

*Approved: 31 May 2015*

*Amended: 8 June 2018*

## **WAVD Job Description Secretary**

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

### **Major responsibilities:**

- Attend all regular and special WAVD-AC meetings.
- Develop a thorough understanding of the WAVD mission, goals, programs and long-range plans.
- In collaboration with the other officers (President, Treasurer), establish the agenda for annual and special meetings of the WAVD-AC.
- Assist in planning and implementation of the annual WAVD-AC meeting including dates, city location, meeting location, hospitality, social events, air travel and local transportation.
- Create and distribute detailed minutes and the list of action items for the annual and special meetings of the WAVD-AC.
- Within 2 months of WAVD-AC meetings, create and distribute an official meeting summary to Member Organization representatives who will share the summary with their associations.
- Within 2 months of WAVD-AC meetings, create and distribute an official meeting summary to officers or representatives of Affiliate and Provisional Organizations.
- Assist the other officers and 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.
- Assist in the review of 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.

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