

Standard Operating Procedure Vice President

As stated in the APVMA Constitution, the role of the Vice President is as follows:

The Vice-President will be responsible for recruiting new members, acting as chairperson for any committee assembled for the purposes of fundraising (Article 5, Section 6 of the APVMA By-Laws), and performing duties at the request of or in the absence of the President. The Vice-President shall also be responsible for updating the Vice-President's Officer Manual as needed.

The position of APVMA Vice President must embody the importance of strong communication and being able to make vital connections with various organizations and individuals. The following are expected of the Vice President on a regular basis. However, please note there may be additional responsibilities the Vice President must perform during his/her term.

In addition to the roles as stated in the Constitution above, the Treasurer of the APVMA must also:

- Remain in frequent contact with all previously established and new outside organizations for APVMA sponsorships.
- Maintain an organized spreadsheet of sponsors ensuring that all details regarding said sponsorship is tracked and recorded throughout the year.
- Be present for all teleconference meetings and discuss any concerns, topics, and issues that need to be addressed to the Eboard (Executive Board) and ABoT (Advisory Board of Trustees).
- Attend business meeting(s) with other members of the Eboard and ABoT to discuss APVMA affairs.
- Form a fundraising committee and designate specific roles and goals for each member of the committee.
- Work with the Treasurer to determine the requirements and monetary award for each scholarship presented to the selected member(s) at the national symposia.