

**American Academy of Veterinary Nutrition
Executive Director Job Description**

An Executive Director may be retained by the Executive Board for compensation.

The Executive Director shall:

- Perform and direct the administrative functions for the Academy and oversee the financial affairs in conjunction with the Treasurer.
- Serve as a non-voting member of the Executive Board and an ex-officio non-voting member of the Academy's committees, standing and ad hoc.
- Promote awareness and enhance the status of the AAVN within the veterinary community and among consumers, thus enhancing the value of membership.

List of Tasks to be performed by the Executive Director:

- **Communications**
 - Develops and publishes the Academy's membership directory in the Members Only area of the AAVN website.
 - Maintains effective relationships with other organizations (e.g., AVMA, ACVIM, ACVN, AVNT, CNS, ESVCN, NAVC, PNA, and WSAVA) and sees that the position of the Academy and its members is enhanced in accordance with the policies and objectives of the Academy.
 - Distributes media releases and arranges for media interviews as appropriate.
 - With the assistance of the Outreach committee
 - Oversees the content on the AAVN website and maintains current information including the Members only area:
 - Membership Directory
 - E-newsletters
 - Symposium Proceedings
 - Executive Board Meeting Minutes
 - Annual Business Meeting Minutes
 - Annual AAVN Symposium Information
 - Nutrition Meetings
 - Assists in producing and distributing other publications such as a newsletter, brochures, etc. and uses these to promote the interest and active participation in the Academy's activities as well as to report on the activities of the Executive Board.
- **Public Relations**
 - Assists with establishing the Academy as a spokesperson for veterinary nutrition. Plans, coordinates, and conducts (in concert with the Outreach Committee) a public relations program to enhance the awareness and value of the Academy.
 - Acts as a liaison between the general public and the Academy, handling requests for information regarding veterinary nutrition in general and the Academy in particular.
 - Represents and communicates the Academy's position to the media and general public.

- Establishes and maintains relationships with the Colleges of Veterinary Medicine, SAVMA, constituent veterinary organizations, regulatory agencies and affiliated organizations.
- **Annual Symposium/Seminar(s) and Meeting**
 - Annual Symposium/Seminar(s)
 - Negotiates contracts and agreements for facilities, services, supplies, equipment and staff. Conducts site search and negotiates contracts as required.
 - Assists the Educational Program Committee with the development of event(s), scientific program(s) and speaker arrangements, operating within budget and program objectives.
 - Markets the symposium and seminar(s) to the appropriate audience and vendors
 - Solicits sponsorship support.
 - Handles all aspects of registration and management with assistance from the Educational Program Committee.
 - Promotes and publicizes the symposium/seminars through mailings and media releases.
 - Meetings
 - Plans and arranges for regular Executive Board teleconferences and develops the agenda in consultation with the President for such meetings.
 - Presents a report to the Executive Board at its teleconference and to the Academy membership at the annual member's business meeting.
 - Sends out notices of regular and special meetings to the Academy members and the board.
 - Oversees the logistics of the annual member's business meeting.
- **Revenue Generation**
 - Maintains and fosters current sources of revenue for the Academy.
 - Explores new sources of revenue for the Academy.
 - Assists the Executive Board in generating income to help the Academy to become self-sustaining and fiscally sound.
- **Management**
 - Maintains archival copies of all publications, documents, and other records of the organization.
 - Membership
 - Maintains the membership records
 - Receives all applications for the Academy membership and refers application to the Executive Board as directed.
 - Increases and enhances direct benefits to members.
 - Communicates with the membership via the AAVN listserv.
 - Assists in maintaining the membership listserv.
 - Assists in increasing AAVN membership numbers.
 - Budget & Finance

- Assists the Treasurer at the direction of the Executive Board.
 - Serves as the primary custodian of the financial assets for the Academy and maintains the bank accounts by which to collect funds and disburse expense payments.
 - Collects membership dues and terminates delinquent members.
 - Sends quarterly check registers and income statements to the President and Treasurer.
 - Files the annual Not For Profit report with the State of Illinois.
 - Works with the CPA to complete and file the annual 990 Form with the IRS and prepares a compilation report for a semi-annual audit.
 - Maintains and files all vouchers and invoices accompanying them for a period of not less than five (5) years.
- Assists in the planning and organizing of membership promotion and retention programs, evaluates results and recommends policies, procedures, and action to achieve membership goals.
 - Provides Board and Committees support with notices, electronic reminders, etc.
 - Arranges for Executive Board teleconferences
 - Works together with other Officers and Committees to enhance and build upon the mission, programs and member benefits of the Academy
 - Maintains copies of all official correspondence

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