



## MEMORANDUM

**To:** AAVSB Member Boards  
**From:** Dr. John Pascoe, 2011-2012 AAVSB Nominating Committee Chair  
**Date:** December 16, 2011  
**Subject:** Candidate Nominations for Upcoming Open Positions including AAVSB Board of Directors, NBVME Representatives and Nominating Committee

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At the 2011 Annual Meeting, the Delegates elected Mr. Mo Miskell and Dr. Chris Runde to the AAVSB Nominating Committee for 2011-2012. In accordance with the AAVSB Bylaws, the AAVSB President, Dr. Helen Tuzio, appointed me as the third member of the Committee and named me as the Chair.

With this memo, the Committee asks that you circulate all of the enclosed information and encourage your Board to consider candidates for the leadership positions with the AAVSB. Enclosed you will find three documents to assist you in the 2012 nomination process.

**Information Regarding Elected Positions:** This document describes the role of the Nominating Committee, the eligibility requirements for the elected positions, and listings of both the current 2011-2012 positions and the 2012-2013 positions open for nomination and election for the Board of Directors, the Representatives to the NBVME, and the Nominating Committee.

**2012-2013 Nominating Form:** This form should be completed and returned if your Board is nominating a candidate for an open position. The nomination packet should include the following documentation:

- A completed nominating form,
- A brief biography for each submitted candidate, and
- A statement from the nominator indicating the rationale for the nomination.

We ask that you confirm that the candidate is willing to accept a nomination.

**Board of Directors Roles and Responsibilities and Characteristics and Attributes of an Ideal AAVSB Director:** These documents provide information on the roles and responsibilities of the AAVSB Board of Directors and list the characteristics and attributes of an ideal Director. The Board of Directors is vested with the fiduciary responsibility for the AAVSB, and the members of this Board of Directors should provide leadership and a shared vision for the Association. Nominees for the Board of Directors need to be available to attend the Annual Meeting as well as one to two additional in-person meetings and regular monthly conference call meetings.

**Please send nomination packets to the AAVSB office to the attention of the Nominating Committee by May 17, 2012.** After receiving all nominations, the Nominating Committee will select person(s) for each open position and prepare a slate of candidates. **This slate of candidates will be sent to Member Boards at least 30 days before the AAVSB Annual Meeting** which is being held September 13-15, 2012 in Seattle, Washington. The Delegates will vote on the prepared slate during the Annual Meeting.

*Should you have any questions or need additional information, please contact Ms. Daphne Tabbytite, staff contact for the AAVSB Nominating Committee, at [dtabbytite@aavsb.org](mailto:dtabbytite@aavsb.org) or 1-877-698-8482 ext. 223.*



## American Association of Veterinary State Boards

### Information Regarding Elected Positions

#### **The Nominating Committee Role**

The AAVSB Bylaws include a Nominating Committee that is charged with preparing a slate of candidates for all elected positions to be filled, and this process is of great importance to the AAVSB's ability to carry out the mission. In developing the slate of candidates and in addition to meeting the Bylaws requirements, the Nominating Committee considers the following for the Board of Directors positions.

#### Balance

- Position (e.g. administrator, public member, licensee)
- Geographic
- Gender

#### Qualifications beyond Bylaws requirements

- Length of service on/for licensure board
- Leadership roles and/or experience with AAVSB

#### Interest and Commitment

- Reasons for seeking a position with AAVSB
- Ability to fulfill the time commitment

#### Vision

- Long range goals for AAVSB

#### **Bylaws Eligibility Requirements for Elected Positions**

##### AAVSB Board of Directors

*There are eight members of the AAVSB Board of Directors; Immediate Past President, President, President-Elect, Treasurer and four Directors. Nominees must be, when elected, either a Delegate, Alternate Delegate, current member of a Member Board or have served as a member of a Member Board within the preceding one year. At least six members of the Board of Directors shall be licensed veterinarians. The other two could be public members, board administrators or veterinary technicians, who are Delegates, Alternate Delegates, current members of a Member Board or have served as a member of a Member Board within the preceding one year. Automatic 1-year terms for Immediate Past President, President and President-Elect. Treasurer can be eligible for two 2-year terms. Directors can be eligible for two 2-year terms.*

##### Representatives to the National Board of Veterinary Medical Examiners (NBVME)

*There are four AAVSB representatives for the NBVME. Three representatives are licensed veterinarians and currently practicing in public or private practice and one representative is a Public Member. All must be either a member of a Member Board, have been a member of the AAVSB Board of Directors within the previous year, or have been a member of the NBVME within the previous year. Representatives can be eligible for three 3-year terms.*

##### Nominating Committee

*There are three members on the Nominating Committee. Two members are elected and candidates must be a Delegate, Alternate Delegate, a member of a Member Board, or the chairperson of an Association Committee at the time of nomination and election, who has attended at least one Delegate Assembly meeting prior to nomination. The third member is appointed by the President. Current terms for the elected members are one 1-year term and one 2-year term.*

**2011-2012 AAVSB Board of Directors**

Immediate Past President: David Ylander, DVM from Nebraska  
President: Helen Tuzio, DVM from New York  
President-Elect: Anne Duffy, RVT from Iowa  
Treasurer: John Lawrence, DVM from Minnesota  
Director: Dan Danner, DVM from Oklahoma  
Director: Tom Kendall, DVM from California  
Director: Beckey Malphus, DVM from Georgia  
Director: Frank Walker, DVM from North Dakota

The Executive Director, Robyn Kendrick, serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

**2012-2013 AAVSB Board of Directors**

Immediate Past President: Helen Tuzio, DVM (Automatic 1-year term)  
President: Anne Duffy, RVT (Automatic 1-year term)  
President-Elect: OPEN (3-year commitment)  
Treasurer: John Lawrence, DVM  
*(John Lawrence, DVM, is currently serving the first year of a first 2-year term)*  
Director: Dan Danner, DVM  
*(Dan Danner, DVM, is currently serving the first year of a first 2-year term)*  
Director: Tom Kendall, DVM  
*(Tom Kendall, DVM, is currently serving the first year of a first 2-year term)*  
Director: OPEN (2-year term)  
*(Frank Walker, DVM is currently completing an unexpired term and is eligible for nomination to a first term)*  
Director: OPEN (2-year term)  
*(Beckey Malphus, DVM is not eligible for nomination to a Director position as is currently completing second year of a second 2-year term)*

The Executive Director, Robyn Kendrick, serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

**2011-2012 AAVSB Representatives to the NBVME**

Joyceanne Fick, Public Member from Idaho

Meg Glattly, DVM from Minnesota

Jay Hedrick, DVM from Kansas

Lila Miller, DVM from New York

**2012-2013 AAVSB Representatives to the NBVME**

Meg Glattly, DVM

*(Meg Glattly, DVM is currently serving the second year of a third 3-year term)*

Jay Hedrick, DVM

*(Jay Hedrick, DVM is currently serving the first year of a second 3-year term)*

**OPEN (Public Member position; 3-year term)**

*(Joyceanne Fick is currently completing third year of first 3-year term and is eligible for nomination to a second term)*

**OPEN (Licensed Veterinarian position; 3-year term)**

*(Lila Miller, DVM is not eligible for nomination to an AAVSB NBVME Representative position as is currently completing third year of a third 3-year term)*

**2011-2012 Nominating Committee**

John Pascoe, BVSc, Chair from California

Mo Miskell from Colorado

Chris Runde, DVM, from Maryland

**2012-2013 Nominating Committee**

**OPEN (1-year term)**

**OPEN (2-year term)**

The President shall appoint a third member of the Committee and name the Chair.



# American Association of Veterinary State Boards

## 2012-2013 Nominating Form

Please return one nomination packet for each candidate that you would like to nominate. The nomination packet should include the following:  the completed nominating form,  a brief biography for each submitted candidate, and  a statement from the nominator indicating the rationale for the nomination.

### 2012-2013 Positions

Indicate the position for your nominated candidate.

- President-Elect
- Director (2 open positions)
- NBVME Representative (2 open positions)
- Nominating Committee Member (2 open positions)

### Nominated Candidate Information

Name: \_\_\_\_\_ State or Province: \_\_\_\_\_

- Administrator
- Board Member (*Current term expires: \_\_\_\_\_; Eligible for re-appointment: Yes / No*)

Phone Numbers and e-mail, if available:

Work: \_\_\_\_\_ Cell or Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Name of Member Board and Contact Name

**Return by May 17, 2012**

### Send Nomination Information to:

AAVSB

Attention: Nominating Committee

380 West 22nd Street, Suite 101

Kansas City, MO 64108

FAX: (816) 931-1604 or as an email attachment to [dtabbytite@aavsb.org](mailto:dtabbytite@aavsb.org)



## AAVSB Board of Directors

### General Information on Roles and Responsibilities

#### OVERVIEW

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

#### BYLAWS SPECIFICATIONS (Article VII)

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

##### ***Authority***

*The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.*

##### ***Composition***

*There shall be eight members of the Board of Directors including four Officers and four Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.*

##### ***Election***

*The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.*

##### ***Terms of Office***

*The terms of the Board of Directors shall be as follows:*

- a. Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.*
- b. President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.*
- c. President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one*

*year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.*

- d. **Treasurer.** A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.*
- e. **Directors at Large.** Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.*
- f. No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.*

## **RESPONSIBILITIES**

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Hires, supports and develops the chief executive to lead and manage the AAVSB into the future.
- Ensures the availability of adequate resources and the long term financial stability of the AAVSB.
- Develops, supports and maintains focus on the strategic objectives and priorities.
- Is committed to the mission and goals of the AAVSB.
- Approves annual budgets, audit, and Form 990, and assesses the performance of the chief executive.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- Attends Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Prepares for all meetings and seeks opportunities to expand knowledge about the organization.
- Understands the current budget, financial statements, strategic plan, policies, Board of Directors agenda and materials.
- Accepts the legal duties of loyalty and care while serving as a director and complies with applicable laws, regulations, bylaws, policies and code of conduct.
- Assesses the value of the AAVSB's programs and services.
- Understands that all power rests with the full Board of Directors, not individual directors.
- Performs the functions and work of the Board of Directors to the best of one's ability, regularly self-evaluates personal performance on the Board of Directors and determines needs for improvement, and resigns from the Board of Directors when no longer able to support the mission or devote the necessary time.
- Shares wisdom and insights to help the Board of Directors make good decisions and policy.



# American Association of Veterinary State Boards

## Characteristics and Attributes of an Ideal AAVSB Director

### Proven Performance

Leadership requires knowledge, talent, skill, and the energy to make a difference. This translates into a solid track record of contributing to the success of programs, events, or projects.

### Commitment

Serving as an Association leader is both an honor and a reward, but it requires a demonstrated commitment to the organization and its mission and goals. Nominees must be willing to uphold AAVSB's Strategic Plan developed by the AAVSB Board of Directors.

### Time to Serve

Participating fully in AAVSB activities requires extra time to prepare for and attend meetings

### Understanding of Team Work

Many people contribute their efforts toward the realization of an Association's goals and objectives; no one does it alone. Well developed interpersonal and communication skills are essential to effective teamwork.

### Sound Judgment and Integrity

In many instances, popularity brings potential leaders into the limelight, but popularity must be tempered with good judgment and integrity.

### Communication and "Teaching" Skills

By virtue of their position, current leaders serve as mentors and teachers to future leaders. Enthusiasm for serving the AAVSB is an important ingredient that leaders must be able to pass along to their successors.

### Ability to Subordinate Special Interests

Leaders often emerge because of their special expertise or effective representation of a specific constituency. However, leadership may require subordinating those interests for the greater good of the AAVSB.

### Be Strategic Thinkers

Intuitive and interpretive skills enable leaders to understand the people around them, internalize the data they receive, recognize the relationships that exist.