOD to access.
10. During the HOD meetings, help to keep the president on task. He or she might look to you for assistance (you will be physically right next to the president) to check to see if the HOD is on schedule and to see what is next on the agenda. Be ready at all times to help the president when needed.
11. Secretary will help to make and count the ballots for elections.

D. Monthly Duties:

** Minutes will be taken monthly on the EB conference call in addition to the minutes taken at the HOD meeting at Symposium and Convention. All documents will be uploaded to AVMA Connections SAVMA Delegates & Executive Board pages as pdfs.

1. May:
 - a) Work on the Convention binder
2. June:
 - a) Create a discussion post on the AVMA Connections SAVMA Delegates page for all Pre-convention reports to be in by July 2nd
 - o Work with president on this email
 - b) Work on the Convention binder
 - c) Gather Pre-convention reports and upload to the AVMA Connections SAVMA Delegates page
 - d) Collect letters of extenuating circumstances from schools that did not meet the membership requirement and have the executive board members vote for approval
 - e) Write a SECRETARY History which is a brief summary of the previous year so that it will be there for the HOD to see what you have been working on and may help future Secretary- elect candidates see what you do in a year
 - f) Attend VLE with other Executive board members, if possible
3. July:
 - a) Attend and prepare the following for AVMA Convention:
 - o SECRETARY and SECRETARY-elect budgets
 - o Collect all the Pre-Convention committee reports
 - b) Attend AVMA Convention and take minutes
 - c) Make sure that the Secretary Google Drive has the reports and important documents ready for Convention
4. August:
 - a) Gather Post Convention reports and upload them to the AVMA Connections SAVMA Delegates page.
5. January:
 - a) Work on binder
 - b) Share all files and accounts with the incoming Secretary-elect
 - c) Make a list of all outgoing delegates

6. February:
 - a) Turn in SECRETARY Pre-symposium Report
 - b) Make sure that the Secretary Google Drive has the reports and important documents ready for Symposium
 - c) Assist the Secretary-elect in running the February Executive Board meeting
7. March:
 - a) Attend and prepare the following for SAVMA Symposium:
 - Have the incoming Secretary take notes during the HOD and help to train them on where and how to save docs.
 - Have new Secretary take the evening EB minutes and oversee their work
 - Send Dr. Hall the most current governance documents and upload them to the AVMA Connections SAVMA Delegates & Executive Board pages.

Part 6 – Secretary-Elect

The position involves helping the Secretary with whatever is needed. This may include taking the minutes for the Executive Board meeting conference calls. The position also requires that the Secretary-elect be in attendance during all conference calls even as a non-voting member. This enables the elect positions to know how meetings are conducted and organized.

A. Specific Duties

1. January
 - a) Ask the committees how many new delegates they would like
 - b) Make a list of all new delegates
2. February
 - a) Run the February Executive Board meeting with the president-elect
 - b) Assign the new delegates to committees

Part 7 – Treasurer

A. Monthly duties

1. Monthly EB conference call
2. Check Writing – Reimbursement of approved expenditures.
 - a) Write check in Quickbooks → print check and mail
3. Check Requests –
 - a) Reimbursable Expenses – Guidelines for reimbursable expenses are in governing documents. Basically all travel, hotel, food, gas, etc. are reimbursable by SAVMA for SAVMA-related travel. Alcohol costs are not reimbursable. Rental cars are not a reimbursable expense unless prior approval has been voted on by EB.
4. Credit card payments-
 - a) At the beginning of every month, confirm expense and pay off the Statement Balance for the credit card from the checking account. Submit payment within the upcoming 3-4 days, allowing Dr. Hall ample time to approve payment.
5. March/April (Post-Symposium)
 - a) Send paperwork for signature change on Chase banking account.
 - b) Address – Ensure correct address with AVMA and online so paperwork can be sent
 - c) IRS extension – If necessary, we may need to send IRS tax filing extension form.
 - d) Post-Symposium Report – Outgoing Treasurer should take care of this.
 - e) Every Symposium treasurer also needs to send Symposium bank account documentation for taxes.

- f) IVSA Dues – wire dues to IVSA International.
 - g) Order Gentle Doctor statues for outgoing EB members
6. April-June
- a) 1. Budget Proposal – Compile committee budget requests into spreadsheet for budget proposal at AVMA Convention. Ensure balanced expenses versus expected income, working with Dr. Hall regarding new, increased, or decreased expected membership. Update investment strategy, gains or losses, and management in new budget.
7. July (Pre-Convention)
- a) Budget document uploading – Send Secretary proposed budget for document uploading
 - b) Budget Meeting – Confirm time and place of budget meeting at Convention with President, usually afternoon on Saturday before HOD meetings which start on Sunday.
 - c) Remind delegates that at least one member of each committee (preferably a co- chair) must attend budget meeting, and all EB members must attend as well
 - d) Budget Compilation – If any expenditures that are requested seem especially controversial discuss with EB members, especially the President, so questions can be asked at budget meeting
 - e) Pre-Convention report – due 30 days before Convention
8. July (Convention)
- a) Budget Meeting – The Treasurer is in charge of running the budget meeting.
 - b) Fiscal Year End – The end of the fiscal year is August 31st and it is the duty of the Treasurer to ensure that all expenditures are accounted for at this time.
 - c) EB Hotel cost-will be paid for using the SAVMA credit card.
9. July-August (Post-Convention)
- a) Check request deadline – Keep in touch with delegates and EB about check requests deadline for end of fiscal year August 31st. Work with Secretary to ensure all proper post-convention reports have been submitted prior to writing checks.
 - b) IVSA dues – should be requested around this time for payment, either wire transfer or write check.
 - c) Approved Budget – post approved budget on AVMA Connections
10. August-December
- a) Fiscal Year end files – Compile all previous fiscal year documentation. Send all check request, receipts, expense reports, and account documents to AVMA Headquarters.
 - b) Interim reports due midway between Convention and Symposium.
11. January-March (Pre-Symposium)
- a) Tax info – Ensure accountant has all tax info required.
 - b) Pre-symposium report – due to Secretary 30 days prior to Symposium.
12. Overall
- a) Checkbook Log – Keep at least two fiscal years back of check stubs in the checkbook. If it gets too bulky, send previous years to AVMA headquarters in Schaumburg
 - b) House of Delegates Meetings – Must attend all HOD meetings.
 - c) Send quarterly budget updates to committees and EB members.
13. Hints and tips

- a) If the budget total isn't coming up when you try to reconcile, try opening the write checks portion of Quickbooks and click "recalculate". This seems to work most of the time.
- b) Make sure to export your reconciliations to Excel for each month and keep them in a folder, these are important for tax purposes.
- c) Whenever you add to Excel or Quickbooks, save a backup copy on the computer and the backup drive. This computer is not entirely reliable so it is good to have multiple copies of all of your documents
- d) When preparing the budget, try your best to get the budget at least \$2000 under your proposed income. This takes a few extra emails but it saves literally hours of talking at the budget meeting and makes everyone happier.

Part 8 – Treasurer-Elect

- A. Post-Convention (July-August)
 1. Send paperwork for signature change on Chase banking account.
 2. Address – Ensure correct address with AVMA and online so paperwork can be sent
- B. August-December
 1. Assist current Treasurer in creation of the new budget
 2. Attend training sessions to gain familiarity with all accounts and processes
- C. January-March (Pre-Symposium)
 1. Order award statues for those awarded at symposium (Supporter of Student Wellbeing, Teaching Excellence Award, and Faculty Community Outreach award), symposium chairs, and John Pitts award winner
 2. Send out email regarding Delegate Travel Reimbursement
- D. Overall:
 1. Must attend all HOD meetings
 2. Must attend all executive committee conference calls
 3. Send quarterly budget updates to committees and EB members

Part 9 – Communications and Public Relations Officer

- A. Meetings
 1. Attend AVMA Convention HOD meetings and SAVMA Symposium HOD meetings
 2. Attend CPRO-Elect Training in Schaumburg, IL.
 3. Monthly conference calls with EB
- B. Prepare the CPRO portion of the agenda and submit the week before the conference call
- C. CPRO Reports
 1. Pre-Convention report including an CPRO History (due 30 days before Convention)
 - a) CPRO History is a brief summary of the previous year
 2. Pre-Symposium report (due 30 days before Symposium)
 3. Interim reports – due between the AVMA Convention and SAVMA Symposium.
- D. Budget and Expense Reimbursements
 1. Submit the CPRO and CPRO-elect Budgets for the fiscal year to the Treasurer (due 30 days before the Budget Meeting at AVMA Convention)
 2. Submit an Expense Report if needed for any personal reimbursements within thirty (30) days of event to the treasurer.
- E. Manage/update CPRO Dropbox file
- F. Manage/promote SAVMA's mobile app
 1. Update the calendar of events
 2. Read through the app surveys and assess where improvement/changes can be made

3. Determine one large app change/improvement per year
 4. Determine app promotional/marketing items
- G. Manage software and equipment
1. Purchase equipment and software (computers, accessories, virus protection, software updates, etc) as needed for the position and other executive board positions.
 2. Keep records (inventory) of equipment and software (or forward records, warranties, documentation to Dr. Hall at AVMA Headquarters for archiving)
- H. Duties during HOD meetings (Convention, Symposium)
1. Assist with technical support as needed
 2. Orient new Delegates to SAVMA web page and SAVMA list serve
 3. Update the New Delegate Orientation power point presentation.
 4. Address any concerns/questions from Delegates about SAVMA web page or list serve (i.e. trouble with using/sending items through list serve) and SAVMA social media sites.
 - a) Be sure to get updated Committee photos as new members are added
 - b) Get new Delegate photos for directory
- I. Manage SAVMA Facebook Page, Instagram, LinkedIn, and other social media sites
1. Post SAVMA related media to main SAVMA page as frequently as possible
 2. Remove graduated delegates from Facebook groups
 3. Respond to messages received and direct questions to proper outlets
- J. Manage savma.cpro@gmail.com account
1. Check email, answer requests, etc.
- K. Monthly Duties
1. January
 - a) Attend CPRO training meeting at AVMA Headquarters in Schaumburg, IL
 - b) Set goals for the coming year
 2. February
 - a) Confirm equipment needs and room set-up for HOD meeting room with Symposium planning committee.
 3. March
 - a) Attend SAVMA Symposium
 - I. Take photos of all new delegates and events throughout the meetings
 - II. Make sure all equipment is working properly
 - o printer
 - o thumb drives
 - b) Update SAVMA webpage
 - I. New delegate photos
 - II. Committee page updates
 - c) Update Facebook page pictures
 4. April
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
 5. May
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
 6. June
 - a) Update social media pages
 - b) Confirm equipment needs and room set-up for HOD meeting room at AVMA Convention.
 7. July

- a) Attend AVMA Convention
 - I. Take photos of all new delegates and events throughout the meetings
 - II. Make sure all equipment is working properly
 - A. Printer
 - B. Thumb drives
- b) Update SAVMA webpage
 - I. New delegate photos
 - II. Committee page updates
- 8. August
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
- 9. September
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
- 10. October
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
- 11. November
 - a) Update social media pages
 - b) Manage/maintain SAVMA app
- 12. December
 - a) Update social media pages
 - b) Manage/maintain SAVMA app

Part 10 – Communications and Public Relations Officer-Elect

- A. Must attend all HOD meetings
- B. Must attend all executive committee conference calls
- C. Attend CPRO training in Schaumburg, IL
 - 1. Scheduled in December, January, or February of term
- D. Assist CPRO in duties at meetings
- E. Attend the Uncharted Conference in Greenville, SC
- F. Assist the CPRO with social media accounts (Facebook, Instagram, LinkedIn) as needed

Part 11 – International Exchange Officer

- A. General Duties:
 - 1. Governance Documents
 - a) Along with the SAVMA documents (Bylaws, IEO SOP, IVSA Rep SOP, etc), it is also important to read all IVSA governance documents (can be found at the following website: http://wiki.ivsa.org/index.php?title=Main_Page)
 - 2. Meetings
 - a) Attend AVMA Convention HOD meetings and SAVMA Symposium HOD meetings
 - b) Attend IVSA Congress General Assembly meetings and IVSA Symposium General Assembly meetings (Congress held July/August and Symposium held December/January)
 - c) Monthly conference calls with EB
 - I. Prepare the IEO portion of the agenda in a timely manner
 - 3. IEO Reports
 - a) Pre-Convention report (due 30 days before Convention)

- b) Pre-Symposium report (due 30 days before Symposium)
 - c) Interim reports – due between the AVMA Convention and SAVMA Symposium
 - d) Post-event reports – due within two weeks following IVSA Symposium and IVSA Congress
 - e) Annual EO report – due to the IVSA MOD around May
 - I. In previous years, there has been an MO of the year selected by the IVSA ExCo based on this report, activities during the year, the member organization’s website, and correspondences throughout the year. It is important to keep the IVSA MOD informed of what is going on in SAVMA.
 - f) Examples of all reports are available from past years in the IEO Google Drive
4. Budget and Expense Reimbursements
- a) Submit the IEO and IEO-elect budgets for the fiscal year to the Treasurer (due 30 days before the Budget Meeting at AVMA Convention)
 - b) Oversee the creation of the IVEC budget ensuring there is a budget line item for IVSA membership dues (varies slightly year to year, check invoice from previous year and contact IVSA Treasurer if unsure of amount to budget for). Invoice will be delivered to the IEO Email account sometime in February/March. As of March 2020, IVSA has a bank account through Bank of America and the transfer of fees can be done to this account to reduce bank fees – forward invoice to SAVMA Treasurer with appropriate instructions.
 - c) Submit an Expense Report if needed for any personal reimbursements within thirty (30) days of events to the Treasurer.
5. IVSA Application Form updates
- a) Update the IVSA portion of the SAVMA website at least yearly (ideally between Symposium and Convention):
<https://www.avma.org/about/savma/events/internationalexchange/pages/default.aspx>
6. Oversee SAVMA International Veterinary Experience Committee (IVEC)
- a) Attend all IVEC meetings when possible and report committee updates to EB
 - b) Individual Experience Awards – make sure SAVMA students are aware of individual awards available for international travel at least 2 months prior to due date. Assist IVEC member with scholarship applications as needed.
 - c) IVSA Travel Scholarships: Assist IVEC member with scholarship application as needed including, but not limited to, distribution, important dates and deadlines, and details of IVSA events.
 - d) Ensure that the IVSA Representative Excellence Award winner is chosen before SAVMA Symposium and that the award itself is purchased while in the host country of IVSA Symposium (alternative prizes can be chosen if IVEC would prefer)
 - e) Ensure that a representative from IVEC is chosen to attend both the IVSA Symposium and IVSA Congress on behalf of the committee
7. Leadership
- a) Act as advisor for IEO-elect. Keep elect informed about tasks, deadlines, and general responsibilities of the position. The elect year should be spent learning how to be IEO, and the IEO should actively engage in training the elect.
 - b) Act as an advisor for all IVSA Representatives. Keep the IVSA Representative Google Doc updated with current IVSA School Representatives:

https://docs.google.com/document/d/1Oy6hZ_AUcRFBRFNlqP3_D-gdV7FnmhVjWkgFXGwaYbY/edit

- I. When the IEO is notified that a new IVSA Representative has been elected, the new Representative should be sent a welcome email (example available in the Google Drive) and their contact information should be added to the above spreadsheet and to the IVSA Rep listserv (found in Google Contacts).

8. Communication

- a) The official IEO email address should be used for all communication as IEO (savmaieo@gmail.com)
 - I. The IEO is responsible for ensuring their personal email is the official recovery email for the SAVMA IEO gmail account at the beginning of their term, and for changing the SAVMA IEO recovery email to the incoming IEO's personal email address at the end of the IEO's term
 - II. The official recovery phone number of the SAVMA IEO gmail account will be the SAVMA Advisor's phone number and should not be changed
- b) The official IVSA MO email account (ivsasavma@ivsamo.org) forwards to the IEO email account – if there are any concerns about not receiving emails from IVSA Global, contact the IVSA Public Relations Coordinator at publicrelations@ivsa.org
- c) IVSA Global will send a monthly EO Bulletin to the IEO email – this bulletin should be forwarded to IVSA Representatives as soon as possible for them to disseminate to all students

B. Individual Exchanges:

1. Applicant Information
 - a) Students are suggested to submit an application form for individual exchanges, which can be found in the IEO Google Drive. IEO can still send requests to other EOs without an application filled out (sometimes these EOs will request one though).
 - b) Students MUST be SAVMA members to apply because they also must be IVSA members to participate.
2. Notify SAVMA members of the IVSA Individual Exchange Opportunity in early fall (ideally through SAVMANews or through IVSA Representatives)
3. Due date for Individual Exchange Applications
 - a) 6 months prior to proposed exchange dates.
 - b) The IEO may accept later exchange requests at his/her discretion
4. Email abroad EO with applications within 1 week of receipt of application.
 - a) CC the applicant in the email so that they can ask questions directly to the abroad EO.
 - b) Email preferred country's EO again one week later if no response.
 - c) Email second choice EO within three weeks of application if still no response from first EO.
5. Requests for Incoming Individual Exchanges
 - a) Students from international veterinary schools will contact you for individual exchanges (externships) in the regions SAVMA represents (private practices and universities).
 - b) These students must be from schools with active IVSA MOs in order to be allowed to participate – check the IVSA Member Organization Drive (linked in the IEO Google Drive)
 - c) If the student is interested in an externship at a university, either reference the University Externship spreadsheet or send it to them to review:

https://docs.google.com/spreadsheets/d/171OGwxaz2ixCU2U2nWLIDx0Mr_7NPlwfm9B_oKZl_mg/edit#gid=0

- d) To find private practices, request that the student give a specific region or regions that they are interested in and reach out to the IVSA Representative in that area to find possible practices to contact.
- C. Group Exchanges:
1. Group exchange requests can come from SAVMA schools or from foreign universities. As IEO, the role is to assist in uniting the school requesting an exchange with a partner school and facilitating the exchange in any way possible.
 2. IVSA Representatives should be the main point of contact for group exchanges at their school – they are expected to contact the IEO during the initial contract phase and upon completion of the exchange at a minimum.
- D. AVMA Convention:
1. Register online for Convention
 2. Prepare/oversee budgets
 - a) IEO and IEO-elect Budgets are for 4 meetings:
 - I. IVSA Congress
 - II. IVSA Symposium
 - III. SAVMA Symposium
 - IV. AVMA Convention
 - b) IVEC budget needs to include IVSA membership dues.
 3. Attend HOD and EB meetings, budgeting meeting, and attend the IVEC meetings
 4. IEO reimbursement will be provided for lowest airfare/travel expenses, registration fees, and hotel. Hotel is usually arranged by Jackie Ross, and food is usually provided for at the event and reimbursements should be minimal if any at all.
- E. SAVMA Symposium:
1. Register online for Symposium
 2. Attend HOD and EB meetings, attend the IVEC meetings
 3. New IEO-elect is elected at this meeting
 4. IVSA National Meeting
 - a) Coordinate with SAVMA Symposium International Chair (or General Managers if appropriate) for room and time at least 4-5 months in advance so that event can be placed into the program and properly advertised. Email and make sure the meeting date/time will be in the program.
 - b) Email IVSA Representatives/IVSA Global Officials planning on attending with meeting details so they can prepare to attend. Examples of a flyer made as advertisement for past meetings is available in the IEO Google Drive.
 - c) PowerPoint on IVSA can be shown at the meeting (has been created and should be in the IEO files, edit PowerPoint as needed). If an official from IVSA Global is able to attend, they will introduce IVSA, and the IEO should focus on updates that affect IVSA SAVMA.
 5. IVSA Executive Committee Presentation at HOD
 - a) Email IVSA President to see who is attending from abroad and possibly coordinate a 15-20 minute time for them to make a presentation or IEO can make a 5-10 minute brief presentation on the IEO function and IVSA events/projects.
 - b) Send “IVSA Speaker” agenda item to SAVMA President for addition to HOD meeting agenda if IVSA would like to speak to students.
 6. IVSA Executive Committee Attendees
 - a) In the past, the Symposium International Chair and SAVMA Symposium Committee have offered scholarships for international students to attend.

- I. Email the Symposium International Chair to make sure these scholarships will be given and notify IVSA if they are.
 - II. Have the IVSA members register as SAVMA members and to attend Symposium on the website as early as possible to take advantage of the stipends.
 7. Development Fund Auction (if IVSA officials want to run this event)
 - a) Communicate with IVSA Representatives prior to Symposium to ensure they encourage attending SAVMA members to bring items for donation to Development Fund Auction
 - b) Coordinate with Symposium OC and the Development Aid Director of IVSA to find a space and time to hold the Development Fund Auction
 8. IEO reimbursement will be provided for lowest airfare/travel expenses, registration fees, and hotel. Hotel is usually arranged by Jackie Ross, and food is usually provided for at the event and reimbursements should be minimal if any at all.
- F. IVSA Congress/Symposium:
1. IVSA Congress
 - a) Arrange well in advance for travel and attendance at this event as needed.
 2. IVSA Symposium
 - a) Arrange well in advance for travel and attendance at this event as needed.
 3. SAVMA Post Congress/Symposium Reports
 - a) Due two weeks following the event to the SAVMA Secretary.
 - b) It is recommended that IEO take their laptop with them to take notes on during the general assembly (IEO-elect is expected to assist with this)
 - c) An agenda will be sent out by the IVSA Secretary General at the event
 4. Application and Fees
 - a) Send in the application and sign up as EO (exchange officer) for IVSA SAVMA
 - b) Wire transfer application fees and keep receipt for reimbursement – alternatively, request that the SAVMA Treasurer transfer the application fee for the IEO, IEO-elect, and IVEC representative (+/- the two scholarship recipients) directly to IVSA
 5. Contact Organizing Committee (OC) of event before applications are closed to request that IVEC representative and both scholarship winners are accepted as delegates to the event – this has generally not been a problem but delegate selection is at the discretion of the OC
 6. Informing Students of Events
 - a) Email IVSA Representatives with event dates and website details for forwarding on to students, also post similar information on the Facebook pages for IVSA Representatives and SAVMA Delegates
 - b) Remind students to register at least one week AND the day before registration closes.
 7. Email the Organizing Committee 3 weeks to a month prior to the event and obtain the list of US attending students to notify them of the IVSA nights/events to prepare for at the Congress/Symposium.
 8. Attend all General Assemblies (GAs) at the event
 - a) These are MANDATORY for both IEO and IEO-elect as it is our responsibility to bring back the information presented to the US students and to represent the US schools in elections and voting.
 9. Attend the EO meeting
 - a) Again this is a mandatory meeting for the IEO and IEO-elect.
 - b) Meeting time and place announced during the specific event.
 10. Lead the IVSA SAVMA students in voting

- a) New executive officers are nominated and voted for at the IVSA Congress
- b) IVSA SAVMA receives 2 votes as stated by the new IVSA Constitution and Bylaws.
- c) The way the votes are cast should be determined by the IEO, but the IEO should consider the opinion of all present.

11. Cultural night

- a) Choose a theme for the SAVMA (US/Canada) table and notify attendees
- b) Coordinate with attending SAVMA students to bring or make cultural food items and drinks for the event
- c) Obtain a large American flag for the US table as well as the SAVMA Flag.

12. Development Fund Auction

- a) Notify delegates planning on attending the IVSA event to bring appropriate auction items. The IEO-elect and the IEO should also bring appropriate auction items.

13. International Stands

- a) Email delegates at least 3 months in advance for IVSA photos and brochures from their campuses for display on the US international stand
- b) Display a running PowerPoint/slideshow of received photos and details promoting the SAVMA Symposium as well as anything else IEO wants to promote

14. Reimbursements

- a) Will be provided for lowest airfare/travel expenses, registration fees, cultural night food items, and development fund auction item.
- b) Food, travel in the country, and accommodations are provided for at the event in the registration fees and reimbursements should be minimal if at all.

G. Monthly Duties:

- March:
 - Introduce new IEO-elect to the position – make sure they have access to the IEO email account and Google Drive, set expectations for the elect and assign tasks
 - Change the IEO recovery email address to the incoming IEO's personal email address and leave the recovery phone number as the SAVMA Advisor's phone number
 - Apply (or have already applied) to attend IVSA Congress, ensure new IEO-elect applies as well and all 5 SAVMA representatives are accepted as delegates
- April:
 - Check on Visa requirements for travel and purchase a plane ticket to IVSA Congress
 - Request IVSA Rep annual report responses
- May:
 - Prepare for IVSA Congress
 - Annual report to IVSA MOD
 - Collate responses from IVSA Rep annual reports
- June:
 - Email IVSA Congress OC for list of attending SAVMA students and their emails
 - Email SAVMA students with details on events – include a list of what to bring and expectations for SAVMA students attending
 - Turn in IEO Pre-Convention report
- July:
 - Attend and prepare the following for AVMA Convention:
 - IEO and IEO-elect budgets
 - Oversee the IVEC budget and agenda
 - Attend IVSA Congress (dates could also be in August)

- See above section for details on preparation
 - Prepare and turn in a formal IEO report for the event
- August:
 - Advertise the IVSA Individual Exchange and the IVSA Symposium
 - Assist IVEC in advertising the IVSA Travel Scholarship
 - Send application to IVSA Representatives to pass onto their students
- September:
 - Send reminder email to IVSA Representatives for IVSA Symposium registration
 - Register for IVSA Symposium and electronically transfer the registration fees
 - Email delegates/IVSA Representatives for brochures and information on their school/ veterinary program for the IVSA Symposium International Stands
- October:
 - Prepare IVSA SAVMA presentation for IVSA Symposium
- November:
 - Send email to SAVMA Symposium OC regarding room and time for IVSA National Meeting
 - Turn in IEO Interim Report (could be due earlier/later depending on secretary's deadline)
- December:
 - Attend IVSA Symposium (dates could also be in January)
 - See above section for details on preparation
 - Prepare and turn in formal IEO report for the event
 - Send final reminder email for Individual Exchange Applications for the following summer
- January:
 - Advertise IVSA Congress
 - Assist IVEC in advertising about the IVEC Individual Awards
- February:
 - Turn in IEO Pre-symposium Report
 - Make sure IVEC is on track for Symposium
 - Have IEO-Elect, IVEC member, and IVSA Travel Scholarship winner register for IVSA Congress
 - Approve IVEC Pre-Symposium report
 - Be on the look-out for and assist in having the treasurer pay IVSA membership dues
- March:
 - Advertise IVSA Congress
 - Attend and prepare the following for SAVMA Symposium:
 - IVSA National Meeting
 - IVSA Speaker at HOD Meeting
 - Procure one or two items from the donations for the Development Fund (DF) auction to take abroad to the IVSA Congress DF auction if needed
 - Pass IEO files on to incoming IEO via dropbox or Google Drive
 - Finish up placing incoming/outgoing exchanges
 - Have new IEO and IEO-elect register for IVSA Congress
 - Email delegates for brochures and information on their school/ veterinary program for the IVSA Congress International Stands.

H. Abbreviations:

1. DF – Development Fund
2. EB – (SAVMA) Executive Board
3. EO – Exchange Officer (abroad they use this term instead of IEO)

4. GA – (IVSA) General Assembly
 5. HOD – House of Delegates
 6. IEO – International Exchange Officer
 7. IVEC – (SAVMA) International Experience Committee
 8. IVSA – International Veterinary Student Association
 9. OC – Organizing Committee
 10. SAVMA – Student American Veterinary Medical Association
- I. Important Websites, Email Accounts and Electronic Documents:
1. IVSA – www.ivsa.org
 2. IVSA SAVMA - <https://www.avma.org/about/savma/events/internationalexchange/pages/default.aspx>
 3. SAVMA IEO Email Account and Documents - savmaieo@gmail.com; Password: NoMoreWobbles!
 - a) This account is used as the main email account to contact the SAVMA IEO and that you will receive all IVSA emails from. It is also used to share documents with the IEO-elect, IVEC and any other individuals you invite to view a document. Please ensure all communication is through this account so it is properly documented and can be accessed by future IEOs.
 4. Dropbox Account
 - a) This should contain all documents and presentations from past IEOs. All new documents should be added to it in an organized fashion and it should be passed along to the next IEO.

Part 12 – International Exchange Officer-Elect

- A. General Duties:
1. The position involves helping the IEO with various tasks as needed. This may include any of the responsibilities of the IEO in the SOP and helping with any other responsibilities at IVSA Congress and Symposium.
 2. Must be in attendance for both IVSA Congress and Symposium, as well as all conference calls even as a non-voting member. This enables the elect positions to know how meetings are conducted and organized, and their role in them as IEO.
 3. Assist IEO in organizing the IVSA National Meeting at the SAVMA Symposium where they will transition to IEO, as this meeting will be run by the IEO-elect immediately after transition to full IEO.
 4. Maintain a working knowledge of Robert's Rules of Order to assist all IVSA SAVMA members in IVSA General Assembly meetings.
 5. Maintain MONTHLY contact with IVEC committee chair(s) and IVSA Student Representatives. Update IEO on current progress. Attend all IVEC committee meetings.

Part 13 – Editor in Chief

- A. General Duties:
1. Attend all monthly EB Meetings as a voting member
 2. Attend SAVMA Symposium and AVMA Convention HOD meetings
 3. Manage the SAVMANews through the MailChimp website. Instructions for how to do so are included below, in the EIC Welcome Letter, and in the new EIC Guide Powerpoint
 4. Continue to manage The Vet Gazette until a new Editor in Chief-Elect is elected at AVMA Convention

5. Train new Editor-Elect on TVG upon election and SAVMANews before transitioning out of the Executive Board
 6. Assist the Editor in Chief-Elect as needed with their duties
- B. Reports
1. Complete the following reports and submit them to the SAVMA Secretary:
 - a) Pre-Symposium report (due 30 days prior to Symposium)
 - b) Pre-Convention report (due 30 days prior to Convention)
 - c) Interim report between AVMA Convention and SAVMA Symposium
- C. Budgeting and Expense Reimbursements
1. Submit the EIC and EIC-Elect Budgets for the fiscal year to the SAVMA Treasurer (due 30 days before the Budget Meeting at AVMA Convention)
 2. Submit The Vet Gazette Budget to the SAVMA Treasurer as detailed in the above section
 3. Submit an Expense Report if needed for any personal reimbursements within thirty (30) days of the event to the SAVMA Treasurer
- D. SAVMANews
1. Post a link to the SAVMANews submission folder on the SAVMA Delegates Facebook page at least two weeks prior to date of publication of the next edition of SAVMANews (usually the 15th/16th of the month)
 2. Keep the submission guidelines document updated as needed and move a copy of this document into each month's submission folder
 3. Learn to navigate the Mailchimp website and create a new campaign each month
 - a) For the SAVMA App
 - I. Save a new copy into the SAVMA App folder, and add an "!" to the title
 - II. Remember to then send this version as well so it uploads to the SAVMA App
 4. Send the SAVMANews to the SAVMA Delegate listserv at the beginning of each month to be distributed to their respective schools
 5. Content for the SAVMANews includes but is not limited to: scholarships, grants, awards, SAVMA App updates, national SAVMA updates, AVMA updates

Part 14 – Editor in Chief-Elect

- A. Attend all monthly EB meetings as a non-voting member
- B. Attend SAVMA Symposium/HOD meetings.
- C. Assist Editor in Chief as needed with their duties.
- D. Be responsible for maintenance and updating of the online blog The Vet Gazette (thevetgazette.com) during his/her tenure as Editor-Elect.
 1. Determine the topics and overall content of each call for submissions for The Vet Gazette issue of the newsletter
 2. Determine deadlines for submissions for each call for submissions for the Vet Gazette, and have a time frame for posting winners and entries
 3. Send reminders to the Delegates to relay to students impending submission deadlines. Notify winners via email before their entries post.
 4. Determine the number of winners and honorable mentions for each category appropriately based on submissions totals for each category and award prize money accordingly, keeping within the constraints of the operating budget for prize money for the year. The amount awarded to winners and honorable mentions for each

submission category per issue is ultimately at the discretion of the Editor as long as the total budget for awards is not exceeded after 4 issues.

5. Determine The Vet Gazette budget for awards and any other future line items and expenditures each year with the approval of the SAVMA operating budget.
 6. Be open to posting news, current events, scholarship, announcements and other submissions from the Student AVMA committees, the AVMA, all veterinary colleges, and other animal health organizations closely associated with the AVMA at the discretion of the Editor.
 - a) Language has been added to the “About TVG” page that explains SAVMA’s posting of third party information is not an endorsement.
- E. Manage the online Squarespace account and website (as detailed below and in the new EIC Guide Powerpoint).
1. Go to www.squarespace.com and click “member login”
 - a) Login: thevetgazette
 - b) Password: same as Gmail account
 2. To make a new post, make sure you are in the Content Editing mode (big “A” at the top right) and on the “Main Blog” tab at the top right
 - a) Click “post new entry” at the top of the last entry.
 - b) Write the title of the entry.
 - c) Post the body of the entry into the text box and apply formatting as needed.
 - d) Define the excerpt: this is the portion that will show a summary of the article and the reader will need to click on the entry to read the rest of it. Creating an excerpt helps keep the front page of the site tidier.
 - I. Highlight the text that should appear on the front page
 - II. Click the icon in the formatting toolbar labeled “define excerpt”
 - e) Apply appropriate tags. Tags are labels that help the reader search for specific topics or browse through articles that may be interesting to them.
 - f) Apply a category. These include the various topics for The Vet Gazette (Forum, Creative Corner, Experiences, etc.) or SAVMA News.
 - I. Be sure to categorize each post with the “News” option. This ensures that it correctly appears on TVG section of the SAVMA App.
 - g) When the post is finished, click “Save & Close”. This will make a draft of the post for you to check for mistakes before publishing.
 - h) To correct the article, or once the article is finalized, click on “modify” to reopen the editing box. Check the box “published” above the title bar. This will publish the article for public viewing.
 3. To add an image to an article
 - a) Download and save the image.
 - b) Place the cursor bar in the text box area where the image should go.
 - c) Click “Insert Image” in the toolbar above the text box. A new window will open for uploading the image.
 - d) Click “upload an image” then “choose file.” Select the file from where it was saved. Once the file is chosen, click “upload file” at the bottom of the window.
 - e) Under the resize tab, set the “New Image Width” to 400. Do not create a thumbnail of the image. Click “Save & Close.”
 - f) If the image is added after the article has had a defined excerpt, the excerpt needs to be redefined (see step 4. b. iv.)
 4. To update topics and due dates for the next issue
 - a) Make sure you are in the Content Editing mode (big “A” at the top right).
 - b) Click on “Upcoming Topics” tab at the top right of the page.
 - c) Click “edit page” to open a new window.

- d) Enter text in the box and format as appropriate.
 - e) Click “Save & Close” when finished.
5. To update the Editor’s note
 - a) Make sure you are in the Content Editing mode (big “A” at the top right).
 - b) Click on “Editor’s Note” tab at the top right of the page.
 - c) Click “edit page” to open a new window.
 - d) Enter text in the box and format as appropriate.
 - e) Click “Save & Close” when finished.
6. To update the “About TVG” section
 - a) Make sure you are in the Content Editing mode (big “A” at the top right).
 - b) Click on “About TVG” tab at the top right of the page.
 - c) Click “edit page” to open a new window.
 - d) Enter text in the box and format as appropriate.
 - e) Click “Save & Close” when finished.
7. To update links to SAVMA-related Web sites
 - a) Make sure you are in the Content Editing mode (big “A” at the top right).
 - b) On the right column of the blog in the “More about SAVMA” box, click “edit” underneath the current link to Symposium. Enter the URL for the new SAVMA Symposium Web site.
 - c) To add new links, click “add” underneath the category that the link should be in then enter the URL in the new window that opens.
8. At any time during editing of the Web site, you can view what it looks like to the public by clicking on “Preview Website” (the eyeball icon at top right).

Part 15 – Global & Public Health Officer

A. Officer Description

1. The GPHO shall sit as the executive board liaison of the Public Health and Community Outreach Committee (PHCOC) and the Animal Welfare and Environmental Stewardship Committee (AWESC).
2. The GPHO shall be a point of contact for potential sponsors and partnering organizations (including other student organizations) in relation to the One Health, Public Health and Global Health collaborations.
3. The GPHO shall serve as a resource for SAVMA members by promoting opportunities in Global Veterinary Medicine, Public Health, and One Health.
4. The GPHO must serve as the SAVMA contact person for any outside organizations promoting Global Veterinary Medicine, Public Health, and One Health.
5. The GPHO shall manage and maintain the Gmail account SAVMA.GPHO@Gmail.com

B. Monthly Duties

The Global and Public Health Officer is expected to be an active member of the SAVMA EB. The GPHO must check in with PHCOC and AWESC before every executive board meeting to ensure any problems and concerns can be addressed with EB promptly. This, among other duties, will include monthly conference calls that are typically held on Sunday evenings and last between one and two hours depending on that month’s agenda.

1. January
 - a) Organize and finalize sustainability focus area for Symposium
2. February
 - a) Compose Officer Pre-Symposium Reports.
3. March
 - a) Update GPHO SOP and prepare documents/Google Drive for transfer to incoming officer

- b) SAVMA Symposium
 - I. Oversee PHCOC and AWESC meetings
 - c) Post-Symposium Reports
- 4. April
 - a) Develop event resources and website updates
- 5. May
 - a) Follow-up with PHCOC and AWESC
- 6. June
 - a) Pre-Convention Reports
- 7. July
 - a) AVMA Convention
 - I. Connect with any AVMA officials that can be of use to SAVMA and the GPHO
 - II. Collect and promote any resources in global health, public health, and one health that would be of interest to students
 - b) Post-Convention Reports
- 8. August-October
 - a) Focus on selected project for individual GPHO term
 - b) Advance collaboration with other student health profession organizations
- 9. November
 - a) One Health Day (November 3rd) social media post and campaign
- 10. December
- 11. Additional Duties that are ongoing and do not involve certain timelines
 - a) Maintenance of the Google Drive and SAVMA One Health Project page
 - I. Development of new resources
 - II. Seeking out Opportunities in One Health to post on website
 - b) Networking with other student organizations for One Health Project involvement
 - c) Disseminate information regarding One Health Opportunities
 - d) One Health submissions to The Vet Gazette and Facebook page can be a great way to spread information and get students thinking about Global and Public Health
 - e) Contribute to and update the GPHO 5-year plan
 - f) Focus projects for each GPHO term and sustainability action items
 - g) The GPHO will keep the One Health Discussion forum active and share posts (from the post calendar on the Google Drive) as needed to ensure students are up to date on public health opportunities

Part 16 -- Global & Public Health Officer-Elect

- A. Officer Description
 - 1. The Global and Public Health Officer-elect (GPHO-elect) shall assist the Global and Public Health Officer as needed.
 - 2. The GPHO-elect shall educate himself/herself about opportunities in Global Veterinary Medicine and/or Public Health in order to serve as a resource for SAVMA members.
- B. Tasks to be performed by the GPHO-elect
 - 1. The GPHO-elect, is expected to be an active non-voting member of the SAVMA Executive Board. This, among other duties, will include monthly conference calls
 - 2. The GPHO-elect will have communication as-needed with the GPHO.
 - 3. The GPHO-elect will be responsible for organizing the One Health Meeting at SAVMA Symposium

- C. Monthly Duties:
1. March
 - a) SAVMA Symposium
 2. April
 - a) Assist GPHO as need in development of event resources and website updates
 3. May – June
 4. July
 - a) AVMA Convention
 - I. Assist GPHO in networking resources.
 - b) Post-Convention Reports
 5. August-October
 - a) Assist with all planned projects and events
 6. November – December
 - a) Contribute to Interim Reports
 7. January –February
 - a) Begin to manage the Google Drive
 - b) Become familiar with GPHO Officer Pre-Symposium Reports
- D. Additional Duties:
1. aThe GPHO-elect will keep the One Health Discussion forum active and share posts (from the post calendar on the Google Drive) as needed to ensure students are up to date on public health opportunities

Part 17 – Veterinary Economics Officer

- A. Role of the Veterinary Economics Officer
1. Advise the SAVMA Executive Board and SAVMA HOD on economic issues as they pertain to veterinary students;
 2. Attend SAVMA Symposium and AVMA Convention SAVMA HOD meetings;
 3. Attend monthly SAVMA EB conference calls;
 4. Correspond and maintain relationship with the AVMA Veterinary Economics Strategy Committee and disseminate information to SAVMA EB and HOD;
 5. Represent SAVMA at the annual AVMA Economic Summit;
 6. Maintain relationship with the National VBMA to collaborate when appropriate and to ensure efforts devoted to veterinary economic education are not duplicated;
 7. Attend the annual National VBMA Meeting in Orlando, FL in January;
- B. Monthly Duties:
1. March – April
 - a) Attend SAVMA HOD meeting at SAVMA Symposium
 - b) Submit expense report to treasurer for any SAVMA Symposium reimbursements within thirty (30) days
 2. May – June
 - a) Purchase plane ticket for AVMA Convention
 - b) Submit VEO Pre-Convention report to Secretary (deadline provided by Secretary)
 - c) Prepare and submit the VEO and VEO-elect budget to treasurer
 3. July – August
 - a) Attend SAVMA HOD meeting at AVMA Convention
 - b) Submit expense report to treasurer for any AVMA Convention reimbursements within thirty (30) days
 4. September
 5. October – November

- a) Attend AVMA Economics Workforce Summit and VESC meeting following the summit
 - b) Submit expense report to treasurer for any summit and VESC meeting reimbursements within thirty (30) days
- 6. December
- 7. January
 - a) Attend National VBMA Meeting in Orlando, FL
 - b) Purchase plane ticket for SAVMA Symposium
- 8. February
 - a) Submit VEO Pre-Symposium report to Secretary (deadline provided by Secretary)
- 9. March
 - a) Attend SAVMA HOD meeting at SAVMA Symposium
 - b) Submit expense report to treasurer for any SAVMA Symposium reimbursements within thirty (30) days

Part 18 – Veterinary Economics Officer-elect

- A. Officer position:
 - 1. Become familiar with all the duties and responsibilities of the office of the VEO;
 - 2. Assist the VEO and substitute for the VEO when necessary and appropriate;
 - 3. Succeed to the office of the VEO upon expiration of the VEO's term of office, or in the event that the VEO is unable to fulfill his or her term;
 - 4. Attend meetings with the VEO when invited by the planning organizations such as the Annual AVMA Economic Summit.

Part 19 – Cultural Outreach Officer

- A. Officer Description
 - 1. The role of the Cultural Outreach Officer (COO) is to inform and represent the Student American Veterinary Medical Association (SAVMA) on issues as they pertain to diversity, inclusion and wellbeing within the veterinary student community.
 - 2. The COO shall be a point of contact for potential sponsors and partnering organizations (including other student organizations) in relation to diversity, inclusion, and wellbeing.
 - 3. The COO shall serve as a resource for SAVMA members by promoting opportunities in diversity, inclusion, and wellbeing activities and education.
 - 4. The COO shall manage and maintain the Gmail account SAVMA.COO@gmail.com, including but not limited to the COO documents on the Google Drive and be prompt and timely with email responses.
 - 5. The COO shall consult either the AVMA Observance Calendar or the AVMA Director of Wellness and Diversity and the AVMA Associate Director of Student Initiatives when recognizing or celebrating holidays or observances through public outlets (e.g. social media). The COO shall collaborate with the CPRO and EC to create a strategy.
- B. Officer Duties
 - 1. Meetings
 - a) Attend House of Delegates meetings at AVMA Convention (annually) - August
 - b) SAVMA Symposium (annually) - March
 - c) Attend and report on the annual AAVMC Wellbeing Summit - November
 - d) Attend the VOICE National Retreat (annually) - January

- e) Attend and report on national Iverson Bell Diversity Symposium in Washington D.C. when held (biennially).
 - f) In years when Iverson Bell Diversity Symposium is not held, attend and report on both regional Iverson Bell Regional Diversity Summits in the COO's region (biennially) – April
 - o E.g. Western, Midwestern
 - g) Attend all SAVMA Executive board meetings (monthly).
2. COO Reports
 - a) Pre-Convention report including a COO history and summary of the previous year's accomplishments is due 30 days before Convention
 - b) Pre-symposium report including "year to date" progress and history is due 30 days before Symposium.
 - c) Interim reports are due between AVMA Convention and SAVMA Symposium
 - d) COO shall report on Iverson Bell Symposium, Iverson Bell Regional Summit and AAVMC Wellbeing Summit when attended, these reports will be included in the next Convention Binder or Symposium Binder and shall be submitted to the Secretary by the appropriate deadline.
 3. Budget and Expense reimbursements
 - a) Submit the COO and COO-elect budgets for the fiscal year to the Treasurer 30 days before the budget meeting at the AVMA Convention
 - b) Oversee the creation of the budgets for the Integrative Communication and Diversity Committee and Wellbeing Committee.
 - c) Submit an expense report when necessary for personal reimbursements within 30 days of event to the treasurer (flight, travel, lodging).
 4. Oversee Integrative Communications and Diversity Committee and Wellbeing Committee
 - a) Advise committees in efforts to promote their respective initiatives.
 - b) Attend Committee meetings held in person or via conference call.
 - c) Serve as a point of contact for the SAVMA Executive Board for both committees.
 - d) Support Wellbeing Committee work for VetMed United Day, typically held April 4th.
 5. SAVMA Symposium diversity and wellbeing programming
 - a) Act as advisor to the delegate on Symposium Committee that is responsible for creating diversity and wellbeing programming.
 - b) Share contacts and information with the Symposium Planning Committee responsible for planning the upcoming symposium in order to ensure inclusivity and quality programming for SAVMA Symposium.
 - c) Ensure there is a day of programming or individual track dedicated to diversity and wellbeing initiatives.
 - d) The COO shall begin correspondence between SAVMA Symposium and AVMA Convention (between March and August) to ensure involvement in the planning process.
 6. Leadership
 - a) Act as advisor for COO-elect. Ensure the elect is informed about tasks, deadlines, and other responsibilities.
 - b) Act as advisor for SAVMA delegates and schools to improve wellbeing and diversity initiatives
 7. Support of Pride Student Veterinary Medical Community (formerly Broad Spectrum) and VOICE diversity and inclusion initiatives Veterinary Students Association (BSVSA) Executive Board Member
 - a) Attend BSVSA executive board meetings (monthly)

- b) Serve as liaison between SAVMA, VOICE, and BSVSA to promote communication and further diversity and inclusion initiatives
- c) Liaison to AAVMC's Office of Diversity

C. Monthly Duties

1. January

- a) Attend SAVMA EB (conference call)
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
- c) Attend Voice National Retreat (dates may vary)
- d) Check in with ICDC and Wellbeing Committee (pre-EB meeting)

2. February

- a) Attend SAVMA EB (conference call)
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
- c) Submit Pre-Symposium Report
- d) Check in with ICDC and Wellbeing Committee (pre-EB meeting)

3. March

- a) SAVMA Symposium
- b) Attend Iverson Bell Symposium (every other year, odd years)
- c) Submit Iverson Bell symposium Report (every other year)
- d) Attend SAVMA EB at SAVMA Symposium
- e) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting at SAVMA Symposium
- f) Check in with ICDC and Wellbeing Committee (pre-EB meeting)

4. April

- a) Attend SAVMA EB (conference call)
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
- c) Attend Iverson Bell Regional Diversity Summit (every other year, even years)
- d) Submit Iverson Bell Regional Diversity Summit (every other year)
- e) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
- f) VetMed United Day programming activities

5. May

- a) Attend SAVMA EB
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting
- c) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
- d) Initiative discussion with Symposium Committee for Diversity and Inclusion Brunch planning

6. June

- a) Attend SAVMA EB (conference call)
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
- c) Check in with ICDC and Wellbeing Committee (pre-EB meeting)

7. July

- a) Attend SAVMA EB (conference call)
- b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
- c) Submit Pre-Convention Report
- d) Check in with ICDC and Wellbeing Committee (pre-EB meeting)

8. August

- a) Attend AVMA Convention

- I. Check in with symposium committee to ensure planning for Diversity and Wellbeing planning at Symposium.
 - b) Attend SAVMA EB at AVMA Convention
 - c) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
 - d) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
9. September
- a) Attend SAVMA EB (conference call)
 - b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
 - c) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
10. October
- a) AAVMC Wellbeing Summit (may also occur in November OR Spring)
 - b) Attend SAVMA EB (conference call)
 - c) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
 - d) Submit AAVMC Wellbeing Summit Report
 - e) Ensure VOICE and Pride Student Veterinary Medical Community (formerly Broad Spectrum) voices in planning of Diversity and Wellbeing events at Symposium.
 - f) Check in with ICDC and Wellbeing Committee (pre-EB meeting).
11. November
- a) Attend SAVMA EB (conference call)
 - b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
 - c) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
12. December
- a) Attend SAVMA EB (conference call)
 - b) Attend Pride Student Veterinary Medical Community (formerly Broad Spectrum) EB Meeting (conference call)
 - c) Submit Interim Report
 - d) Check in with ICDC and Wellbeing Committee (pre-EB meeting)
- D. Important Contacts
- 1. AAVMC Director of Wellbeing Initiatives:
 - a) Makenzie Peterson - mpeterson@aavmc.org
 - 2. AVMA Director of Member Wellness & Diversity Initiatives:
 - a) Dr. Jen Brandt - JBrandt@avma.org
 - 3. AVMA Associated Director of Student Initiatives:
 - a) Dr. Derrick Hall - DHall@avma.org
 - 4. VOICE National:
 - a) vetvoice@gmail.com
 - 5. Pride Student Veterinary Medical Community:
 - a) students@pridevmc.org

Part 20 – Cultural Outreach Officer-elect

- A. The Cultural Outreach Officer-elect (COO-elect) shall become familiar with all duties and responsibilities of the office of the COO
- B. The COO-elect shall attend the annual AAVMC Wellness Summit and Iverson Bell Symposium annually with the COO.

1. In years when the National Iverson Bell Symposium is not being held, the COO-elect shall attend a Iverson Bell Regional Summit in their area.
- C. The COO-elect shall assist the COO or substitute for the COO in any of the duties listed in Part 19 when necessary and appropriate
- D. The COO-elect shall succeed to the office of the COO upon expiration of the COO's term of office, or in the event that the COO is unable to fulfill his or her term.
- E. The COO-elect shall attend meetings with the COO when invited by the planning organizations
- F. The COO-elect shall attend all House of Delegates meetings at AVMA Convention and SAVMA Symposium
- G. The COO-elect shall attend all SAVMA Executive board conference calls held monthly.