

Council on Education (COE) member: Responsibilities and workload

Appointment

Term: 6 years

- Term begins at the end of the AVMA Annual Convention, typically in July.
- Term ends 6 years later at the end of the AVMA Annual Convention, typically in July.

Workload

*The table below estimates workload for the average COE member during various times of the year, based on the activities and responsibilities of those serving. These numbers are subject to change and may increase or decrease based on individual and committee assignments and ongoing projects by the council. **The dates identified are typical for the listed events/topic and may vary depending on the year.***

In all cases, members are expected to complete all tasks, and maintain all communications, in a timely manner. Sustaining a high quality of work and continuous attention to detail in all activities is critical for supporting the COE's important work in accreditation.

Topic	Location/Dates	Description	Estimated time
Workload: Onboarding (once, not recurring)			
New member training (preparation)	Aug – Sept (year of appointment)	Online modules	<i>3.5 hours, total</i>
		Mock Self Study Report (reading)	<i>5-6 hours, total</i>
	Remote/asynchronous	AVMA Policies and Procedures Manual (reading)	<i>3-4 hours, total</i>
		Additional resources as needed (reading)	<i>2-4 hours, total</i>
New member training (in person)	AVMA headquarters, Schaumburg, IL Typically late September (year of appointment)	In-person, group training for all new COE members, site visitors	<i>2.5 days (plus travel)</i>
Workload: Annual (recurring)			
Scheduled meetings			
Annual fall COE meeting	AVMA headquarters, Schaumburg, IL Typically late September	Immediately following new member training; full agenda; subcommittee meetings	<i>2.5 days (plus travel)</i>
Annual winter COE meeting	Virtual mid-December	Select agenda, timely decisions	<i>3-4 hours</i>

Annual spring COE meeting	AVMA headquarters, Schaumburg, IL mid-March	Full agenda; emphasis on interim reports; subcommittee meetings	<i>2.5 days (plus travel)</i>
Annual summer COE meeting	Virtual early June	Select agenda, timely decisions	<i>3-4 hours</i>
Meeting preparation (fall, spring)	Self-directed Aug – Sept (fall) Feb – Mar (spring)	Read all required agenda materials; prepare individual reports	<i>~20 hours preparation (each)</i>
Meeting preparation (summer, winter)	Self-directed May – June (summer) Nov – Dec (winter)	Read required agenda materials; prepare individual reports	<i>~8-10 hours preparation (each)</i>
Workload: Annual (recurring)			
Responsibilities			
Interim/Biannual report reviews	Self-directed, using online software (Armature) late Dec/Jan – end Feb late July/Aug-Sept	Read and provide formal reviews of annual reports submitted by schools on 11 Standards	<i>2-5 reports (winter)</i> <i>0-1 report (fall)</i> <i>~6 hours/report</i>
Site visit reviewer	Timing based on site visit scheduling *Reviewer <u>does not</u> attend site visit	Thorough assessment and review of materials for program and final ROE to present to COE	<i>1-2X/year</i> <i>~20 hours</i>
Site visit observer	Timing based on site visit scheduling *Observer <u>does</u> attend site visit	Attend virtual meetings, in-person site visit, to provide quality assurance	<i>1-2X/year</i> <i>5 days (visit) + ~8 hours</i>
Communications	As needed; timely	Email, phone calls as needed	<i>1-2 hours every other week, total (real amount depends upon COE role/project)</i>

Total estimated travel days (annual):	12/year (+/- 5)
Total estimated working hours (annual): (*not including travel)	>150 hours