

AABP Vice President Duties/Job Description

Year 1 of 4 year Executive Committee

Vice President duties begin in the fall of the year elected. The progression up the AABP executive committee is as follows: *Vice President, President Elect, President, Past President*

Duties primarily of the VP encompass the following:

- Becoming familiar with the executive committee and board of director functions
- Becoming familiar with issues important to AABP
- Planning and coordinating AABP Conference with the President Elect with primary focus on the preconference seminars

Meeting/Function obligations

- **Program Committee Meeting**
 - Typically held in October/November at the beginning of VP term in the city where the following years conference will be held. VP is the Preconference Seminar Coordinator and will work with the Executive VP in planning and managing all seminars before and during the Annual Conference.
- **AVMA Veterinary Leadership Conference**
 - Executive Committee in person meeting at VLC
 - Held the first weekend in January in Chicago
- **Spring Board Meeting**
 - Typically held in March (2nd weekend)
 - Held in location as determined by President
- **Legislative Liaison Meeting in Washington DC**
 - Executive Committee
 - Typically held in May in conjunction with AASV
- **AABP Annual Conference**
 - Fall at end of VP term

AABP Conference planning duties

- Work as a team with President Elect and Program Planning Committee in putting together a well-coordinated, exceptional CE program. Primary responsibilities will be to coordinate the pre-conference seminar series.
- First duty after election is to **appoint your representative to the program committee** as part of the research summaries co-coordinating team. This person will be part of conference planning team for two years. This person should be willing to serve for two years and have background in reviewing scientific abstracts. Typically done in summer immediately after being elected.
- Primary duty is **coordinating preconference** seminar series

- November - Call for seminars should go out in November
 - Note in newsletter
 - AABP-L
 - Send out budget spreadsheets for coordinators to submit with their proposals
 - Discuss with committee chairs ideas they may be bringing forward
 - Good place to do this is at meeting prior to start of term
- January - Seminar line-up should be set by January
- February – April –Work with AABP HQ to finalize budgets, descriptions, AV needs, etc
- May – August - Once seminar line-up is determined, begin facilitating the marketing of seminars May - August
 - AABP-L
 - Newsletter
 - Encourage coordinators to market as well working with communications specialist
- July- August - Monitor registration and make decisions on cancelation with EVP
- **Identify program planning committee** for following years meeting
 - January-April
 - Begin planning process for planning meeting (date TBD)
 - Location – city which the program you are in charge of is located
 - Date (typically October/November)
 - Begin developing some basic themes or exploring opportunities
 - Committee can be structured in any fashion that you feel is appropriate
 - Historically, different person in charge of different focus areas
 - General Session
 - Practice Tips
 - Dairy
 - Beef (Cow-Calf and Feedlot together or separate)
 - Research (two people) – one from previous year and one that was selected when VP began term
 - Student programs (liaison from Student Activities and Membership committee)

Other Functions

- **Added to list serves of AABP committees**
 - Monitor what is going on
 - Provide input as desired
- **Added to list serve of Board of Directors**
 - Provide input
 - Vote on motions (on-line or at meetings)

- **Added to list serve of Executive committee**
 - Provide input
 - Participate in conference calls

AABP President Elect Duties/Job Description

Year 2 of 4 Executive Committee

President Elect duties begin the second year after being elected. The progression up the AABP executive committee is as follows: *Vice President, President Elect, President, Past President*

Duties primarily of the PE encompass the following:

- Further engagement in executive committee and board of director functions
- Planning and coordinating AABP Conference with Vice President with primary focus as the Program Committee Chair

Meeting/Function obligations

- **Conference Planning Meeting**
 - Typically held in October/November in the city where the following years conference will be held – different models can be considered. PE is in charge of planning and running this meeting
- **AVMA Leadership Conference and Exec VP evaluation**
 - First week in January in Chicago
 - Attend AVMA VLC
 - Work with President and Past President to evaluate Exec VP
 - Responsible for writing up the evaluation for the Past President to sign and submit to the Board of Directors at the spring board meeting
- **Spring Board Meeting**
 - Typically held in March (2nd weekend)
 - Held in location as determined by President
- **Legislative Liaison Meeting in Washington DC**
 - Executive Board
 - Typically held in May in conjunction with AASV
- **AABP Annual Conference**
 - Fall at end of PE term

AABP Conference planning duties

- Provide leadership, along with VP and Program Planning Committee, in putting together a well-coordinated, exceptional CE program
- Planning committee should have been identified during VP year

- Primary responsibilities are to lead development of program.
- Organize planning meeting to be held in fall at location of following years meeting – good idea to plan this meeting 6 months in advance.
- Meet with program committee members who are at the AABP conference the year prior for introductions and set meeting theme

Other Functions

- **Added to list serves of AABP committees**
 - Monitor what is going on
 - Provide input as desired
- **Added to list serve of Board of Directors**
 - Provide input
 - Vote on motions (on-line or at meetings)
- **Added to list serve of Executive committee**
 - Provide input
 - Participate in conference calls

AABP President Duties/Job Description

Year 3 of 4 Executive Committee

President duties begin the third year after being elected. The progression up the AABP executive Committee is as follows: *Vice President, President Elect, President, Past President*

Duties primarily of the President encompass the following:

- Organizational Leadership
- Regular correspondence with Executive VP, Executive Committee, Board of Directors and Membership
- Monthly newsletter message – **due on the 20th of each month submitted to communications specialist**
- Manage on-line BOD discussion and motions
- Appointment of task forces and TF leadership as needed
- Appointment of nomination committee and NC Chair
- Appointment of parliamentarian if needed

Meeting/Function obligations

- **Conference Planning Meeting**
 - Typically held in October/November in the city where the following years conference will be held – different models can be considered. President supports VP and PE in program development
- **AVMA Leadership Conference and Exec VP evaluation**
 - First week in January in Chicago
 - Attend AVMA VLC
 - Work with Vice President and Past President to evaluate Exec VP
- **Spring Board Meeting**
 - Typically held in March (2nd weekend)
 - Held in location as determined by President with approval by Exec VP
 - President in charge of setting agenda with EVP and running the meeting
- **Legislative Liaison Meeting in Washington DC**
 - Executive Committee
 - Typically held in May in conjunction with AASV
- **AABP Annual Conference**
 - President in charge of setting BOD agenda with EVP and running meeting
 - Various event functions attended with EVP (CABV, Committee Chair Breakfast, Student Delegate, Media Breakfast, BPOTY Breakfast, FA Educators Breakfast, etc)
 - Presides over annual business meeting luncheon
- **Other Meetings to consider attending as AABP representative**
 - British Cattle Veterinarians (Fall) – if president does not attend another member of the Executive Committee can attend
 - NCBA (February)
 - AASV (February/March) – optional, no board meeting
 - AVMA (July)- typically not attended
 - AVC (Fall, Spring, Summer)

Other Functions

- **Added to list serves of AABP committees**
 - Monitor what is going on
 - Provide input as desired
- **Added to list serve of Board of Directors**
 - Provide leadership and input
 - Manage on-line motion activity (along with parliamentarian) – encourage voting in a timely manner, open and close votes,
- **Added to list serve of Executive committee**
 - Provide leadership and input
 - Schedule conference calls on a regular basis and develop agenda with EVP

AABP Past President Duties/Job Description

Year 4 of 4 Executive Committee

Past President duties begin the fourth year after being elected. The progression up the AABP executive Committee is as follows: *Vice President, President Elect, President, Past President*

Duties primarily of the Past President encompass the following:

- Assist president when needed
- Fill the office of president should vacancy arise if president is unable to attend a function or meeting

Meeting/Function obligations

- **AVMA Leadership Conference and Exec VP evaluation**
 - First week in January in Chicago
 - Attend AVMA VLC
 - Work with Vice President and President to evaluate Exec VP
 - Past President signs evaluation and submits to the board of directors at the spring board meeting
- **Spring Board Meeting**
 - Typically held in March (2nd weekend)
 - Held in location as determined by President with approval by Exec VP
- **Legislative Liaison Meeting in Washington DC**
 - Executive Committee
 - Typically held in May in conjunction with AASV
- **AABP Annual Conference**
 - Attend Board of Directors meeting
 - Chair the Forward Planning Committee Meeting and provide input to the executive committee and board of directors
 - Relax and enjoy!
 - The three previous past presidents receive complimentary hotel room at the annual conference for up to four nights
 - Past presidents receive complimentary AABP conference registration for life

Other Functions

- **Added to list serves of AABP committees**
 - Monitor what is going on
 - Provide input as desired
 - Past president can request removal from any committee list serves at any time
- **Added to list serve of Board of Directors**
 - Provide leadership and input

- Vote on electronic motions
- Past presidents remain on DIR-L
- **Added to list serve of Executive Committee**
 - Provide leadership and input
 - Participate in conference calls