



Board Service Job Description

Expectations of the Board

The Association of Veterinary Technician Educators (AVTE) is dedicated to facilitating lifelong learning and professional development by providing opportunities for the exchange of ideas to stimulate improvement in veterinary technician education. As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of Individual Board Members

Be Knowledgeable:

- know the AVTE's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements and other board materials

Be Active:

- conscientiously participate in board meetings, maintaining confidentiality about all internal matters
- serve on a minimum of one AVTE committee
- attend AVTE events whenever possible

Be Engaged:

- follow AVTE bylaws, policies and board resolutions
- assist in identifying and securing the financial resources / partnerships needed for the AVTE to grow
- leverage connections, networks, and resources to develop collective action to support AVTE's mission and act as an ambassador for the industry
- complete annual conflict of interest disclosures, updating during the year as necessary

Be Supportive:

- maintain an active AVTE membership throughout your term of service
- recruit a minimum of two new members annually while on the board
- provide constructive feedback to staff as appropriate throughout the year

Board Service is meant to be a personally fulfilling experience. You are encouraged to share feedback throughout the year about ways that board service can be more meaningful to you.