

**American Veterinary Medical Association (AVMA)
Committee on Veterinary Technician Education and Activities (CVTEA)
VOLUNTEER JOB DESCRIPTION**

TITLE: CVTEA Committee Member

Introduction and History

Established in 1972, the 20 member Committee on Veterinary Technician Education and Activities (CVTEA) has been delegated authority and responsibility for accreditation of veterinary technology programs in the United States.

CVTEA Mission Statement

To shape the future of veterinary medicine by promoting veterinary technology and the veterinary professional team through education, quality, integrity, service, leadership, and collegiality.

Major Objectives

The goal of the Committee is to assure that all graduates of accredited programs in veterinary technology have the entry-level ability to function in the workplace. The Committee regularly evaluates each veterinary technology program requesting accreditation and classifies each at some level of accreditation. The objectives of the Committee are:

1. To accredit veterinary technology programs.
2. To assist in the development and improvement of veterinary technology programs.

Responsibilities

Tremendous responsibility accompanies the authority of CVTEA members. Decisions of the Committee may affect the lives and welfare of faculty members, students, prospective students, and parent institutions of veterinary technology programs. All actions of the Committee must be checked and rechecked, and finalized only after the most serious consideration.

- Attend site visits as assigned (approximately 2-3 per year) as the site team chair
- Attend Committee meetings (spring/summer/fall).
- Read and review all progress reports assigned to you and submit all review forms by deadlines.
- Prepare for CVTEA meetings by thoroughly reading all agenda material ahead of time to make informed accreditation decisions.
- Focus on the Standards of Accreditation.
- Contact AVMA staff with any programmatic or organizational concerns.
- Reveal any conflicts of interest with programs being accredited. Committee members are required to abstain from voting on programs that they have a conflict of interest and must recuse themselves from the room when discussing a program that the Committee member has a direct conflict of interest.
- Participate in various subcommittee assignments.
- Abide by all confidentiality requirements.

Qualifications

It is desirable for candidates to have the following qualifications:

- An interest in veterinary technician education
- Ability to participate and/or travel to 2-3 site visits per year and 2-3 Committee meetings (spring (typically third week of April), Mid-June, and fall (typically first week of November) at AVMA Headquarters in Schaumburg, IL
- Access to email, reliable internet, and proficiency with Microsoft software applications.
- Strong written and oral communication skills
- Skills in evaluating, interviewing, and critical thinking
- Ability to listen and appreciate differing points of view

- Responsive to questions and projects throughout the year.
- Have an open mind and a positive attitude.

Training and Orientation

New CVTEA members a.k.a. “CVTEA Rookies” will be provided an orientation session prior to their first meeting. In addition, CVTEA Rookies must attend a training site visit to prepare to serve as a site team chair.

Length of Commitment

Approximately 12-16 working days per year available to devote to CVTEA activities which includes approximately 2-3 site visits per year and 3 committee meetings (spring/summer/fall) per year. The April meeting is held virtually by Zoom. The summer and fall meetings are in-person at AVMA headquarters in Schaumburg, IL. In-person meetings typically meet Thursday evening until Saturday afternoon. Terms on the CVTEA are 6 years based on the AVMA association year beginning in July/August.

Benefits

- Opportunity to improve the quality of veterinary technician education
- Develop and practice interpersonal communication and leadership skills
- Participation in organized veterinary medicine
- Opportunity to help assure students achieve their goal of working in veterinary medicine by receiving an education that meets the Standards of Accreditation
- Snacks, chocolate, and coffee/tea at every meeting!

Supervision

The CVTEA Chair along with AVMA staff.

Confidentiality

All information related to the CVTEA accreditation of a veterinary technology (VT) program is strictly confidential. This includes, but is not limited to, reports of evaluation, letters, self-evaluation and accreditation materials, contracts, interim/annual/biennial reports, correspondence, and the content of any discussion related to the VT Program and/or its accreditation. All requests for information related to a specific institution and/or VT program must be referred to AVMA staff, or the respective institution.

Freedom of Information Acts that may be applicable in a given state do not apply to AVMA confidential information related to the accreditation of veterinary technology program. Information requested through such acts may be obtained through due process from the respective institution or state office, but not from the AVMA.

Conflict of Interest

It is considered a conflict of interest for a CVTEA member to serve as a consultant (voluntary or paid) to existing or developing veterinary technology programs.

Liability

Committee members are covered under AVMA’s Directors’ and Officers’ Liability Insurance.