

*Approved: 31 May 2015*

*Amended: 8 June 2018*

## **WAVD Job Description President**

The goal of the World Association for Veterinary Dermatology (WAVD) is to promote the worldwide advancement of veterinary dermatology. The President is an officer of the WAVD and Chairperson of the WAVD Administrative Committee (WAVD-AC). The President is elected by majority vote of the WAVD-AC. The term of office of President is 4 years.

### **Major responsibilities:**

- Chair annual and special meetings of the WAVD-AC.
- In collaboration with the other officers (Secretary, Treasurer), establish the agenda for annual and special meetings of the WAVD-AC.
- Assist in planning and implementing the annual WAVD-AC meeting including dates, city location, meeting location, hospitality, social events and local transportation.
- Assist the Member Organization representatives on the WAVD-AC with communication of WAVD goals, objectives, programs and issues to officers of the Member Organizations.
- Assist with communication of WAVD goals, objectives, programs and issues to officers of the Affiliate and Provisional Organizations.
- Review the Code-of-Conduct and requisite documentation with WAVD-AC members each year.
- In collaboration with the other officers, oversee, review and approve all materials to be displayed on the WAVD website.
- Insure that all business is conducted in compliance with the WAVD Constitution and Scottish Companies Act of 2006.
- Initiates proposals for discussion with the AC on future goals and initiatives of the Association.
- In collaboration with the officers and AC, lead the process to elect officers and committee chairs for the World Congress of Veterinary Dermatology.
- In conjunction with the Treasurer, acts as guardian of the Association's finances and ensures their optimal use.
- Collaborate with the World Congress of Veterinary Dermatology Executive Organizing Committee as needed to help insure the scientific and financial integrity and success of the congress.

**Length of term:** Four years; reappointment to more than one term by the WAVD-AC is possible. To serve as WAVD President, the individual must also be a Member Organization Representative, Member-at-Large or WCVD Past-President.