



Supporting Quality
Veterinary Care

Volunteer Information & Orientation



Volunteer Information & Guidelines

CACVT Vision & Mission Statement



Vision

- ◆ Increase awareness of the value of the veterinary healthcare team
- ◆ Increase resources for the association and all members
- ◆ Support and bridge together a growing profession

Mission

- ◆ Govern and certify veterinary technicians
 - ◆ Champion animal health and welfare
 - ◆ Promote professionalism and career advancement
- ◆ Advocate for the veterinary healthcare team
 - ◆ Provide educational opportunities
- ◆ Collaborate with the veterinary community and allied groups

CACVT enhances professionalism through

- ◆ Compassion, trustworthiness, knowledge, growth
 - ◆ Commitment to members
- ◆ Stability, credibility, communication



CACVT... Get Involved ... It's About You... It's For You...

CACVT works steadily to elevate the profession of the animal healthcare team. This includes *Certified Veterinary Technicians, Associate Members* and *Student Members*. Committees are staffed by volunteers that do everything from monitor legislative issues - to the committees that take responsibility for promoting and marketing the profession. Other committees have been formed to create opportunities for continuing education, to handle membership concerns, ethical issues, and many other matters.

The association has persevered and thrived because of the contributions of many dedicated individuals over the years. Each individual who has offered his/her time and talent has enriched this association. *CACVT appreciates the past, current, and future volunteers.*

Every CACVT member is encouraged to get involved (in some way) with the association! It is only by working together that we can make a direct impact on our profession in a positive and proactive way.

Denise Mikita, MS, CVT
Executive Director

How do YOU Benefit by Volunteering?

Professional / Career Benefits

By volunteering for CACVT, you become part of a wonderful network of professionals who care deeply about their vocation. Over the years, CACVT volunteers have worked diligently to promote and elevate Certified Veterinary Technicians, Associate Members and Students as they discern their important role as members of the veterinary healthcare team.

As a volunteer, you can help to determine the direction that CACVT takes; which ultimately affect the profession.

Personal Benefits

Volunteering assists you in many other ways. It helps in networking with colleagues; providing opportunities to meet people one would never meet otherwise. Here are some additional personal benefits:



1. Builds Confidence

Many volunteers encounter a variety of new challenges when they begin giving time in their communities. Sharing experiences with new people allows you to learn and use skills that are confidence builders when facing challenges in other areas of your life.



2. Introductions to New People / Friends

There is no better place to meet like-minded individuals than through volunteering for a cause you believe in. Working together to bring about a change is a great way to bond with others, and become part of a community that can stay in touch long after your work is done. It is also a great way to meet people from a diverse range of backgrounds - people who may become great friends.

3. Creates more fun in your life

Many volunteers are surprised at how much fun it can be to help! Not every volunteer experience is the same, but when the opportunity matches the interest, there is a good chance that you will have fun while giving time!

4. Career benefits

Volunteering can also help your career. Here is a brief list of what employers and volunteers have to say about volunteering:

a. Employers "say:"

- they would employ a candidate with volunteering experience over one who had no volunteer experience;
- believe that volunteering can add to skills;
- volunteer work experience can actually be more valuable than experience gained in paid employment. And, individuals who learn new skills benefited either by getting their first job, improving their salary, or being promoted.

b. Volunteers "say:"

- volunteer activities help them with their interpersonal skills, such as
- understanding people better, motivating others, and
- dealing with difficult situations;
- volunteering helped them to develop better communication skills and
- thereby were able to increase their knowledge
- about issues related to their volunteering.

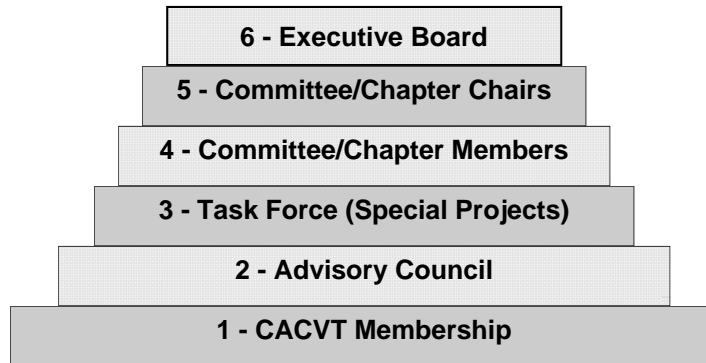
A "boost" for your career!

*If you are already working,
volunteering can help you
enhance and/or change your
career direction.*



Volunteer Information & Guidelines

CACVT Volun/Tiers



1 - CACVT Membership

Time Commitment
(Approx. 8-16 hours/year)

Attends conferences (for continuing education), general membership meetings, participates in chapter meetings/events and other activities associated with CACVT. Members participate in voting for the Executive Board each year, and other voting issues (such as Bylaw changes).

2 - Advisory Council

Time Commitment:
(Approx. 1-2 hours/month)

Assists Executive Board and Committees with decisions affecting CACVT. Volunteers are asked to respond to situations based upon their knowledge and/or experience, or by asking other people. *There are no meetings to attend - all communication is done via email.*

3 - Task Force

Time Commitment:
(Defined at beginning of project)

Charged with special, limited time projects. (Example: The NVTW Task Force under the PR Committee, develops activities for the upcoming NVTW in October.) Each task force will have a leader and be under a specific committee. Meeting attendance is dependant upon project.

4 - Committee/Chapter Member

Time Commitment:
(Approx. 3-5 hrs/month)

Implements the goals and responsibilities of the committee/chapter. Works closely with the Chair and other committee/chapter members to ensure completion of tasks in a professional and timely manner. Some meetings and events to attend, as well as email communication.

5 - Committee Chair

Time Commitment:
(Approx. 4-6 hrs/month)

CVTs appointed by the Executive Board. Directs, organizes and coordinates the duties of the committee. Ensures that the committee members understand the mission and goals of CACVT as well as the specific committee. Communicates regularly with committee members and staff through meetings and email. Reports to the Executive Board. Attends general board meetings.

6 - Executive Board

Time Commitment:
(Approx. 6-7 hrs/month)

Has responsibility for oversight of CACVT & decisions that affect the Association and profession in Colorado. Consists of eight (8) CVTs. Attends meetings and multiple CACVT and other Association events.

Executive Board Position Guidelines

All Executive Board positions are 2-year terms; the first year being an "Elect" position
Terms run from July 1 through June 30 each year

President

Term: 2 years
(One year as President-Elect)

The President is the role model, leader, and figurehead. In working with the staff, the President will oversee all aspects of the association and be available to the leadership and membership. The President chairs all board meetings, attends events, and ensures a well-run and effective Association.

Vice President

Term: 2 years
(One year as Vice President-Elect)

The Vice President will assist the President in all matters. In the event the President is absent, the Vice President shall preside over all meetings of the members and Executive Board. The Vice President is also the chairperson for the Finance Committee, and shall help supervise all financial matters of the CACVT. In the event the President is unable to fulfill his/her term, the Vice President shall succeed to the Presidency.

Secretary

Term: 2 years
(One year as Secretary-Elect)

The Secretary will be responsible for keeping an accurate record of all Executive Board, Special and General Membership meetings. The Secretary, working with the President and Executive Director will prepare the agenda for each meeting in a timely manner, distribute the minutes in a timely manner, and assist the President and/or Vice President in all matters.

Treasurer

Term: 2 years
(One year as Treasurer-Elect)

The Treasurer shall be responsible for the general financial status of CACVT and will communicate with the Executive Director regarding the receiving and disbursement of such funds. While the Treasurer can write checks as appropriate, generally the Executive Director disperses the funds for ease and timeliness. The Treasurer, working with the Vice President, oversees the financial checks and balances of the association.

"Elect" Positions

Term: 2 years

During this year, an "Elect" learns the position and how the Executive Board functions. An Elect has all responsibilities of the Executive Board, assisting and making decisions when needed. Succeeds to the elected office the following year.



CACVT Committees/Chapters

CACVT Committees - Working Together

Committees are a 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 more than a few people to investigate, develop alternatives, and make recommendations for action to the Association as a whole.

CACVT works towards conducting business in as simple and informal way as possible in order to allow all committee members maximum opportunity to discuss the matter before them. Recommendations of the committee should be agreed upon by consensus.

After the committee considers the business with which it is charged, recommendations are presented at board meetings. The Executive Board then acts on the recommendations of the committee.

A list of Committee Chairs is on our website at www.cacvt.com.



As a volunteer, you can help to determine the direction that CACVT takes which can ultimately affect the profession.

CACVT Chapters - Working Together by Region

Local Chapters are designed to bring CACVT members together who reside in a specific area or region of Colorado. Chapters minimize travel as events are held in a specific location.

At present there are three chapters in CACVT: **Mile High** (Denver/ Front Range), **Grand Mesa** (Grand Junction), and **Ute Valley** (Montrose). A list of Chapter Chairs is on our website at www.cacvt.com.

If there is not a chapter in your area, consider starting one! CACVT is ready to help with guidelines and tools to assist you.





Certification Branch

Currently two committees make up the Certification Branch. This is the entity that sets guidelines for certification of individuals in the state of Colorado, and oversees renewal through continuing education requirements.

Certification Committee

Mission Statement: The mission of the certification committee is to oversee all aspects of the certification process which includes the testing process via the Veterinary Technician National Exam (VTNE) and continuing education (CE) credits.



In general, this committee oversees all aspects of the certification process. No persons employed by a school of Veterinary Technology are eligible to serve on this committee.

The duties include, but are not limited to:

- Establish and monitor all guidelines concerning the Veterinary Technician National Exam (VTNE)
- Set the passing score for veterinary technicians in Colorado.
- Establish Continuing Education (CE) criteria.
- Establish appropriate CE amounts, time frames, and keep individual records.
- Set fees appropriate to meet expenses and provide services.


Association Branch

The rest of the committees comprise the Association. This part oversees the supporting aspects of the profession once a person is certified. It also supports the entire ancillary healthcare team.

Conference Committee

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

This committee focuses on offering well-rounded Continuing Education (CE) at various locations throughout the year. They plan the conference/seminar, identify speakers and topics, identify a location, and assist on site



Do you have an idea
for a new volunteer
opportunity?
Suggestions are always welcome!

Ethics Committee

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.

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 actions that are deemed necessary
- being directly involved in legislative activities that promote veterinary technicians and the CACVT
- All CACVT members are encouraged to attend Veterinary State Board Meetings to become familiar with the legal aspects of veterinary medicine

Sub committees associated with the Ethics Committee

- Leadership Development Process Sub committee—the focus is to develop and enhance the active CACVT leaders.





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Membership Committee

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 that other associations promote for membership.

Sub committees/people associated with the Membership Committee

- Awards Sub Committee - 2 x per year (promote and evaluate nominations - generally no meetings)

Career Advancement Sub Committee

Mission Statement: The Career Advancement Sub Committee for veterinary technicians is dedicated to helping credentialed technicians advance their career in veterinary technology by providing information and guidance on a technician's career path choice. The committee will help provide up-to-date information on all new advancement pathways.

Emergency Preparedness Sub Committee

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

Public Relations Committee

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.

Additional duties of the PR committee are:

- designing and initiating methods to promote membership and participation
- promoting a cooperative professional relationship with the general public and other veterinary related organizations
- providing programs that promote and support veterinary technicians and promoting active participation of CACVT members
- supporting activities concerning the Booth including attending several veterinary and public functions through out the year
- supporting activities concerning National Veterinary Technician Week in October



Sub committees/people associated with the PR Committee

- Communications (advises/assists with decisions affecting all CACVT publications and website)
- NAVTA Representative

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. Some duties of the NAVTA representative include being the primary contact person for information exchange between NAVTA and CACVT, attend NAVTA functions as appropriate and approved by CACVT, and promote a cooperative professional relationship among CACVT, NAVTA, and other related entities.



CACVT Chapters

Benefits of a Chapter:

- brings together people in the same physical area
- opens opportunities for CE in a specific area or region
- provides resources from CACVT that can be applied directly to that region

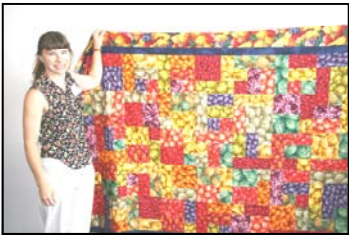


Congratulations ~ You have decided to Volunteer! Now what???

Designing Your Volunteer Profile

It's time for you to take an inventory of YOU and decide....

“...What do I want to do?”



Chapter Participation

- Which committee/s interests me?
- Would I prefer to be involved at a chapter level?
- Am I better in a supportive role?
- Would I want to consider a leadership position?
- What skills and/or gifts can I contribute?
- What do I want to learn?

Committee Member

Advisory board

- Would I be good “behind the scenes” ?
- Do I want to work with people I know?
- Am I ready to “go outside of my box” and meet new people?
- Do I want to work on my own ~ helping with projects I can do at home?
- Am I passionate about my profession and can I share that passion with others?

Executive Board

Committee Chair

Task Force



- Could I mentor to a veterinary technician student?
- Can I contribute to the newsletter?
- How much time can I commit?
- Do I have a friend who can volunteer with me?



Who is your Volunteer Coordinator?

Dear CACVT Members!

Thank you for your interest in participating as a volunteer for CACVT. Volunteers are a very important and necessary part of how CACVT operates. What many people discover is that volunteer not only helps other, but is also very gratifying personally.

Associations like CACVT rely on strong support and participation from its members to achieve desired results. Individual and group recognition for outstanding achievement is the most valuable asset for any profession. It helps get the value and respect that you deserve. It also leads to cutting edge ideas and opportunities that make your job exactly what you want it to be. Volunteering will help build the confidence to expand your career skills. It is something that other professionals recognize as a representation of individuals that posses the qualities of outstanding leadership.

Your participation is necessary to help Colorado certified veterinary technicians and all other team members continue to rise to the top and be recognized. There are many ways to get involved and contribute to the organization and the community. We value your ideas and are excited to work with you.

Do you have questions? Comments? Suggestions? Please contact the CACVT office at any time.

It is one of the most beautiful compensations of life, that no man can sincerely try to help another without helping himself.

~ Ralph Waldo Emerson

CACVT Social and Volunteer Orientation

Meetings from 6:00 pm - 8:00 pm at various locations across the state.

Please RSVP - 303-318-0652

admin@cacvt.com

Visit www.cacvt.com/volunteer for details



Get a volunteer “buddy!”

Does the unknown or unfamiliar sometimes discourage...dissuade...prevent... you from taking the next step?

Join forces with a fellow CACVT member and volunteer together!



Volunteer Appreciation Program

CACVT is grateful to our volunteers for their commitment and efforts on behalf of the Association and the membership. To show their appreciation, CACVT offers the following items and opportunities to our member volunteers. It is up to each volunteer to keep track of their hours and to contact the Volunteer Coordinator to request the items.

List of Volunteer Appreciation Items

Level	"Swag"	# Volunteer Hours
1	CACVT Pin	2
2	Merck Manual (limited numbers)	4
3	Coffee Mug	9
4	Collared Shirt	21
5	Hoody / bag	30
6	Complementary Focus Conference	45
7	Complementary Spring Conference	55
8	NAVTA Dues	65
9	1/2 CACVT Membership Dues	85
10	1/2 CACVT Membership Dues	105



