

# ACVP STANDING COMMITTEES

The following standing committees and chairpersons were established at the June 1, 2023 ACVP Board of Directors meeting (the following is taken from the minutes as reference):

1. Education Committee-Tanner Trantham
2. Student Engagement Committee- Alex Arnett/Brian Bowers
3. Constitution and Bylaws Committee- Brenda Jensen
4. Member Engagement Committee-Derick Waller
5. Program Planning Committee-Erica Wassack  
*The Board appointed the Program Planning Committee to be co-chaired by the ACVP Chairperson (Erica Wassack) and the President Elect (Tom Magnifico).*
6. Finance Committee  
*The Board created a standing Finance Committee, chaired by the Chairperson and President-Elect, and joined by Brenda Jensen, Gigi Davidson, and Terry Bondurant, with the purpose of identifying a new Treasurer.*

The descriptions below may need to be updated to reflect changes made in the October 31, 2023 Constitution and By-Laws, namely that standing committees do not need to be chaired by an ACVP Board Member, but a current or former board member will serve on each committee. The chair shall be appointed as determined by a majority vote of the Board of Directors.

## GOVERNANCE & CONSTITUTION AND BYLAWS COMMITTEE

The Governance & Constitution and By-Laws Committee shall be composed of a Chair, which shall be a board member, appointed by ACVP Board of Directors and additional ACVP Fellows & Members in good standing with ACVP who request to serve on the Committee.

### Objectives:

To help ensure that the Governance & Constitution and By-Laws of ACVP reflect current pharmacy practice standards and social environment, and to oversee the process and governance by which the ACVP functions.

### Duties:

- To review the Constitution and By-Laws periodically and to present proposed modifications when necessary.
- Perform an annual review of the ACVP Governance Policies and Procedures to ensure compliance.
- Review annual conflict of interest forms to ensure that all conflicts are disclosed and handled appropriately.
- Perform an annual review of the ACVP Governance Policies and Procedures and make recommendations for modifications, when necessary.

- Report annually to the Board on the compliance of ACVP to the Governance Policies and Procedures that are in place.

## **MEMBERSHIP ENGAGEMENT COMMITTEE**

The Membership Engagement Committee shall be composed of a Chair to be a Member at Large Board Member and additional ACVP Fellows & Members in good standing with ACVP who request to serve on the Committee.

### **Objective:**

- To help direct and come up with measures to increase current membership engagement.
- Help with developing surveys for membership:
  - researching why members do/do not like events hosted by the College,
  - what made them want to participate,
  - what would drive them to do so again, etc.
- Come up with other avenues to encourage or increase member engagement.

## **STUDENT ENGAGEMENT COMMITTEE**

The Student Engagement Committee, under the leadership of the ACVP Vice President and ACVP Student Pharmacist Board Member, works closely with the ACVP Board of Directors to bridge the gap between veterinary pharmacy experts and student pharmacists across the nation aspiring for education and training opportunities within this specialized field. The Committee acts as both a reliable resource for students and a strong representative voice to express students' ideas, initiatives, and concerns to ultimately improve student engagement throughout all ACVP education and training opportunities. Other Duties: Host/Participate at Chapter President Meetings, Host/Participate at Student Pharmacist Meet & Greets, Maintain ACVP social media accounts.

## **FINANCE COMMITTEE**

The Finance Committee shall be composed of Co-Chairs to be the Chairman and President Elect Board Members and at least two other members of the organization.

**Objectives:** The role of the Finance Committee is primarily to provide financial oversight for the organization, and to coordinate with the Treasurer the receipt and disbursement of all funds and to ensure financial accountability. Also, to work together to identify a new Treasurer in the loss of the current Treasurer.

### **Duties:**

- Develop an annual operating budget with staff.
- Approve the budget within the finance committee.
- Monitor adherence to the budget.
- Set long-range financial goals along with funding strategies to achieve them.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
- Present all financial goals and proposals to the Board of Directors for approval.

## **EDUCATION COMMITTEE**

The Education Committee shall be chaired by the President Elect of ACVP and shall be composed of all membership categories. The ACVP Continuing Education Coordinator shall serve as the staff liaison for the Committee.

**Objectives:** To evaluate the continuing education needs of ACVP Fellows and members, and develop programming that is responsive to those needs, in compliance with ACPE Standards and Guidelines.

### **Duties:**

- Identify topics and faculty for association meeting educational programming.
- Evaluate speakers and programming during education program presentations.
- Assist staff in identifying the most effective education delivery methods.
- Assist staff in identifying financially efficient education techniques and methods to be incorporated into future programming.
- Ensure that the educational needs of ACVP Fellows and members are met and balanced.

## **PROGRAM PLANNING COMMITTEE**

The Program Committee shall be co-chaired by the Chairman and President Elect of ACVP and shall be composed of all membership categories. The ACVP Senior Director of Operations shall serve as the staff liaison for the Committee.

**Objectives:** Identify site, dates, speakers, venues and plan, contract and execute all needed tasks to support a professionally and financially successful annual continuing education conference.

### **Duties:**

- Identify Dates and Venue for VPC
- Develop social media Save the Dates and Speaker/Program Promotion with assistance from ACA Staff
- Identify and recruit speakers for minimum of 10 hrs of CE credit

- Identify hotel lodging and negotiate room block rates with assistance of ACA meeting planner
- Plan and negotiate all contracts for conference facility space rental for classroom and exhibitor space, audiovisual support, food and beverage, parking, and any associated conference costs.
- Recruit and contract with exhibitors and sponsors
- Review all faculty speaker presentations prior to submission for ACPE accreditation
- Procure and assemble speaker gifts
- Develop Run of Show and appoint volunteers with assistance of ACA Staff
- Coordinate with Finance Committee to establish registration fees for pharmacists, pharmacy technicians, students, veterinarians, and associate members.