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● General

o Effective Committees

A committee is a select group of people who are brought together to work on a particular matter referred to it by the CACVT. Delegation of responsibilities to committees spreads out the work of the Executive Board among all of the members and allows a few people to investigate, develop alternatives, and make recommendations for action to the Association as a whole. Conducting business in a committee should be as simple and informal as possible in order to allow all committee members maximum opportunity to discuss the matter before them. However, official minutes shall be taken at each formal meeting.

The chair is free to discuss the topics and should assume an active role. Recommendations of the committee should be agreed upon by consensus. After the committee considers business with which it is charged, it should report to the Executive Board. The chair or a designated member shall draft a written report and present it at the Executive Board Meeting. The Executive Board will then act on the recommendation of the committee.

o Responsibilities

Course of Action for implementing a new policy / recommendation:

- ❖ A member, committee or staff personnel draft proposal, idea or program.
- ❖ The appropriate Committee discusses the idea or proposes that the idea be investigated further. They then make these recommendations to the Executive Board.
- ❖ The Executive Board considers the recommendations and either approves, disapproves, or sends it back to the committee for further review.
- ❖ If accepted by the Executive Board, the staff implements program.

o Committee Chair Duties

It is the responsibility of each committee chairperson to decide meeting date, time, and location for all meetings. Also to supply an agenda, assign a minute-taker, and follow-up on distribution of minutes and/or information to all appropriate members in a timely basis. While the staff is in place to assist all chairs, it is not the staff's responsibility to oversee any of these basic duties.

It is the responsibility of each committee chairperson to submit a written report ahead of time (usually at the request of the President or Secretary) for each appropriate meeting (such as Board Meetings and general membership meetings). These reports can then either be presented in person or by another in the chairperson's absence.

Also, a budget proposal shall be submitted for the fiscal year to the Finance Committee Chairperson or Treasurer. It is also the responsibility of each chairperson to recruit and/or oversee the recruitment of members to participate in his/her committee and assist or delegate assistance to the office staff in all activities.

The President shall appoint or remove committee chairpersons as deemed necessary.

o Task Force / Sub Committee

A Task Force is a group of people appointed to focus on a narrowed mission (usually one topic or focus) under the umbrella of the committee. The Task Force has a defined end point of task and date. A Task Force Leader is assigned who oversees the task force just as the Chair oversees the Committee. This person reports to the Chair.

A Sub-committee also has a narrowed mission (usually one topic or focus) but without an end date. A sub-committee leader is assigned who oversees the sub-committee just as the Chair oversees the Committee. This person reports to the Chair.

The committee chair is responsible for all task forces and sub-committees and their respective meetings, reports, and outcomes.

o Benefits of Active Participation

All Committee Chairs shall receive complimentary CACVT memberships so long as they are actively participating at an appropriate level (determined by the Board or Committee that the individual is serving on) in the association. This includes holding meetings at appropriate intervals, providing all reports in a timely fashion, attending all events (unless appropriate arrangements have been made) and actively pursuing the mission of the committee.

This does not include any task forces that may be established although Chairs are responsible for disseminating information about the outcomes.

Other committee members who are active participants (attend 75% of the meetings and assist during events and/or carry out the mission of the committee in a responsible fashion) will receive complimentary admission to CACVT conferences. This includes task force and sub-committee leaders.

Should the Chair resign or be removed from his/her position, a proportion of the dues for the remainder of the certification period shall be assessed.

Other assistance may include hotel accommodations, meals, and mileage reimbursement as the budget allows. All reimbursements shall be overseen by the financial committee.

Conferences:

CACVT Conferences: The Conference Committee, Executive Board, Committee Chairs, Chapter Chairs, and Staff will receive complimentary admission to all CACVT Conferences/events. Admission to any CE hosted by an individual chapter will be determined by that chapter.

CACVT will, if appropriate, provide ½ room (2 people to room) to each event participant. If anyone prefers a private room, ½ of the hotel room fee will be payable to CACVT.

Other committee members (not including the Conference Committee) who are active participants (attend 75% of the meetings and assist during events and/or carry out the mission of the committee in a responsible fashion) will receive one complimentary admission to a CACVT conference/event per certification period. This includes task force and sub-committee leaders.

Other Conferences:

CACVT will not pay for, nor assist with, any other conferences that may be offered to any of its members.

Mileage Reimbursement

All reimbursements are subject to budget approval. Executive Board Members and Chairs shall be reimbursed at ½ standard IRS rate/mile for all CACVT conferences, the CACVT Strategic Planning Session, the Fall CVMA Convention, and all CVMA Leadership Conferences.

Any requests for mileage reimbursement not pre-approved must be made in writing to the Finance Committee who will approve or deny based on budget allowances and reason for request.

Reimbursement requests shall be submitted to the office using the form in section 6. It is encouraged to submit forms as soon as possible to maintain appropriate financial records.

■ Requirements for Benefits

The Committees will meet as determined by the activity of each individual committee to accomplish forward movement of activity. Chairs must attend at least 75% of the total number of meetings/activities to be eligible for compensation for active participation. If Chairs cannot attend, they must still provide a written report (if deemed necessary) and ensure that their duties are covered.

All Chairs must have regular access to a computer with Internet. The ability to receive attachments, have access to the Internet, and respond to e-mails in a timely fashion, is critical for strong communication and running of the association.

o Committee Report Forms

All Committee Chairs shall use the forms located in section 6: Finance of this manual to report expenses, mileage, meeting information and any other information necessary for reimbursement or report to the Executive Board on a regular basis. A copy of all information should also be filed in the office.

● 3-year Term Limit and Review Process

o Term limits on Committee Chairs: process and review

Beginning July 2009, Committee Chairs will be evaluated on a yearly basis with a 3-year term-limit. If the chair wishes to continue past 3 years, a more extensive review will be performed.

I. Purpose of term limit and reviews: To elevate the individual and the association.

People get tired and may not feel OK stepping down (hard to say “no” syndrome): Becomes a job rather than a passion.
People may be intimidated in wanting to become a Chair as it feels like a “no way out” position (unlike Exec. Bd.

Members who have a 2-year term)

Focus on what committee is accomplishing in order to minimize tasks that become old and habit

Provides a peer-review platform for self-growth

Adds transparency and accountability

Focuses on a business-model for the association (generally, paid positions are reviewed)

II. Yearly Review

On a yearly basis, a review will be conducted. It will be initiated and overseen by the President (who will not do any reviews personally – therefore and impartial party). A standard review form will be given to the specific Committee Chair (self-review), to all committee members, and to 2 executive board members (one who is the liaison for the committee and another who isn't. There will be a minimum of 3 people evaluating the Chair (can pull from other committees if needed).

The reviews will be anonymously returned to the office where the administrator (volunteer coordinator) will compile the results. The staff can discuss results with the President, but will also not have any formal input. The President will then contact the Chair for a review.

III. 3-year term limit

At the end of the term, the Chair is welcome to step down. It is recommended that the Chair contact the President around 3 months prior with such intentions in order to allow a transition period. Ideally, the Chair should have been grooming his/her replacement and can make such recommendation to the President. Hopefully, the Chair will either stay as a committee member and/or continue to groom the new Chair for a comfortable amount of time.

However, if the Chair wishes to continue in the same capacity, then an additional review by the entire Executive Board must be performed. The same review will occur as in the annual review, except that the entire Executive Board will also review the Chair. Then a vote will occur with the Executive Board with a 2/3rd majority required to retain the Chair.

In either case, once the person has not served in the capacity of a Chair for a minimum of 1 year, then that person would be eligible for a Chair appointment (for any Committee).

IV. Timing / Review periods

The reviews will begin in July 2009. Committees will be evaluated one at a time (to minimize overload). The President will pick the schedule and contact the committees (requesting staff assistance if needed). Review forms to be returned within 2 weeks. Staff to follow up as needed.

The cycle will repeat the following year. Since the President rotates every year, he/she will need to be attentive to the process during the elect year and rely on previous years notes for follow-up as needed.

As of July 2009, since all current Chairs have been in place for 3 years or more, all current Chairs will be up for the full review as defined in the 3-year term limit section III.

Once the 3-year review is complete and the Chair chooses to remain, then his/her term limit is reset for another 3 years. The following 2 years would be regular annual reviews, with the 3rd year being a term limit year.

V. Standard Form for all Committee Chairs

Review forms from several external sources were combined to develop the final review form.

There will be multiple sections that will identify overall knowledge of the association, specific knowledge of the committee, and a self-review section. The review should be performed in the spirit of enhancing the overall performance of the committee and those that serve in it.

VI. President's Role in appointing Chairs

At any time, the President has the capacity (with the input of the Executive Board) to appoint a Chair position (either to fill a vacancy or to replace the current Chair).

It is expected that the President does not abuse this power, but uses it for the elevation of the association and in the best interest of all involved.

VII. Other

Chapter Chairs are currently in consideration but not included in this proposal.

Review results will not be considered open discussion for the entire membership, but can be discussed in the appropriate settings as deemed necessary for growth and development.

o Committee Chair Review Form

For (name of Chair): _____ Committee: _____

Time period for review _____

Date to return form to the CACVT office: _____

Instructions

Read and complete. Please return to the CACVT office by the due date. If you cannot complete this in the allotted time, please contact the office for an extension. If you have any questions, please contact either the President or staff.

The results of this review will be compiled into one document before being presented to the Chair.

Your Name (optional): _____

Your results will remain anonymous whether or not you include your name. This will only be used if the President wants to clarify anything mentioned in this review. In no way will any of your comments be directly connected to you.

Introduction

Reason for the review

- o Focuses on what the committee is accomplishing and provide positive direction for the future
- o Provides a peer-review platform for self-growth
- o Adds transparency and accountability
- o Focuses on a business-model for the association

Review Scale

Evaluate the performance and accomplishments using the following groupings:

- 5 = exceptional:** Consistently, over time, performs the task/duty in an exceptional manner; significantly exceeds expectations with exceptional quality, quantity, and timeliness of work; significantly exceeds all objectives, always achieves exceptional results well beyond those expected of the position/task/duty.
- 4 = exceeds:** Consistently exceeds the normal expectations for the task/duty; exceeds expected criteria for quality, quantity, and timeliness of work; exceed goals and objectives; achieves results beyond those expected of the position.
- 3 = meets:** Consistently performs the task/duty in a fully capable manner; meets all expected criteria for quality, quantity, and timeliness of work; including meeting goals and objectives.
- 2 = marginal:** Performs the task/duty in a capable manner; meets some goals and objectives but requires improvement in quality, quantity, and timeliness; may require overall review of this task to see if it's appropriate and/or what improvement needs to be made.
- 1 = unsatisfactory:** Unacceptable performance, suggesting lack of willingness and/or ability to perform task. Review of task and position required

Questions

Please answer each question to the best of your ability with the knowledge that you have of the individual.

- Section I: overall association knowledge / working within the Association structure
- Section II: function of a chair / general governance
- Section III: specific duties of this committee chair
- Section IV: general questions
- Section V: self-review for the chair

Section I – Overall Association Knowledge/Working within the Association Structure

1. CACVT Policies

- a. Knows, understands, follows and communicates effectively the established policies which govern the Association _____
- b. Reviews the Association and Leadership manual annually _____
- c. Follows the mission statement of CACVT _____
- d. Follows the mission statement of the committee _____

Section II – Function of a Chair/General Governance

1. Meetings:

- a. Chair appoints meeting dates and times and informs all appropriate parties in a timely fashion _____
- b. Prepares an agenda to be distributed in a timely fashion _____
- c. Appoints someone to take minutes during the meeting _____

- d. Runs the meeting (or appoints someone) according to Robert’s Rules of Order _____
- e. Makes sure that minutes are distributed to appropriate individuals in a timely fashion _____
- 2. Fiduciary**
- a. Annually reviews the budget and proposes adjustments appropriately _____
- b. Keeps track of expenses and turns in receipts in a timely fashion _____
- 3. Oversight**
- a. Oversees all sub-committees or task forces-assists in running their meetings as needed _____
- b. Directs and understands all tasks being carried out _____
- c. Understands all policies that are associated with the Association and the committee _____
- 4. Reports**
- a. Provides written reports for all business meetings in advance of the meeting for distribution in a timely fashion _____
- 5. Committee Members**
- a. Educates all members as to the goals and responsibilities of the committee _____
- b. Reviews Association policies _____
- c. Oversees conduct and attire at public functions _____
- d. Recruits committee members as needed _____
- 6. Follow-through**
- a. Completes assigned tasks _____
- b. Delegates and follows through to ensure that all tasks are accomplished _____

Section III – Specific Duties of this Chair - (please answer ONLY for the committee specified on page 1)

- 1. Conference Committee**
- a. Obtains enough information so that committee members can make informed decisions about duration, location, speakers and subjects of/for conferences being planned _____
- b. Communicates well with staff and committee members _____
- c. Monitors conferences time lines (i.e., things are happening in a timely fashion) _____
- d. Oversees registration desk at conferences _____
- e. Assists the office in contacting and setting up the speakers _____
- f. Assigns and oversees greeters/introducers for the speakers at conferences _____
- g. Obtains/oversees all sponsor activity and makes sure there are enough sponsors to support the event. _____
- 2. Continuing Education Committee**
- a. Reviews and revises technical versus supportive guidelines prior to each renewal period _____
- b. Assists the office in approving/denying continuing education events/requests _____
- c. Approves or denies continuing education submitted by members _____
- d. Oversees the recording of submittal forms _____
- f. Contacts or directs contact with members regarding continuing education questions _____
- 3. Ethics Committee**
- a. Directs the organization of constitution and review of by-laws every other year _____
- b. Oversees any breech of ethics by Association, leadership or members _____
- c. Is knowledgeable about appropriate legislative activity _____
- d. Has attended a State Board of Veterinary Medicine meeting, encourages others to attend, and understands the governance of veterinarians and technicians in the state _____
- 4. Membership Committee**
- a. Directs the review of inactive requests _____
- b. Evaluates and provides assistance for unique circumstances _____
- c. Organize volunteers to welcome new members by phone _____
- d. Organize/oversee membership appreciation events _____
- e. Review/revise membership kits prior to each renewal period _____
- f. Contributes ideas for enhancing aspects of membership _____
- 5. Public Relations Committee**
- a. Sets up booth schedule including finding locations, registration, display forms, etc.) _____
- b. Finds volunteers to staff booth at events _____
- c. Brainstorming/facilitating ideas for new ways to relate to the public _____
- d. Provides programs or ideas that promote and support veterinary technicians _____
- e. Supports activities concerning National Vet Tech Week _____
- f. Understands and supports the sub committees (communications, NAVTA, and Awards) _____
- g. Reviews and offer ideas for collateral material (brochures, handouts, etc.) _____

6. Testing Committee

- a. Hands out of flyers at Veterinary Technician National Examination _____
- b. Oversees providing direction for any unique testing circumstances _____
- c. Monitors numbers of testing applicants and subsequent CACVT members _____
- d. Understands/makes sure committee members understand AAVSB's Rules and Regulations regarding Veterinary Technician National Examination _____

Section IV – General Questions

1. What are the committee's short-term goals (1 year or less)?

2. What are the committee's long-term goals (1-3 years)?

3. Name one thing that the Chair does well.

4. Name one thing that the Chair could improve upon.

Additional Comments/suggestions:

Section V - Self-Review Questions(fill out ONLY if you are being evaluated)

1. What do you feel are your accomplishments as Chair for CACVT over the past year? Over the course of your entire service?

2. My personal goal as a CACVT Chair is:

3. Do you want more knowledge or skills in any particular work related area? How will you learn these skills?

4. Are there additional skills that you possess that you would like to share with CACVT? Is there anything CACVT can do to support you in enhancing those skills?

5. What have been your challenges as Chair? How did you overcome them or how are you resolving them? Are there any resources (such as staff, Executive Board, or materials) to assist you in this process?

6. I believe the best part of CACVT is:

7. I believe CACVT can improve by:

8. Are there any other issues that you would like to discuss?

● Leadership Directives

o Professional Appearance and Conduct

It will be the Chairs' responsibility to oversee the volunteers in the committee or chapter, and it is the Executive Board's responsibility to oversee the chairs.

Appropriate Attire:

All Executive Board members, Chairs, Committee Members, and staff (collectively referred to as the "leadership") should, when representing the association in a public setting, dress in the appropriate attire of a professional. These positions are the image of the association and the profession, and will be recognized by others. Clothing is an external indicator of the internal attitude, and should be that of a leader.

In addition, body piercings and tattoos should be removed or covered at all times as deemed appropriate by conventional fashion. Unusual hair color or style is also not appropriate. If there is a question as to what is conventional fashion, the executive board will decide if it is appropriate, and if necessary, by vote.

Appropriate attire and footwear, unless otherwise stated, is business to business casual (a general summary is available in chapter 9). Absolutely no scrubs, blue jeans, t-shirts, sweatshirts, gym clothes, midriffs, clothing with holes, rips, or obvious wear patterns, mini skirts, underwear as outerwear, flip flops, ball caps, or any other "casual" clothing is acceptable at any time.

Appropriate Conduct:

Since these leadership positions are identified as CACVT association leaders, people in these positions are held to a higher standard of conduct at CACVT events. Language used shall be in a more positive fashion without profanity or extreme negativity towards any association activities or individuals. Public forums are not the venue for these types of discussions. If an individual has a complaint, it is for the leadership to note and work through the situation in a professional manner. If it is not easily and quickly resolvable, it should be continued in a more private location or passed to a more appropriate individual.

Cell phone activity will be kept at an extreme minimum (both conversation and texting). Cell phones will be kept on vibrate at all times. If a call is required, the leadership will do it in a discrete manner as to not draw attention.

While children are appreciated, there is a time and place for them. In general children are not encouraged to be at any event where CACVT leadership is present. If there is an exception, it should be brought to the attention of the executive board prior to the event for consideration. In addition, no animals of any nature (mammal, reptile, avian, etc) are allowed at CACVT events unless they are service animals or are approved ahead of time by the committee or executive board, depending on the nature of the event.

Consequences

If an individual leadership member is at a CACVT event, and in the opinion of the other leadership present, this individual is not representing the association in a professional manner, the individual may be asked to not participate in the interactions with the members, or even asked to leave the premise (since the person would still be recognized as a CACVT leader). If the person stays at the event in a non-leadership role, the individual will be responsible for any fees from the event.

There will be a formal documentation of the infraction (forms are available in section 9). After two formal documentations, the individual will be asked not to represent CACVT at the next event.

Any further infractions after this, the person will be asked to step down in the capacity as an association representative for a period of one year. It is up to each individual to maintain the highest standards and lead by example as CACVT leadership is held accountable at a higher standard than the average member.

o Responsibilities and Expectations

General

1. Be knowledgeable of the Association's mission, goals, policies/bylaws, programs, services, strengths, and needs.
2. Assess Executive Board and Chairs' performance.
3. Serve in leadership positions and/or undertake special assignments willingly when asked.
4. Offer personal assistance, or assist in finding external professional resources, when requested.
5. Engage in relationship building that will add to development of the Association as a whole.
6. Understand the Association's capabilities and take an active role in defining, approving, and monitoring the Association's objectives and accomplishments.
7. Serve as an advocate for the Association and its mission throughout Colorado.

Meetings

1. Prepare for, attend, and participate in all meetings and activities as possible.
2. Ask timely and substantive questions while supporting Executive Board or Committee/Chapter majority decisions.
3. Maintain confidentiality of the Executive Board or Committee/Chapter's activities unless they are a matter of public record.
4. Speak on behalf of the Executive Board or Committee/Chapter when asked to do so.
5. Suggest agenda items periodically for meetings to ensure that significant policy related matters are addressed.

Fiduciary and legal responsibility

1. Faithfully read and understand the Association's financial statements and otherwise help the Executive Board fulfill its fiduciary (financial) responsibility.
2. Ensure compliance with applicable tax law, and understand reporting and record keeping.
3. Ensure legal and ethical integrity and maintain accountability.

Financial support

1. Be a member in good standing.
2. Assist with the cultivation of members: "friend-raising" is a critical first step.
3. Assist with fundraising strategies in all aspects: planning, preparing, and attending.

Avoiding conflict

1. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the President or Chair in a timely fashion.
2. Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity.
3. Refrain from accepting or offering favors or gifts from or to anyone with specific intent of influencing the Executive Board/Committee/Chapter.

o Conflict of Interest Policy

Definition

A "conflict of interest" is a transaction or relationship that presents or may present a conflict between an Executive Board/Chair member's obligation to the Association and the person's personal, business, or other related interests. CACVT's leaders have a fiduciary duty to conduct themselves without conflict to the interests of the Association.

Disclosure of potential conflicts

Executive Board/Chair members are expected to disclose conflicts or appearances thereof on an annual basis or whenever a conflict arises. This should be done as soon as the Executive Board/Chair member is aware of the conflict or potential conflict.

Once such a disclosure has been made, the rest of the Executive Board/Chair/Committee will determine whether or not there is a true conflict of interest and how to proceed. All such disclosures and subsequent discussion shall be noted in the minutes of the meeting.

Abstention from decision-making

Should the relationship be considered a conflict or create the appearance thereof, the Executive Board/Chair member involved shall abstain from voting and shall not participate in the discussion other than to answer any specific questions directed at him/her. In some circumstances, the member may be asked to leave the meeting during the discussion and return after the vote has been obtained. Abstaining Executive Board/Chair members can still be included in attendance figures for the purposes of maintaining a quorum.

No return benefit

No loans shall be made by the Association to any of the Executive Board or Chair members.

o Terminology

It is important that the leadership speak with one language and one voice when representing the association. Appropriate verbiage is found in Chapter 1 of this manual. Name tags with CACVT will reflect appropriate designations regardless of what individual practices use.

o Tape Recording of Meetings

In general, meetings will not be tape recorded unless the majority of members present have agreed to it ahead of time and the reasoning has been justified. If recorded, per Colorado State law, prior to the meeting starting, but after the tape recorder has been turned on, it will be stated that the meeting is being taped and a request for objections will be asked. If there are any objections, the meeting will not be taped.

If the meeting is taped, the tapes will be destroyed immediately after the meeting minutes have been approved. This will be validated by at least two Executive Board members and/or Staff.

At no time shall Colorado State law be violated by unknown or unauthorized tape recordings of any meeting and/or conversations. If any parties are caught violating state law, they will be reported to the proper authorities and removed immediately from their CACVT positions. They will not be able to volunteer in official CACVT capacity for at least one year from time of violation. The Executive Board and Ethics Committee will oversee any such suspected violations.

● Conference Committee

o General

The duties of the committee will include, but not be limited to:

- ❖ Offering well-rounded Continuing Education (CE) at various locations throughout the year
 - by planning the conference or seminar
 - by identifying and contacting the speakers
 - by deciding on a location
 - overseeing all aspects of the conferences
- ❖ Provide a budget based on the number of conferences given in a fiscal year

Mission Statement: The mission of the Conference committee is to provide quality and affordable continuing education for veterinary personnel.

Administrator: Works with the committee to arrange venues, food/beverage requirements, audio visual (AV) needs, speaker contracts, certificates of attendance to participants, and any other activity as required. The administrator can serve as the main contact person in the office and will work with the Chair to carry out the design of the conferences.

Conferences:

- ❖ Annual Spring Conference
 - Held in April or May at various locations around the state
 - One- or Two-day conference with a variety of topics
- ❖ Winter Focus Conference
 - Held in January usually in the Denver Metro Area
 - One-day event (generally 4-6 hours) focusing on one or two topics in greater depth than average conferences
- ❖ CVMA Annual Fall Convention
 - Held in September in Mountain Resort locations or Denver
 - The weekend general has a technician track although registrants can attend any classes
 - CVMA and CACVT have a written agreement concerning this convention
 - Current Conventions: September 17-20, 2009 = Keystone, 2010 = Loveland (Embassy Suites)
- ❖ Dimensions Conference
 - Usually held in October in the Denver Metro Area
 - Personal growth orientation, supportive credit only
- ❖ Other Conferences
 - Smaller conferences can be associated with the Chapters throughout the year
 - May assist the PR Committee in a conference during NVTW

o Conference Policies

If a person cannot make a conference due to unforeseen circumstances, CACVT will not refund monies but will issue a voucher for the amount of the conference minus an administration fees (to be determined based on the amount of the conference) towards a CACVT conference (an expiration date will appear on the certificate not to exceed one year) which will be approved on an individual case basis by the Conference committee.

If there is a cancellation prior to the event, the registration fee, minus the administration fee, will be refunded as a voucher with a 1-year expiration date for any CACVT event.

A different individual may take the place of the person who originally registered.

At each conference, one certificate can be awarded for a complimentary admission to the next CACVT event/conference.

When CACVT provides a complimentary room, ½ of the room must be paid for by the person if they cancel within 48 hours or do not show. Exceptions will only be made for emergencies and severe weather and will be at the determination of the Conference Committee.

Speakers:

Current Executive Board members speaking at CACVT conferences and being financially compensated: It is the belief of the CE Committee that 1) executive board members can speak at CACVT conferences if the member is a qualified speaker (per the motion under “new business” regarding technical speakers), 2) all titles are deserving of recognition and so the board member should be introduced in that capacity as part of his/her title and qualification, 3) however, the member will not use his/her position as a topic of discussion, but rather only address the topic for which he/she was originally requested to speak on, and 4) there is no limitation as to the number of times a member can speak, as long as he/she falls within the speaker guidelines as already mentioned.

Speakers that are CVTs will not receive any CE credit as addressed in Section 2. If it is a CACVT conference, the speaker will receive the option to either accept an honorarium or attend the conference in place of the honorarium. The CACVT speaker would still receive mileage and lodging regardless of which option he/she chooses.

Honorarium:

Current compensation for speaking is \$150/hour plus mileage at IRS rate and one meal at the conference (outside restaurants cannot be substituted unless approved ahead of time by the committee) for the speaker and a guest (if desired). For two-day conferences, one overnight stay at the hotel of CACVT’s choosing is included.

● Emergency Preparedness Committee

o General

The duties of the committee will include, but not be limited to:



Mission Statement: The mission of the Emergency Preparedness committee is to support and contribute to the Colorado Veterinary Medical Foundation’s Animal Emergency Management Programs (AEMP) or where needed for the education and assistance with respect to emergency preparedness, resources, and response.

● Ethics Committee

o General

This committee is a standing committee and is generally called into action by the President when the need arises. The duties of the committee will include, but not be limited to:

- ❖ ethic hearings of CACVT members based on the “Code for Veterinary Technicians”
- ❖ governing legal actions that are deemed necessary
- ❖ being directly involved in legislative activities that promote veterinary technicians and the CACVT
- ❖ review the bylaws every two years and make suggestions for amendments, alterations or repeals as deemed necessary
- ❖ members are encouraged to attend Veterinary State Board Meetings to familiarize themselves with the legal aspects of veterinary medicine, proof of attendance will be supplied by the CACVT office
- ❖ a survey has been established for people attending the Veterinary State Board Meetings

Mission Statement: The mission of the Ethics Committee is to review and alter, if needed, the Articles of Incorporation, Bylaws, and Leadership Manual every two years, to evaluate the ethical conduct of any individual when evidence is brought to the Committee’s attention, and to evaluate the status of the association with respect to certification, registration, or licensure.

o Code for Veterinary Technicians

Recommended Code Governing Veterinary Technicians in Colorado

As revised from the Colorado Veterinary Medical Association (CVMA) Code, April 1990

This is a voluntary program of the Colorado Association of Certified Veterinary Technicians (CACVT) for Veterinary Technicians. The state law defines that all non-veterinarians must work under the direct supervision of a Colorado-licensed veterinarian.

1. Veterinary Technician Governing Board defined: The CACVT will serve as the governing body for veterinary technicians in Colorado as the current laws so allow.

Recognizing that the nature of the association is meticulous, it is comprised of individuals that have established common goals. General membership participation and input is always appreciated, but the elected Executive Board and appointed Committee Chairs shoulder the responsibility for governing the association since they are the ones with the overall knowledge of the association.

New ideas and direction shall be presented in a fashion whereby the leaders of the association may discuss and refine before being presented to the general membership. If possible, new concepts shall be presented at a committee meeting. It will be the Chair’s responsibility to then present, if appropriate, the refined idea to the Executive Board.

2. Certified Veterinary Technician defined: A graduate of an American Veterinary Medical Association (AVMA) accredited school in veterinary technology who shall have successfully passed the Veterinary Technician National Examination (VTNE) prescribed by the Professional Exam Service (PES) and the AAVSB, or an individual who has met the criterion to transfer into the state.

3. Renewal defined: The certification period runs from July 1 to June 30 of even numbered years. All certified veterinary technicians must apply for renewal at this time regardless of when they entered the certification period. Renewal fees and penalties shall be set and assessed by the CACVT.

All certified veterinary technicians will be required to submit continuing education requirements as defined in the Certification section.

4. Reinstatement of certification: A certification which has lapsed for the sole reason of nonpayment of fees may be reinstated within four years of issue by paying the delinquent fees and penalties as assessed by the CACVT or as otherwise noted in the manual.

5. Relationship with the Client: On any occasion where the technician deals or communicates directly with a client, he shall make it perfectly clear to the client that he/she is not a veterinarian and that he/she is employed or directly supervised by a veterinarian.

6. The Licensed Veterinarian’s Responsibility: The veterinarian has a legal and moral responsibility to the client and to the veterinary technician in the following respects:

- a. To personally examine the animal before the veterinary technician carries out any procedure.
- b. To direct, control, and supervise the conduct of the veterinary technician in his/her work.
- c. To authorize or require the veterinary technician to perform only such work as the veterinarian knows that the veterinary technician is capable of performing.
- d. To direct the veterinary technician to perform his/her work in the proper method and manner.
- e. No one may use a veterinary technician to staff a separate place of business without direct supervision of a licensed veterinarian on the premises.

7. The Veterinary Technician's Responsibility: The veterinary technician is responsible to the client and to the veterinarian in the following respects:

- a. To undertake only what the veterinarian authorizes or directs.
- b. To perform his/her work only in the manner directed by the veterinarian.
- c. To employ his/her best care and skill in performing all work for the veterinarian; not to undertake any work which he/she is not capable of performing satisfactorily.
- d. To NOT diagnose/prognose, prescribe, initiate treatment, or perform surgery.

8. Violation of the Practice Act: Any persons that practice veterinary medicine without a license, shall be directed to the Colorado State Board of Veterinary Medicine for disciplinary actions.

9. Discipline of Certified Veterinary Technicians: Upon written complaint or upon its own motion, the CACVT may set a meeting to revoke or suspend the certification of a certified veterinary technician.

- a. The CACVT Ethics Committee will send written notice, return receipt requested, to the respondent of the complaint against him/her. The respondent will have 20 days in which to reply to the complaint in writing to the Ethics Committee.
- b. If the Ethics Committee deems that enough information is present, they may recommend to the CACVT Executive Board to revoke or suspend for a time the certification of any certified veterinary technician for any of the following reasons:
 - 1) Unprofessional or unethical conduct or engaging in practices which are in violation of the standards of the State Board of Veterinary Medicine;
 - 2) Fraud, misrepresentation, or deception in obtaining certification;
 - 3) Fraud, misrepresentation, deception, or dishonest or illegal practices;
 - 4) Fraud or dishonesty in the application or reporting of any test for disease in animals;
 - 5) Incompetence, gross negligence, or malpractice;
 - 6) Willful making of any false statement as to any material fact in any oath or affidavit which is required by law;
 - 7) Revocation by another state of credentialing as a veterinary technician in that state;
 - 8) Conviction of: a) a charge of cruelty to animals; b) a violation of either federal or state laws regarding controlled substances; c) a violation of any act prohibited in Article 64 of Title 12 CRS 2001 (or as amended); d) a felony in the courts of this state or any other state any territory, or any other country which, if committed in this state, would be deemed a felony; e) charges which involve the unlawful practice of veterinary medicine. The CACVT Executive Board may take temporary action based upon a record of a conviction of any of the above, even though an appeal of the conviction may be pending;
 - 9) Engaging in any act constituting cruelty to animals, unlawful practice of veterinary medicine, violation of any federal or state law regarding controlled substances, any violation of Article 64 of Title 12 CRS 2001 (or as amended), or any violation regarding the dispensing of drugs, narcotic drugs, medicines, poisons, or dangerous drugs;
 - 10) Permitting another to use his/her certification for the purpose of obtaining employment;
 - 11) Obtaining employment under a false or assumed name or impersonating another technician;
 - 12) Addiction to alcohol or habit-forming drugs or habitual use of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects to the extent that it incapacitates or limits his/her ability to function;
 - 13) A determination that he/she is mentally incompetent by a court of competent jurisdiction.
- c. The Executive Board has the final responsibility for acting on the recommendations of discipline of the Ethics Committee.
- d. If in the decision of the Executive Board, suspension is the discipline, they may establish whatever conditions to reinstatement they deem necessary to protect the public and the profession; which may include community service, continuing education, special classes, fees, and/or taking the certification examination.
- e. The Executive Board shall notify the respondent of their decision by mail, return receipt requested.

10. Reinstatement of Certified Status: At the conclusion of a period of suspension, the disciplined technician may make written application to the CACVT, through the Ethics Committee, for the reinstatement of certified status. The disciplined technician shall have the Burden of Proof of establishing to the satisfaction of the Ethics Committee the he/she is professionally and ethically rehabilitated to resume practice as a certified veterinary technician.

11. Negligent Failure to Renew Certification: Any technician who represents himself/herself as a certified technician after the expiration of his/her certification and willfully or by neglect fails to renew such certification, shall be misrepresenting his/her qualifications; but any person may renew an expired certification by paying the current renewal fee plus all delinquent renewal fees plus any penalties as established by CACVT. The CACVT may refuse to renew any certification which has expired for conduct which constitutes a violation of paragraph 9 of this code.

o Leadership Development Process sub-committee

This sub-committee was conceptualized in January 2008 with the first formal meeting July 29, 2008. The focus of this sub-committee is to develop and enhance the active CACVT leaders. Leaders are defined as anyone on the Executive Board, Committees (specifically the Chairs), Chapter Chairs, and Staff.

A sub-committee leader will be appointed from the group of volunteers within the sub-committee. The potential composition of this sub-committee could consist of a representative from each of the leadership areas: Executive Board Officer, Executive Board Elect, Committee Chair and Chapter Chair. The Executive Director and (ideally) the immediate past-president (or another past Executive Board member or Chair) will be involved in this sub-committee.

It consists of:

- Nomination Committee to identify and contact potential new leaders
 - Ideally, the immediate past-president will head the Nomination Committee
- Providing materials for incoming leaders
 - Handouts - including, but not limited to, Association & Leadership Manual
 - CE classes
 - Personal experience
- Providing personal support (emails, phone, visits)
- Train the trainer – teaching the person who is the replacement to the position

Criteria for consideration of Leaders:

- Time
- Energy
- Commitment

● Finance Committee

o General

The duties of the finance committee will include, but not be limited to:

- ❖ propose a budget for the fiscal year (using input provided by the office, committees, and chapters)
- ❖ provide methods to increase revenue
- ❖ designs and/or approves fundraising activities
- ❖ sets guidelines for reimbursement policy

The Treasurer and/or the Executive Director shall meet with the Treasurer-elect around May or June to review QuickBooks, internet access, general accounting information and the keeping of the financial records. This will provide consistency and training for the new position.

Members:

The members of the Financial Committee will consist of no less than the current Vice President (Chairperson), the Treasurer, the Vice President elect, the Treasurer elect, and the Executive Director. Any one else wishing to participate will need to contact the Chairperson.

Mission Statement:

The mission of the Financial Committee is to establish the budget and oversee the financial status of the association, and to monitor checks and balances to ensure proper use of the funds.

Benefits of Active Participation:

Since the Vice President is also the Chair, no additional benefits shall be given to the Vice President above what is all ready allocated by the Vice Presidential position.

o Checks and Balances

There will be a three way checks and balances system between the Financial Committee Chair (Vice President), the Treasurer, and the Executive Director. The Executive Director and Treasurer will make independent monthly reports to the Vice President who will then evaluate the finances. If any disputation is found, the entire Financial Committee will be pooled to evaluate the situation.

- 1) The Administrator will initially processes all the money - accounts receivable
- 2) Executive Director will make all deposits and QuickBooks entries
- 3) Two board members (Vice Pres & Treasurer) will review the books at the beginning of each month (approximately between the 1st and 10th of each month).
 - Go online and review account status.
 - Executive Director will send each a detailed copy of checks written, debit card expenses, credit card expenses, and deposits for the month that can be compared to the checking account (will be done via e-mail).
 - VP & Treasurer will have a form to fill out verifying account status. The Treasurer will submit a copy to the VP. If the VP agrees with the findings, will keep a copy and submit one back to office (can all be done via e-mail).
- 4) Any Board member can review financial records at any time
- 5) The maximum amount that the Executive Director can spend is \$2000 with the exception of shared CVMA/CVMF Expenses once a month. There is a written report by CVMA/CVMF so this amount is easily verified. Any costs over \$2000 must have a second signature for checks or a written approval (via e-mail) for debit card from the President, VP, Secretary, or Treasurer (no elect positions).

o Audits

Audits will be conducted as described in the Bylaws

o Cost of materials for outside use

The updated costs of all materials available for outside use can be obtained from the office. This includes mailing labels and a variety of advertising formats and opportunities.

● Forms

- ❖ Financial Reimbursement Request Form
- ❖ Check Request Form
- ❖ Checks and Balances Financial Form - Treasurer
- ❖ Checks and Balances Financial Form - Vice President



Supporting Quality
Veterinary Care

CACVT Check Request for advancement of funds

Please Print

Payable to: _____

Address: _____

Reason: _____

Amount Requested: _____

Requested by: _____ CACVT position: _____

Date Requested: _____ Estimated Date for party to receive payment: _____

Office Use: Approved by: _____ Code: _____

Check #: _____ Sent: _____

Checks and Balances Financial Form Treasurer

Month Being Reviewed: _____

Reviewer (print name): _____

Review of: Business Checking Money Market Free Checking

CD-7317-12mo (exp 3/10) CD-7384-12mo (exp 12/09) CD1463--24mo (exp 10/10)

CD-1826-12mo (exp 9/09)

Credit Card

Bank: IronStone Credit Card

Fill in date when completed:

_____ Obtained financial statement from Office.

_____ Review financial statement from On-Line service.

_____ Compared information for above account.

Check one: The spending is consistent with the budget or as expected.

There are some concerns about amounts spent. They are (list amt & date):

Check one: The figures balance.

There is a discrepancy in the figures. They are:

_____ Date submitted to Office

_____ Date submitted to Vice President

Via: fax e-mail physical mail

**Checks and Balances Financial Form
VICE PRESIDENT**

Month Being Reviewed: _____

Reviewer (print name): _____

Review of: Business Checking Money Market Free Checking

CD-7317-12mo (exp 3/10) CD-7384-12mo (exp 12/09) CD1463--24mo (exp 10/10)

CD-1826-12mo (exp 9/09)

Credit Card

Bank: IronStone Credit Card

Fill in date when completed:

_____ Obtained financial statement from Office.

_____ Review received from the Treasurer

_____ Review financial statement from On-Line service.

_____ Compared information for above account.

Check one: The spending is consistent with the budget or as expected.

There are some concerns about amounts spent. They are (list amt & date):

Check one: The figures balance.

There is a discrepancy in the figures. They are:

_____ Date submitted to Office

Via: fax e-mail physical mail

● Membership Committee

o General

The duties of the committee will include, but not be limited to:

- ❖ increase membership
- ❖ review in-active status applicants
- ❖ increase awareness of benefits to belonging to the professional association
- ❖ evaluate references other association promote for membership

Mission Statement:

The mission of the Membership Committee is to increase membership, review inactive status applicants, increase awareness of benefits of belonging to the CACVT, and evaluate the resources other associations promote for membership.

o VTS Sub Committee

A sub committee focusing on:

- ❖ Defining and educating both the veterinary community and the public as to what is a veterinary technician specialist and the variety of individual specialties currently available
- ❖ Promoting the various individual specialties
- ❖ Assisting people wishing to pursue a VTS either individually or through continuing education events
- ❖ Reaching out to other states since specialties have a national basis

o Awards Committee

■ Veterinarian and Technician of the Year Awards

Promote, Encourage, Acknowledge: AWARDS For ACCOMPLISHMENTS

“Recognition is the greatest motivator.” -Gerald C. Eakedale

Recognizing an Outstanding CVT

Do you know a CVT with EYE-CATCHING ENTHUSIASM? Or one who has MAGNIFICENT METHODS? How about someone who displays STELLAR PERFORMANCE?

Then let's recognize this person!! If you know of a Certified Veterinarian Technician who has gone above and beyond the call of duty, the awards committee wishes to acknowledge this individual.

This award is not based on technical skills. It's not how well someone can place a catheter, but in the overall attitude that the person has while doing so. It's about loving what you do and showing it every day. It's about people skills and animal magnetism (literally). Give your fellow technician a boost and show them that you recognize and appreciate their enthusiasm. We have a stressful job and anyone who helps minimize the tension deserves a pat on the back.

The applicant **must** be a CACVT member.

Recognizing Veterinarians Who recognize Technicians

The awards committee wishes to acknowledge an outstanding veterinarian who recognizes and utilizes technicians.

If you know of an exceptional veterinarian, please send in your nomination. The criteria is based on 1) promotion of the technician field through proper utilization, 2) encouragement of technicians through CE / memberships and 3) acknowledgement of technician work through, incentive/bonus programs.

Please give a brief summary of why your veterinarian deserves to be recognized by the technician organization. He/she should be a CVMA or DAVMS member, but this will not be a limiting criteria but will be highly valued.

Please submit your nomination (in the form of an essay, no more than 1 page in length) to the CACVT Awards Committee by either mail, fax, or e-mail.

All nominations must be received in the CACVT office by a determined date. The committee will choose from the best overall applicant and recognize these individuals at the Annual CACVT Spring Conference during the membership meeting on Saturday.

■ CACVT Veterinary Advocate Award

Started in September 2006

Presented annually at CVMA Convention in September.

Given to an outstanding veterinarian who meets the criteria of the award. Veterinarian to be chosen by CACVT's leadership group at the leadership conference or shortly thereafter. The recipient must be a CVMA member.

The Webster's definition of Advocate is one that pleads the cause of another, or one that defends or maintains a cause.

Every year, CACVT's leadership will select a veterinarian that demonstrates, through his or her acts, promotion of the technician profession in general. We feel that these types of leaders will also be pro-association, therefore this veterinarian must also be a CVMA member.

Our two associations are fortunate to be on the same team, working for the greater good of the veterinary profession. Although there are countless individuals within CVMA that support and encourage technicians, CACVT is excited to be able to recognize individuals that go above and beyond expectations.

o Categories

CACVT Members:

Membership categories are defined in the Bylaws (section 1).

Certificates (8 ½ x 11) will be given to graduates and transfers. Other members will be charged a \$5 fee for the reissuing of either. All members will receive a laminated renewal business card when joining or renewing.

Inactive Status:

A person must be a CACVT CVT member in good standing (all CE requirements are fulfilled) before he/she can apply for this status. This category can only be applied for at the start of each certification period.

This status has its own application form that after submission, will be reviewed by the committee and either accepted or rejected. If rejected, the person must be informed of the reason and given a chance to resubmit the application after given corrections have been made.

A person can only hold the inactive status for two consecutive certification periods. The individual must re-apply for the second certification period if he/she so chooses. At the end of two consecutive periods, the person must either go to full CVT status for at least one certification period or discontinue membership with the association. It was decided by the CE Committee that two consecutive periods (four years) was enough time to decide if this career was still appropriate. If the member still wanted to keep certified, then the reduced CE of the inactive status was not appropriate for long term retention of knowledge required for this field.

An "inactive" will appear on the person's renewal card (laminated business card). He/she will not be considered an active CVT.

If at anytime during the certification period the inactive member wishes to reactivate his/her CVT status, the committee will evaluate what criteria (both monetary and CE credits) will be needed for that individual. It will be based on the time of year that the person is reactivated.

o Forms

- ❖ All updated forms can be obtained from the office or on the Web site
- ❖ Membership Application/Renewal – see Section 3, Membership Application
- ❖ Inactive Form



Colorado Association of Certified Veterinary Technicians

Inactive Membership Application

July 1, 2008 – June 30, 2010

Please fill out one application per person.

PLEASE READ:

You must be a member in good standing prior to applying for this category submitted all your CE requirements from the last certification period). This status will be good for this certification period only. You will have to reapply for this category at the next certification period if eligible.

A total of **8 hours of continuing education** is required between July 1, 2008 and June 30, 2010 to maintain this status (standard CE guidelines apply). The title of "CVT" will not be valid during this time. If at any time you wish to become fully activated again (active CVT category), please contact the office for details on how to proceed.

Thank you,

The CACVT Membership Committee

Please Print:

First Name: _____ Middle Initial _____ Last Name _____

Preferred first name if different from above: _____ Former last name (if applicable): _____

____ Male ____ Female CO Certification Number (if known) _____

Address: _____

Home # _____ Work # _____ Cell # _____

Which number would you prefer us to call? Home / Work / Cell

E-mail: _____

By providing my e-mail, I authorize CACVT to e-mail me any pertinent information (attachments will be minimized and always identified in the text). I understand that CACVT will never give out my e-mail address to any other entity.

How would you like your monthly newsletter delivered? **Snail Mail** or **E-mail** (please circle one)

(Note: you can change the delivery method at any time, just contact the office)

Current employment _____

Directory display of information:

A) CACVT Web site: Members-Only area: only CACVT members will have "read-only" access.

_____ **By checking here**, I authorize CACVT to list my name, date I became a CACVT member, # CE hours on file, e-mail address (if on file), and residence (city and state only). I may opt out at any time.

B) Joint directory with the veterinarians

_____ **By checking here**, I authorize CACVT to list my name and residence (city and state only) in the Joint Directory. This is printed once a year. I may opt out for the second year (must notify the office by Feb 09).

Return completed application and check or money order (payable to CACVT) to:

CACVT
191 Yuma Street
Denver, CO 80223

See page 2 for price categories. If you have any questions, please contact the office at 303-318-0652 (866-318-0652), info@cacvt.com. A \$20.00 service charge will be added to all returned checks. If you wish to pay by credit card (through Paypal), please visit our Web site (www.cacvt.com) and click on "forms" or contact the office for assistance. Thank you.

● Public Relations Committee

o General

The duties of the PR committee will include, but not be limited to:

- ❖ design and initiate methods to promote membership and participation
- ❖ promote a cooperative professional relationship with the general public
- ❖ promote a cooperative professional relationship with other veterinary related organizations
- ❖ provide correspondence to radio and television stations with press releases of activities involving veterinary technicians and/or the CACVT
- ❖ provide programs that promote and support veterinary technicians
- ❖ submit articles to the newsletter editor in a timely manner
- ❖ promoting active participation of the members of the CACVT
- ❖ support activities concerning the booth including attending veterinary and public functions
- ❖ support activities concerning National Veterinary Technician Week in October

Sub committees/task forces/people associated with the PR Committee

- ❖ Communications – this will include the newsletter editor, webmaster, and content consultants
- ❖ NAVTA Representative
- ❖ Awards – for both the Spring and Fall awards
- ❖ Booth
- ❖ Merchandise task force
- ❖ NVTW task force

Mission Statement:

It is the mission of the Public Relations Committee to inform, alert and educate technicians, clients, and the general public. We will act responsibly in our reporting and be unbiased in our solicitation of materials for publication, events, and awards.

o Communications

This sub committee would include oversight of the *Techniques* newsletter, *Enformation* e-mail newsletter, Web site, collateral materials, and all other association publications. Ideally, a staff member should oversee all publications in conjunction with the committee.

■ Communications Director (currently the Executive Director)

- This can be divided into 3 positions:
 - Communications Director: oversight of collateral materials and press releases
 - Newsletter Editor: designer and editor for the *Techniques* newsletter and *Enformation* e-mail newsletter
 - Webmaster: maintains Web site
- Works closely with appropriate individuals to create informative, timely, professional materials. Providing a vehicle of open communication relating activities for the Association to members and other interested parties.
- An oversight group has been established to assist with review of content for the newsletter and especially the Web site on an as needed basis.
- Reports and appropriate association information will be solicited from appropriate parties (such as committees and chapters).
- Continuing Education that is offered in Colorado and around the Nation shall be posted.
- The Editor is encouraged to pool from the vast articles and information available to create publications which the members find pertinent and informative.

■ *Techniques* newsletter

Mission Statement:

The mission of the *Techniques* newsletter is to bring accurate, current accounts of the activities of the Association, and to provide valuable, pertinent information to the CACVT members that they can use in their profession.

Disclaimer:

Articles in this newsletter may not be the direct opinion of CACVT. CACVT assumes no responsibility for, and does not directly endorse, any service, product, or information in this newsletter unless so stated.

Occasionally, the CACVT mailing list is sold to appropriate partners. If you do not wish to receive information from outside sources, please contact the CACVT office to opt out.

CACVT will provide certification status to any inquiring party. This will be limited to date joined, current status, and number of CE hours obtained. Personal information will not be given out.

Articles:

It is preferred that there is an address from the President in each newsletter.

The editors retain the right to alter any articles published. If content is to be changed, the original author will be notified for approval prior to publishing if appropriate.

Distribution:

Starting in January 2009, the *Techniques* newsletter changed from an 8-page monthly publication to a 10-page publication every other month.

The *Techniques* newsletter is delivered at the beginning of each even-numbered month. It can be received either by physical mail or e-mail. Members can choose their preferred method of delivery and can change method at any time by notifying the office. If delivered by e-mail, the member will be e-mailed on or slightly before the first of the month (or the next closest day if the first falls on a weekend). Either a link will be provided to the Web site where the newsletter is located, or via an attachment with a PDF formatted newsletter.

On odd-numbered months, an “E-nformation” e-mail newsletter will provide an update of current issues. This will be distributed to all members with a current e-mail address on file.

Advertising Guidelines:

Currently, only commercial advertising is allowed in the *Techniques* newsletter.

The goal of advertising in the newsletter is to inform CACVT members of products or events that will either directly assist the healthcare team, or help them provide information to the veterinarian or client. For complete guidelines and cost, contact the office.

1. All advertisements must be related to the field of veterinary medicine and/or healthcare. Homeopathy, chiropractic and acupuncture may be included, as long as licensure is verified, and any state regulations are complied with. Ads for massage therapy are also acceptable.
2. Ads for pet food products must be ones sold to veterinary clinics only (this does not include general maintenance-type formulas, but rather prescription-type diets or products not typically found “over-the-counter”).
3. Events occurring outside the clinic such as pet walk-a-thons, pet adoption fairs, fundraisers (especially by not-for-profit organizations), etc. This could also include disaster relief education and events.
4. Any continuing education events.
5. Help wanted ads limited to those associated with veterinary medicine or related areas of interest.
6. No advertisements concerning animal rights or activism will be accepted. We are supporters of animal welfare and feel that animal rights information conflicts with our views about the information contained in our publication.

Consistent Terminology

- ❖ e-mail (not capitalized unless beginning a sentence, use the dash)
- ❖ Internet (always capitalized)
- ❖ Web site (Web capitalized, space in between)
- ❖ World Wide Web or WWW (unless followed by an address, then small case as in www.cacvt.com)
- ❖ Three or more items in a line, commas separating them all (example: a ball, rock, and dog)
- ❖ Phone numbers separated by dashes: 303-318-0652
- ❖ States always the 2 letter abbreviation for addresses: CO
- ❖ If a state is used in a sentence, then spell out: Colorado
- ❖ Fonts = Times New Roman, Verdana



Supporting Quality Veterinary Care

CACVT

191 Yuma Street
Denver, CO 80223
office 303-318-0652
toll free 1-866-318-0652
fax 303-318-0651 or e-fax 309-408-3976
info@cacvt.com
www.cacvt.com

Model Release Form

For and in consideration of my engagement as a model by _____, hereafter referred to as the photographer, on terms or fee hereinafter stated, I hereby give the photographer, his legal representatives and assigns, those for whom the photographer is acting, and those acting with his permission, or his employees, the right and permission to copyright and/or use, reuse, and/or publish and republish photographic pictures or portraits of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious names, on reproductions thereof in color, or black and white made through any media by the photographer at his studio or elsewhere, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release and discharge the photographer, his representatives, assigns, employees or any person or persons, corporation or corporations, acting under his permission or authority, or any person or persons, corporation or corporations for whom he might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, blurring, or alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing or reproduction of the finished product, its publication or distribution of the same, no matter the outcome created by said publication or reproduction.

I hereby warrant that I am over twenty-one years of age, and competent to contract in my on name insofar as the above is concerned.

I have read the foregoing release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof.

Name (print): _____

Date: _____

Signature: _____

Witness: _____

Date: _____

I hereby certify that I am the parent/guardian of _____ who is under the age of twenty-one years, I hereby consent that any photographs which have been or are about to be taken by the photographer may be used by him for the purposes set forth in original release hereinabove, signed by the infant model, with the same force and effect as if executed by me.

Parent/guardian (print): _____

Date: _____

Signature: _____

o NAVTA Representative

The CACVT NAVTA representative will be a voluntary position supported by the CACVT. The position will be appointed and/or approved yearly by the current CACVT President. This position is a rewarding one. It offers nationwide networking opportunities in addition to many monetary and intangible benefits.

The duties of the NAVTA representative will include, but not be limited to:

- ❖ being the primary contact person for NAVTA
- ❖ provide information to NAVTA about CACVT in a timely fashion
- ❖ report to CACVT any information about NAVTA
- ❖ attend NAVTA functions as appropriate and approved by CACVT, including, but not limited to, the Leadership Conference (traditionally sponsored by Hills and held in Kansas City, MO).
- ❖ design and initiate methods to promote membership and participation at the national level
- ❖ promote a cooperative professional relationship among CACVT, NAVTA, and other related entities

Statement of Purpose

(printed from www.navta.net)

Even though the State Representatives Network is over 10 years old, NAVTA continues to have members and state associations ask about the network. How does it function? What are the advantages to the state in having a representative? What are the advantages for the average technician? Hopefully, this handbook will address these questions.

The main goal of the State Representatives Network (SRN) is communication or networking. This communication strives to be a two way path between the state association and the national association. Communication and networking is achieved through a variety of means.

Information, above and beyond the information contained in the NAVTA Journal is given to the State Representative (SR) for dissemination to veterinary technicians in their state. In most states this information is shared through state association newsletters and meetings. Information to share with NAVTA's Executive Board and its membership is sent from the State Veterinary Technician Association (SVTA) to the SR and then to NAVTA via the Chair of the SRN.

There are many advantages for the SVTA to appoint/elect a State Representative to NAVTA. The biggest advantage is increased access to the national association. Many technicians and SVTA feel alone and isolated when facing issues that affect our profession. When speaking with technicians from across the United States and even from foreign countries, one thing has become very clear. The major issues that we, as a profession, are dealing with are universal through out the field. Each situation is unique to the individuals and associations but the issue has been or is being dealt with by someone else in the network. Knowing this is the case, the State Representative Network can place technicians and associations in contact with others to learn from their earlier interactions.

There are also many advantages to the individual veterinary technician. A strong national and state association will have a stronger voice in working towards improving the profession. Technician utilization, pay for skills, terminology, accreditation, credentialing, public recognition, and sources for continuing education are just a few of the areas that powerful associations can effect. A united voice occurs when individuals, states and national groups communicate and work together towards common goals. The State Representative Network is an important link to this chain.

To summarize, both SVTA and NAVTA perform many of the same duties on different levels. The State Representative is in the front line of communication, working to keep the channels open between these two levels, for the health of our profession.

● Acknowledgment of Policies and Guidelines

I have read the policies and guidelines set forth in this chapter and agree to comply fully with its terms and conditions at all times during my service as a Committee Chair. I recognize that not everything is written and some common sense and knowledge of Board governance and association management must also be considered in my service to the association.

Please initial by each area:

- _____ Mission
- _____ Benefits Policy
- _____ Professional Appearance and Conduct
- _____ Responsibilities and Expectations
- _____ Conflict of Interest Policy
- _____ Terminology Policy
- _____ Tape Recording of Meetings
- _____ What to Expect as a Committee Chair
- _____ Individual Duties and Responsibilities of the office
- _____ Legal Considerations

Disclosure or potential conflicts of interest:

Committee Chair (print name): _____

Committee Chair signature: _____

Date: _____

Please submit to the CACVT office. Thank you for your dedication to the association.