

SCAVMA President

Primary duties include:

Executive Board (Weekly) Meetings

- Run meeting on a relaxed Robert's rules of order
- Draw up an agenda reviewing and finalizing old business on the table and bringing up new business
- Bring all issues before the board: where we are spending money, next listed activities, issues on membership, etc.
- Business includes: lining up speakers; deciding when to have membership drive; determine start and finish of fleece sale; approving plans for community service events, social events, wet labs, organize sponsorship and physical details of SCAVMA auction; editing and approve website details
- Execute executive decision when it seems necessary.

General Body (Monthly) meetings

- Responsible for all scheduling of speakers, negotiating payment if necessary, and handling any travel arrangements.
- Interface with guest speaker and possibly giving tours of facilities or other request
- Monthly updates at General Student Body meetings (Power Point presentation)
- Grant permission for an Executive Board member to leave General Body meeting early or miss a meeting
- On meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up

Symposium

- Handle sponsorship of Symposium cost for the students and Executive Board members
- Help with travel arrangements for Symposium – bus, airline, depending on location (mainly the job of Delegates and President-Elect)
- Handle anything the Delegate and President-Elect need help with
- Organize SCAVMA Auction at Annual Conference in April

Other Duties

- Handle all member complaints
- Work closely with Dr. Gary Beard and Dr. John Hathcock (Advisors)
- Working closely with companies in general for talks and sponsorship and also with Elizabeth Lantz in handling Symposium 2008 details
- Attend President's meeting at SAVMA Symposium and AVMA Convention if you are financially able (strongly recommended)

Secondary duties include:

Anything anyone else needs help with and you have the time to give.

SCAVMA President-Elect

Primary duties include:

- Attend all Executive Board and General Body meetings

Obtaining food for General Body (monthly) meetings

- Try to contact caterer one week in advance and then call on Monday of meeting week with final #s
- On the Mondays prior to General Body (monthly) meeting, announce meeting to all classes and pass out sign-up sheets to be returned to you that afternoon
- On meeting Thursdays, get keys to cafeteria, storage room (behind welcome desk on first floor Overton) from Kaye Storey or Gail Pratt – before they leave at 4:45!
- On meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up

Symposium

- Travel arrangements for Symposium – bus, airline, depending on location
- Arrange meetings with students who are attending to make them aware of their opportunities
 - Keep them updated on registration times
 - Signups for academic competitions, athletic competitions
 - Make sure everyone signs a travel release form and saves their registration receipt – this is key for reimbursements

Auction

- Responsible for organizing and implementing the SCAVMA Auction at Annual Conference
 - Assigning Chairs (E-board members)
 - Working out all details (with Mary Ellen in CE office)
 - Getting information out about the auction in the AC program and in the registration packets in the fall (see Dr. Beard)

Anything the President needs done, you are the right-hand person. Watch, listen, and learn.

Secondary duties include:

- Attending the President's Luncheon and meeting at SAVMA Symposium – occurs in March
- Put in an application to attend VLE (strongly recommended) – occurs in June
- Attending AVMA Annual Convention if financially capable (strongly recommended) – occurs in July
- Attending the AVMA Leadership Conference in Schaumburg, IL with one of our SCAVMA advisors – occurs in September
- Help with Membership Drive – occurs in August
- Help with Fleece Sales – occurs before winter break

SCAVMA Treasurer

Primary duties include:

- Attend all Executive Board and General Body meetings
- Balance bank accounts and provide up-to-date information about accounts during weekly meetings
- Provide appropriate information to accountant for taxes
- Write checks for any SCAVMA related expenses
- Responsible for depositing membership dues and other incoming monies to appropriate accounts
- Act as the Financial Officer for Symposium-related fundraisers
 - SCAVMA Auction at Annual Conference

Secondary duties include:

- On General Body (monthly) meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up
- Help with Membership Drive – occurs in August
- Help with Fleece Sales – occurs before winter break

SCAVMA Secretary

Primary duties include:

- Attend all Executive Board and General Body meetings

Executive Board Meetings:

- Place meeting reminders in mailboxes or send emails to all Executive Board members with meeting date, time, and location.
- Document meeting attendance
- Document the meeting minutes
- Record any amendments/revisions to constitution and by-laws

General Membership Meetings:

- Make and copy signs announcing the time, location, speaker/topic of the meeting and the food provided
- Send an email reminder to all students (especially seniors) announcing the meeting and details
- Provide highlighters and face sheets for attendance; make sure everyone signs in
- Keep record of attendance for members

Other Responsibilities:

- Send thank you cards to all guest speakers, meeting meal sponsors, and contributors of SCAVMA
- Make and distribute membership drive forms
- Collect membership forms during annual Membership Drive, complete membership list and submit student membership information to SAVMA

Secondary duties include:

- On General Body (monthly) meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up
- Help with Membership Drive – occurs in August
- Help with Fleece Sales – occurs before winter break

SCAVMA Delegate (2: one sophomore, one freshman)

The delegates are the student chapter representatives for Auburn University in the Student American Veterinary Medical Association House of Delegates (SAVMA HOD).

Primary duties include:

- Attend all Executive Board and General Body meetings
- Organize and carry out the annual Fleece Sale that occurs in the Fall prior to winter break
- Attend Symposium in March and AVMA Convention in July
 - Attend entirety of meetings at both events
 - As an Auburn University representative, you will work with other veterinary college delegates at these meetings
- Arrange all travel and hotel accommodations for Symposium
- Arrange all sign-ups for Symposium's academic and athletic competitions; facilitate registration for the conference
- Head a committee for Auction at Annual Conference
- Help with Membership Drive – occurs in August

Secondary duties include:

- On General Body (monthly) meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up

SCAVMA Class Representative (2 per class)

Primary duties include:

- Attend all Executive Board and General Body meetings
- Act as a liaison for your class – as a voting proxy for its members
- Head a committee for Auction at Annual Conference
- Aid and organize SCAVMA functions

Secondary duties include:

- On General Body (monthly) meeting nights, be there to facilitate setup and delivery of food, and cleanup afterwards
 - Empty all trash bags, wipe tables, return items to original location, lock up
- Help with Membership Drive – occurs in August
- Help with Fleece Sales – occurs before winter break

SCAVMA Community Service Chair

Primary duties include:

Community Service

- Plan one Community Service Event for the student body each semester (can be something on-going)
- Attend Executive Board meeting once a month to report progress and get approval and help with suggestions

Secondary duties include:

- Help where Executive Board deems necessary
- Otherwise adhere to SCAVMA in good standing rules

SCAVMA Social Chair

Primary duties include:

Social Events

- Plan one Social Event for the student body each semester (can be something on-going)
- Attend Executive Board meeting once a month to report progress and get approval and help with suggestions

Secondary duties include:

- Help where Executive Board deems necessary
- Otherwise adhere to SCAVMA in good standing rules

SCAVMA Webmaster

Primary duties include:

Maintenance of SCAVMA Website

- Work with Computer Group to develop details
- Update web with announcements and pictures
- Keep log of activities via photos and short notes
- Eventually work on developing an online registration for SCAVMA Membership
- Attend SCAVMA Executive Board meeting once a month to collect updates and to report progress

Secondary duties include:

- Help where Executive Board deems necessary
- Otherwise adhere to SCAVMA in good standing rules

SCAVMA Standards Personnel (2)

Primary duties include:

Maintenance of SCAVMA Point system

- Work with Computer Group to develop details
- Make sure all members are making their semester's required points
- Develop Excel Worksheet for keeping up with details
- Keep log of all points so that we can implement awards
- Senior Standards person is a voting member on the Executive Board
- Alternate with other standards person to cover all SCAVMA Events
- Eventually work on developing an online points maintenance system
- Attend Executive Board meetings

Secondary duties include:

- Help where Executive Board deems necessary
- Otherwise adhere to SCAVMA in good standing rules