

Approved: 31 May 2015
Amended: 8 June 2018

WAVD Job Description

Member Organization Representative

The goal of the World Association for Veterinary Dermatology (WAVD) is to promote the worldwide advancement of veterinary dermatology. Representatives of the Member Organizations will advise, govern, oversee policy and direction, and assist with the leadership and general promotion of WAVD so as to support the organization's mission and needs.

Major responsibilities:

- Attend and participate in WAVD Administrative Committee (WAVD-AC) meetings on a regular basis, and special events as able.
- Bring a unique perspective, both individually and on behalf of the Member Organization, to WAVD-AC meetings and activities, and share capabilities and talents in this capacity.
- Prepare adequately for each meeting and review documents and reports as needed.
- Be alert to issues and concerns that can be addressed by the WAVD mission, objectives and programs.
- Become familiar with WAVD finances, budget and resource needs.
- Understand the policies and procedures of WAVD.
- Serve on and chair WAVD-AC committees and projects as necessary.
- Be willing to serve as an officer (President, Secretary, Treasurer).
- Update the WAVD website at least twice a year with regular Member Organization initiatives as they pertain to the mission and objectives of WAVD.
- Provide regular, formal communication to update Member Organizations on WAVD activities including timely communication of all WAVD documents; for example the approved minutes and budgets from annual AC meetings and WAVD financial statements.
- Provide regular, formal communication with WAVD Affiliate Organizations, for example GVDEG to ensure that all educational activities in under-served areas are coordinated.
- Provide to the WAVD-AC an annual report of the Member Organization they represent.
- Will organize an annual WAVD-AC Meeting in their geographical area if requested.
- Help communicate and promote WAVD mission and programs to the Member Organizations.

Length of term: Four years; reappointment to a second 4-year term by the Member Organization is possible.