



FREQUENTLY ASKED QUESTIONS

1. How can I become a member of the AAHA Board of Directors?

First, determine if you meet the eligibility requirements per the Associations Bylaws:

Eligibility Requirements:

Vice President

The Vice President must each be a licensed veterinarian who was an Accredited Practice Team Member for no less than three (3) consecutive years at least six (6) months prior to their accession to the office of Vice-President (or President-Elect, as applicable).

Director

Each Director must have been an Accredited Practice Team Member for at least three years immediately preceding election. Directors must be those individuals committed to achieve the mission and objectives of the Association and should reflect a range of skills and diversity, including but not limited to diversity of thought, background, geography, and practice type.

Eligible members may submit an application (cover letter, two-page resume and Competency Self-Assessment) on the AAHA website. The application is a critical element of the selection process to identify new Board members who fit AAHA's strategic needs. The Leadership Identification and Nominating Committee (LINC) will use application materials to evaluate which candidates are likely to make a unique and important contribution to the Board's work.

2. How will the Leadership Identification and Nominating Committee evaluate my application?

The LINC will select finalists from the applications submitted based on how well applicants fit with the current needs of the board.

3. What happens after I complete and submit the application?

AAHA executive staff will send a list of application questions on February 18th, 2025 which will require your written response by March 3rd, 2025. LINC will review all applications and select finalists to interview. If you are selected for an initial interview, a member of the AAHA executive staff will contact you in late April to coordinate an in-person interview.

4. If I am selected for an interview, what should I expect?

LINC will conduct face-to-face interviews in Denver, Colorado May 16th-May 17th, 2025. Interviews last approximately one hour. Scheduling is often done to permit flying in and out on the same day. However, limited flight availability may require an overnight stay. Travel expenses will be reimbursed.

5. If I am invited to serve on the Board, when would I attend my first meeting?

All Board members are expected to attend a meeting held in conjunction with the Yearly Conference, AAHA Con, in September each year. AAHA Con 2025 takes place Thursday September 11th-Saturday September 13th. New board members will be invited to attend an orientation on Tuesday September 10th and will be invited as a guest to a board meeting on Wednesday September 10th. Detailed logistical information will always be sent to you well in advance of each meeting.

6. What are the terms for positions on the Board?

Directors and the Secretary/Treasurer serve incremental terms of 1, 2, and 3 years. While candidates for the board and/or secretary/treasurer will be asked to commit to three years, the first year is a trial term, with eligibility for a second 2-year term.

At the end of the first term, LINC and the Board of Directors will make a decision as to whether the individual should serve a second term based on the individual's demonstrated interest and performance as well as the current competency requirements of the Board.

7. Where are the Board meetings held, and how frequently does the Board meet?

The Board meets three times a year: once at the location of the yearly conference in September, once at a destination selected by the president in June, and once at to be determined location in January. Typically, meetings are scheduled for two to three days. Additionally, the Board may occasionally conduct meetings by conference call as needed.

***These dates are subject to change**

8. Is travel to Board meetings reimbursed?

Yes. AAHA will reimburse all direct expenses (airfare, ground transportation, meals, hotel accommodations, etc.) incurred by members of the Board of Directors while these individuals are traveling on AAHA business. Reimbursement is dependent on the travel having been previously authorized or approved as a reimbursable event, the proper completion of the expense voucher, and the submission of the appropriate receipts and the completed voucher within 30 days of the dates of travel.

10. As a member of the AAHA Board of Directors, what are my responsibilities?

Please refer to the Job Descriptions and Board Charter posted on the AAHA website.

11. What else will I be expected to do as a Board member?

Board members are expected to serve as Board Liaisons for certain committees or other leadership groups. (The president-elect makes these assignments before the start of the new leadership year, which occurs on the last day of the yearly conference.) Currently Board Liaisons are required for the following: Membership Audit and Control Committee and the Practice Accreditation Committee.

16. Are Board members required to sign a Conflict of Interest policy?

Yes, all members of the Board must sign a Conflict of Interest Disclosure Form every year. In addition, new Board members are required to sign a Non-Disclosure/Confidentiality Agreement before their service commences.