

**APPROVED by the
SAVMA EB**



Manual of the SAVMA Executive Board

(Revised April 7, 2019)

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. Minutes will be taken at the House of Delegates meeting. These will be in the binder of the following HOD meeting.
4. 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 posted on the FTP website.
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. The Vet Gazette Editor
 - 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
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. Assign 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 all the flash drives at all of the HOD meetings
8. You will need to put all the resumes, committee reports, power point presentations up onto ALL the flash drives ASAP each day, so that the delegates will have the flash drives the 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 document to the ftp site 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.

1. April:

a) Get Post-symposium reports from all the committees and posted to the ftp website

2. May:

a) Work on the Convention binder

3. June:

a) Mass email out the HOD that all Pre-convention reports need to be in by July 2nd

‘ Work with president on this email

b) Work on putting together Convention binder

c) Gather Pre-convention reports and upload onto ftp site

d) 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.

e) Attend VLE with other Executive board members

4. July:

a) Attend and prepare the following for AVMA Convention:

‘ SECRETARY and SECRETARY-elect budgets

‘ Collect all the Pre-Convention committee reports

b) Attend AVMA Convention and take minutes

c) Make sure that all the flash drives have the reports and important documents on them ready for Convention

5. August:

a) Gather Post Convention reports and upload onto ftp site

6. September:
 - a) Gather Interim reports and upload onto ftp site
7. October:
 - a) Work on binder
 - b) Gather reports from liaisons and upload to ftp site.
8. November:
 - a) Take monthly EB conference call minutes and work on binder
9. December:
 - a) Work on binder
10. January:
 - a) Work on binder
11. February:
 - a) Turn in SECRETARY Pre-symposium Report
 - b) Make a list of outgoing delegates
 - c) Ask the committees how many new members they would like
 - d) Make sure that all the flash drives have the reports and important documents on them ready for Symposium
12. March:
 - a) Attend and prepare the following for SAVMA Symposium:
 - ' Update SECRETARY To Do list
 - ' Have the incoming Secretary practice taking some notes during the HOD and help to train them on where and how to save docs.
 - ' Pass SECRETARY files onto incoming SECRETARY
 - ' Have new Secretary take the evening EB minutes and oversee their work

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.

Part 7 – Treasurer

B. Monthly duties

1. Monthly deposits and reconciliations
 - a) Reconcile bank statement with Quickbooks, and then enter in deposit details. Save a copy of the reconciliation in Excel and save on computer each month.
 - b) Make backup copies of everything on the external hard drive
2. Monthly EB conference call
3. Account holdings reported monthly
 - a) Chase
 - I. Business classic
 - II. Commercial checking
 - III. Credit card
 - b) Vanguard – Go to Vanguard.com, enter in SAVMA username & password (get from Dr. Hall at Symposium) to get most recent balance
 - I. Year-to-date expenses for that year's fiscal budget
 - II. Any large outstanding expenses
 - c) Discuss any proposals for unapproved expenditures
4. Check Writing – Reimbursement of approved expenditures.
 - a) Write check → record in check log → record expense in budget (Excel) → record check in Quickbooks → record check number and date on request → file request → address envelope and mail
5. 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.
6. 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.

7. IEO requests – Request IEO and IEO-elect expense reports with currency already converted to US dollars.
8. 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) Committee & EB budget requests – Ensure committee and EB budget requests are attached to all Post-symposium reports, if not contact appropriate members to send ASAP (SAVMA Secretary will help with this)
 - e) Post-Symposium Report – Outgoing Treasurer should take care of this.
 - f) Symposium Manager/Treasurer Communication – Be aware of Symposium status for the last and upcoming Symposium.
 - g) Symposium chairs are supposed to submit their current budget/financial status quarterly via a QuickBook document.
 - h) Assist them in any way, and give them advice on budgeting, fundraising, etc.
 - i) Every Symposium chair also needs to send Symposium bank account documentation for taxes.
 - j) IVSA Dues – wire dues to IVSA International.
9. 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.
10. 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

11. 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.

12. 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 – Send CPRO and Dr. Hall the approved budget to post on website.

13. 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.

14. 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.
- c) Gentle Doctor Statues - Order one for each EB member and Symposium manager and one for the John Pitts award winner.

15. 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.

16. 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. Must attend all HOD meetings
- B. Must attend all executive committee conference calls
- C. Assist in the creation of the new budget

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)
 2. CPRO History is a brief summary of the previous year
 3. Pre-Symposium report (due 30 days before Symposium)
 4. 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 SAVMA web page
1. Assist HOD committees with updating/modifying web pages
 2. Compile list of “Web page Updates” along with documents/files for Kim Carpenter to update the SAVMA web pages (usually annually but also as needed)
 - a) Upload documents, files, updates to ftp site at <ftp://ftp.avma.org/>
 3. Manage/update “Photo Album”
 4. Manage/update CPRO Dropbox file
- F. Manage software and equipment
1. Purchase equipment and software (computers, accessories, virus protection, software updates, etc)
 2. Keep records (inventory) of equipment and software (or forward records, warranties, documentation to Dr. Hall at AVMA Headquarters for archiving)
 3. Upload virus protection onto SAVMA EB computers annually (usually at Symposium)
 4. Back up all flash drives to CPRO external hard drive
- G. 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)
 5. Take photos for web page and Facebook
 - a) Be sure to get updated Committee photos as new members are added
 - b) Get new Delegate photos for directory
 - c) Dr. Hall also posts photos.
- H. Manage Facebook account – Savma Hod
1. Accept HOD members as “friends”
 2. Update picture books
- I. Manage studentavma@gmail.com account

1. Check email, answer requests, etc.
 2. Maintain updated/current addresses of Delegates, create distribution lists of committees and EB
- J. Manage CPRO Video Award Scholarship
1. Send each school the information about the scholarship
 2. CPRO and CPRO-elect evaluate submissions and decide on a winner
 3. Make all videos available for all chapters

Monthly Duties:

A. January

1. Set goals for the coming year

B. February

1. Confirm equipment needs and room set-up for HOD meeting room with Symposium planning committee.

C. March

1. Attend SAVMA Symposium
2. Take photos of all new delegates and events throughout the meetings
3. Make sure all equipment is working properly
 - a) Microphones
 - b) Screen Projector
 - c) Printer
 - d) Thumb drives
 - e) Computers
4. Update SAVMA webpage
 - a) New delegate photos
 - b) Committee page updates
 - c) Photos
5. Update Facebook page pictures

D. April

1. Update webpage and Facebook page
- E. May
1. Update webpage and Facebook page
- F. June
1. Confirm equipment needs and room set-up for HOD meeting room at AVMA Convention.
- G. July
1. Attend AVMA Convention
 - a) Take photos of all new delegates and events throughout the meetings
 - b) Make sure all equipment is working properly
 - I. Microphones
 - II. Screen Projector
 - III. Printer
 - IV. Thumb drives
 - V. Computers
 - c) Update SAVMA webpage
 - I. New delegate photos
 - II. Committee page updates
 - III. Photos
 - d) Update Facebook page pictures
- H. August
1. Update webpage and Facebook page
- I. September
1. Update webpage and Facebook page
- J. October
1. Update webpage and Facebook page
- K. November
1. Update webpage and Facebook page
- L. December

1. Attend CPRO-elect training in Schaumburg, IL by the end of the year.

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
- D. Assist CPRO in duties at meetings

Part 11 -- International Exchange Officer

A. General Duties:

1. Governance Documents

- a) Along with the SAVMA documents it is also important to read all IVSA governance documents

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
- c) Monthly conference calls with EB
 - I. Prepare the IEO portion of the agenda and submit the week before the conference call

3. IEO Reports

- a) Pre-Convention report including an IEO History (due 30 days before Convention)
 - I. IEO History is a brief summary of the previous year
- b) Pre-Symposium report (due 30 days before Symposium)
- c) Interim reports – due between the AVMA Convention and SAVMA Symposium.
- d) Annual report – due to the IVSA MOD in May
 - I. In previous years there has been an EO of the year selected by the IVSA EB based on this report, activities during the year, the member organization's wikipage, and correspondences throughout the year. It is important to keep the IVSA MOD informed of what is going on in the US.

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 of approximately \$1500 for IVSA membership dues (varies year to year)
- c) Submit an Expense Report if needed for any personal reimbursements within thirty (30) days of event to the treasurer.

5. IVSA Application Form updates

- a) Make changes to the “starred” (*) countries who are active for the year
- b) Change dates, IEO name, FAQ, and improve on application/instructions as needed
- c) Have CPRO upload the information to the SAVMA IVEC site and the SAVMA IVSA site.
- d) Email all IVSA chapters (or IVSA chapter equivalent) a notification of where to find appropriate exchange documents.

6. Oversee SAVMA International Veterinary Experience Committee

- a) Development fund – make sure SCAVMA Chapters have been contacted through their delegates for donation of items and advertisement of the event.
- b) Individual Award – 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) Chapter Award – make sure IVSA Chapters clubs are sent an email advertising the award sixty (60) days prior to due date.
- d) IVSA Travel Scholarship: Assist IVEC member with scholarship application as needed including, but not limited to, distribution, important dates and deadlines, and details of IVSA events.

7. Leadership

- a) Act as advisor for IEO-elect. Keep elect informed about tasks, deadlines, and IVSA executive committee and members.

B. Individual Exchanges:

1. Applicant Information

- a) Students are required to submit the application form, a cover letter, and a letter of recommendation for individual exchanges.

- b) Students MUST be SAVMA members to apply. There is a line on the application form for their SAVMA membership number.
- c) IF STUDENTS ARE NOT PLACED: If a location was unable to be secured for an applicant, the student's cover letter and recommendations can be reused to reapply for this upcoming year unless they would like to resubmit the information. The student need only fill in another application sheet with new preference and contact information.

2. SAVMA IVSA Individual Exchange Application

- a) Update and submit to CPRO for upload to IVEC website and SAVMA IVSA website
- b) Active countries should have a "*" next to the country name
- c) Dates and IEO name should be changed
- d) Add to FAQs as needed

3. Notify SAVMA members of the IVSA Individual Exchange Opportunity in early fall.

4. Due date for Individual Exchange Applications

- a) 6 months prior to proposed exchange dates.
- b) January 1st should be the deadline for receipt of summer exchange applications (you may choose to accept later applications but they tend to be more difficult to place for the summer if they are received after this date.)

5. Obtain updated EO list from IVSA MOD at IVSA Congress in the summer. This list is NOT always current. Some names have been on that list for years.

6. 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.

7. See application for FAQ and update as needed throughout the year

C. 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 approximately \$1500 for 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. Food is usually provided for at the event and reimbursements should be minimal if any at all.

D. 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 Group Membership Dues
 - a) Fill out Requisition Request form to pay for IVSA membership dues
 - b) Dues are budgeting for in the IVEC budget and should be roughly \$1,500 depending on the exchange rate from Euros.
 - c) IVSA dues need to be delivered as most convenient whether it be by wire transfer or in person by the IEO at the next IVSA meeting (IVSA Symposium).
5. IVSA Chapter Meeting
 - a) Coordinate with SAVMA Symposium International Affairs Chair for room and time at least 4-5 months in advance so that event can be placed into the program/ survival guide. Email and make sure the meeting date/time will be in the program/survival guide
 - b) Email delegates/IVSA chapters with meeting details in January so they can prepare to attend and again 1 week prior to SAVMA Symposium as a reminder.
 - c) PowerPoint on SAVMA and its connection to the IVSA can be shown at the meeting (has been created and should be in the IEO files, edit PowerPoint as needed.)
6. 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 the IVSA would like to speak to students.

7. IVSA Table in Exhibition Hall

- a) Email Symposium OC to provide a table in the Exhibition Hall (or just outside) for an IVSA table that will be manned by the IVSA EC members from abroad.
- b) IVSA table should be in a visible area and can be used for the IVSA Development fund auction as well

8. IVSA Executive Committee Attendees

- a) Ten stipends of \$250 each has been provided in the past on a first come basis by the Symposium International Affairs Chair.
 - I. Email the Symposium International Affairs Chair to make sure these scholarships will be given and notify the IVSA if it is.
 - II. Have the IVSA members register as individuals on the website as early as possible to take advantage of the stipends.
- b) IEO reimbursement will be provided for lowest airfare/travel expenses, registration fees, and hotel. Food is usually provided for at the event and reimbursements should be minimal if at all.

E. 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 1 week 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
- c) An agenda can be obtained from the IVSA secretary at the event

4. Application and Fees

- a) Send in the application and sign up as EO for the United States
 - b) Wire transfer application fees and keep receipt for reimbursement
5. Informing Students of Events
- a) Email HOD delegates and IVSA chapter presidents/representatives with event dates and website details for forwarding on to students
 - b) Both events should be advertised to students in July and the summer Congress advertised again in January so that students can fundraise and arrange their summer and winter schedules to be able to attend.
 - c) Remind students to register at least one week AND the day before registration opens.
6. 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.
7. 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.
 - b) Approximately 7 GAs are usually scheduled for the IVSA Congress
 - c) Approximately 5 GAs are usually scheduled for the IVSA Symposium
 - d) Presentations
 - I. The US is typically asked to give a presentation on how the IVSA is structured in the US and the events that are happening. This is a good time to promote the SAVMA Symposium and let students know about opportunities in the states.
 - II. Depending on whether there is a theme for the event, the IEO may be asked to make a presentation related to that year's theme.
8. 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.
9. Lead the US 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 By-Laws.

- c) Ste. George's University (Grenada) is a member of IVSA SAVMA and votes with IVSA SAVMA.
- d) The way the votes are cast should be by anonymous majority.

10. Cultural night

- a) Choose a theme for the US table and notify attendees
- b) Coordinate with attending US 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.

11. 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.

12. 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
 - I. A PowerPoint has been created and should be in the IEO files edit as needed
 - II. Music can be played on the laptop as well during the event

13. 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.

F. Monthly Duties:

1. April:

- a) Check on Visa requirements for travel and purchase a plane ticket to IVSA Summer Congress

2. May:

3. June:

- a) Email IVSA Congress OC for list of attending US students and their emails
 - I. Email US students with details on events
- b) Turn in IEO Pre-Convention report including a brief "IEO History" for the year
 - I. Approve IVEC Pre-Convention Report

4. July:

- a) Attend and prepare the following for AVMA Convention:
 - I. IEO and IEO-elect budgets
 - II. Oversee the IVEC budget and agenda
- b) Attend IVSA Congress
- c) See above section for details on preparation
- d) Prepare and turn in a formal IEO report for the event, submit within 1 week of return
- e) Presentations on the US IVSA Chapter

5. May:

- a) Take minutes at GA
- b) Prepare presentation for IVSA Congress
- c) Annual report to IVSA MOD

6. June:

- a) Email IVSA Congress OC for list of attending US students and their emails
- b) Email US students with details on events
- c) Turn in IEO Pre-Convention report including a brief "IEO History" for the year
- d) Approve IVEC Pre-Convention Report

7. July:

- a) Attend and prepare the following for AVMA Convention:
 - I. IEO and IEO-elect budgets
 - II. Oversee the IVEC budget and agenda
- b) Attend IVSA Congress
 - I. See above section for details on preparation

- II. Prepare and turn in a formal IEO report for the event, submit within 1 week of return
- III. Presentations on the US IVSA Chapter
- IV. Take minutes at GA

8. August:

- a) Advertise the IVSA Individual Exchange and the IVSA Symposium
- b) Send application to chapters and delegates to pass onto their students

9. September:

- a) Send reminder email to IVSA Chapters for IVSA symposium registration
- b) Check with last year's IVSA Individual Exchange Applications who were not placed due to lack of spots whether they would like to resubmit their application.
- c) Register for IVSA Symposium and electronically transfer the registration fees
- d) Email delegates for brochures and information on their school/ veterinary program for the IVSA Symposium International Stands

10. October:

- a) Prepare US presentation for IVSA Symposium
 - I. Email all hosts thanking them for their involvement.

11. November:

- a) Send email to SAVMA Symposium OC regarding room and time for IVSA Chapter meeting
 - I. Turn in IEO Interim Report (could be due earlier/later depending on secretary's deadline)

12. December:

- a) Attend IVSA Symposium (dates could also be in November or January)
 - I. See above section for details on preparation
 - II. Prepare and turn in formal IEO report for the event, submit within 1 week of return
 - III. Send final reminder email for Individual Exchange Applications

13. January:

- a) Collect final Individual Exchange Applications

- b) Advertise IVSA Summer Congress
 - I. Send list of IVSA Individual Exchange Applicants to IVEC in case students apply for the IVEC Individual Award.

14. February:

- a) Turn in IEO Pre-symposium Report
- b) Make sure IVEC is on track for Symposium
- c) Register for IVSA Congress and have 2 other IVEC members register as needed to ensure places for IVSA travel scholarship award winner, and the IVEC IVSA Congress attendee.
- d) Ensure applicants for IEO-elect have registered for IVSA Congress.
 - I. Approve IVEC Pre-Symposium report.

15. March:

- a) Advertise IVSA Summer Congress
- b) Attend and prepare the following for SAVMA Symposium:
 - I. Update IEO To Do list
 - II. IVSA Local Chapter Meeting
 - III. IVSA Speaker at HOD Meeting
 - IV. Have a check prepared for IVSA membership dues if not previously wire-transferred.
 - V. 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
- c) Pass IEO files onto incoming IEO
- d) Finish up placing incoming/outgoing exchanges
- e) Have new IEO and IEO-elect register for IVSA Congress
 - I. Email delegates for brochures and information on their school/ veterinary program for the IVSA Congress International Stands.

G. Abbreviations:

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

4. HOD – House of Delegates
5. IEO – International Exchange Officer
6. IVEC – (SAVMA) International Experience Committee IVSA – International Veterinary Student Association
7. OC – Organizing Committee
8. SAVMA – Student American Veterinary Medical Association

H. Important Websites, Email Accounts and Electronic Documents:

1. IVSA – www.ivsa.org
2. IEO needs to create an account as the “Exchange Officer” for the USA
3. IEO needs to approve member applications throughout the year on the IVSA site SAVMA IEO
 - a) <https://www.avma.org/about/savma/events/internationalexchange/pages/default.aspx>
 - b) This website needs to be update as new sites are found, application forms and new opportunities abroad. This website can be updated by contacting the AVMA advisor to SAVMA.
4. SAVMA IVEC -
<http://www.avma.org/noah/members/savma/committees/internat.asp>
 - a) Application forms for exchanges and scholarships are uploaded onto this site contact the CPRO with updated forms for upload.
5. SAVMA IEO Email Account and Documents - savmaieo@gmail.com
 - a) This account is used as the main email account to contact the SAVMA IEO. It is also used to share documents with the IEO-elect, IVEC and any other individuals you invite to view a document. The password will be on the external hard drive.

I. External Hard Drive

1. 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 whatever is 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. The position also requires that the IEO-elect be in attendance during all conference call even as a non-voting member. This enables the elect positions to know how meeting are conducted and organized.
2. As needed, the IEO-elect may be asked to chair the IVSA General Assembly meetings as English is the IEO's native language.
3. The IEO-elect should have a working knowledge of Robert's Rules of Order and be comfortable working with the IVSA Executive Committee to facilitate a well-ordered General Assembly meeting.
4. Maintain MONTHLY contact with IVEC committee chair(s). Update IEO on current progress.

Part 13 -- The Vet Gazette Editor

A. Role:

1. The Vet Gazette Editor-in-chief, elected by majority vote among the members of the Student AVMA House of Delegates, is charged with the following tasks and duties during his/her tenure of 1 year as Editor:
 2. The Vet Gazette Editor-in-chief shall:
 - a) Be responsible for maintenance and updating of the online blog thevetgazette.com through four cycles of submissions of The Vet Gazette during his/her tenure as Editor. The first cycle of submission will occur after the SAVMA Symposium at which the Editor begins his/her tenure, and the 4th issue (cycle of submissions) shall be completed no later than SAVMA Symposium of the next year at which the Editor will relinquish his/ her post to the Editor-elect.
 - b) Determine the topics and overall content of each call for submissions for The Vet Gazette issue of the newsletter.
 - c) Determine deadlines for submissions for each call for submissions of The Vet Gazette, and have a time frame for posting winners and entries.
 - d) Send email reminders to the Delegates to relay to students impending submission deadlines. Post winning entries on The Vet Gazette Facebook page. Notify winners via email before their entries post.
 - e) Determine the number of winners and honorable mentions for each category appropriately based on submission 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.

- f) Be in charge of determining The Vet Gazette budget for awards and any other future line items and expenditures each year with the approval of the SAVMA operating budget.
- g) Be open to posting news, current events, announcements and other submissions from the Student AVMA committees, the AVMA, all veterinary colleges, and other animal health organizations closely associated with the AVMA.
- h) Work closely with The Vet Gazette Editor-elect to brainstorm new ideas for The Vet Gazette and also to help the transition of the Editor-elect to Editor-in-chief.
- i) Provide typed instructions to The Vet Gazette Editor-elect on how to access The Vet Gazette Gmail email account as well as the blog site and Squarespace editing site as detailed in the Editor-Elect SOP.

Part 14 -- The Vet Gazette Editor-Elect

- A. Attend all monthly EB meetings.
- B. Attend SAVMA Symposium and AVMA Convention HOD meetings.
- C. Assist The Vet Gazette Editor as needed with their duties.
- D. (Learn) how to manage the online Squarespace account and website (as detailed below).
 - 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. Tag the article for the school of the author and any other relevant topics that are included in the article.
- f) Apply a category. Each article can only have one category applied to it. These include the various topics for The Vet Gazette (Forum, Creative Corner, Experiences, etc.) or SAVMA News.
- 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.
 - I. 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 chair 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. 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.
 - b) Prepare Materials for One Health Meeting at Symposium.
3. March
 - a) Update GPHO SOP and prepare documents/Google Drive for transfer to incoming officer
 - b) SAVMA Symposium
 - I. One Health Meeting
 - II. Oversee PHCOC and AWESC meetings
 - c) One Health Meeting Minutes
 - d) 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
 - a) Discuss planning of One Health Meeting in March at Symposium with GPHO-elect.
- 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) Monthly "One Health Happenings"
 - g) Focus projects for each GPHO term and sustainability action items

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
 - I. Assist with One Health Meeting
 - b) Post-Symposium Reports
2. April
 - a) Assist GPHO as need in development of event resources and website updates
3. May – June
 - a) Begin planning process for One Health Meeting at SAVMA Symposium
4. July
 - a) AVMA Convention
 - I. Assist GPHO in networking and gathering student 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) Finalize planning the One Health Meeting for Symposium
 - c) Become familiar with GPHO Officer Pre-Symposium Reports

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 wellness 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 wellness.
3. The COO shall serve as a resource for SAVMA members by promoting opportunities in diversity, inclusion, and wellness 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.

B. Officer Duties

1. Meetings

- a) Attend House of Delegates meetings at AVMA Convention (annually) and SAVMA Symposium (annually)
- b) Attend and report on the annual AAVMC Wellness Summit held in November
- c) Attend and report on national Iverson Bell Diversity Symposium in Washington D.C. when held (biennially).
- d) In years when Iverson Bell Diversity Symposium is not held, attend and report on both regional Iverson Bell Diversity Summits in the COO's region (biennially).
- e) 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 Wellness 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 Wellness Committee.
- c) Submit an expense report when necessary for personal reimbursements within 30 days of event to the treasurer.

4. Oversee Integrative Communications and Diversity Committee and Wellness 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 each Committee.

5. SAVMA Symposium Diversity and Wellness Programming
 - a) Act as advisor to the delegate on Symposium Committee that is responsible for creating diversity and wellness 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 wellness initiatives.
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 delegate responsible for diversity programming at upcoming SAVMA Symposium.
7. Ad hoc Broad Spectrum Veterinary Students Association (BSVSA) Executive Board Member
 - a) Attend BSVSA executive board meetings (monthly)
 - b) Serve as liaison between SAVMA and BSVSA to promote communication between the two organizations
8. Liaison to AVMA's Director of Diversity and International Initiatives
9. Liaison to AAVMC's Office of Diversity

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.