

## **JOB TITLE: DIRECTOR**

**GENERAL DESCRIPTION:** Directors are responsible for promoting the welfare of the American Animal Hospital Association and for being thoroughly aware of the activities and policies of the Association established by the Board. The Directors must be committed to achieving the vision and objectives of the Association, and must reflect a range of skills and diversity of thought, geography, and practice type adhering to the core values.

**RESPONSIBLE TO:** Board of Directors and general membership.

### **DUTIES AND RESPONSIBILITIES:**

#### ***Board Related***

1. Attends all meetings of the Board, both virtual and in person. Prior notice of necessary absence shall be filed with the President or Chief Executive Officer. Respond to Board correspondence in a timely manner.
2. Collaborate to develop a unified vision for the Board.
3. Participate in efforts to identify and mentor potential future leaders of the Association.
4. Participate in annual reviews of oneself, other board members and the CEO.

#### ***Membership Related***

1. Serve on and attend meetings of committees and Task Forces as may be assigned by the President.
2. Regularly report activities to the Board, apprising the Board of developing issues and concerns of the membership.
3. Regularly promote membership in the American Animal Hospital Association for all classes of members.
4. Support and communicate to the profession the decisions and actions taken by the Board of Directors.
5. Attend AAHA Con as a representative of the Board and interact with members, attend scheduled events and other events as deemed necessary by the President.

#### ***Operational and Political***

1. Promote a strong liaison role with various other associations, groups and individuals interested in the betterment of veterinary medicine.

2. Serve as a communication conduit among the membership.
3. Look for opportunities to innovate and serve the membership and the Association.

## **BOARD MEETING SCHEDULE**

These are the standard meetings that the AAHA Board of Directors hold each year (subject to change):

- **January**
  - Full In Person Board Meeting; two full days – Location TBD
- **April**
  - 4 Hour Board Meeting - Virtual
- **May**
  - 2 Hour Preliminary Budget Meeting - Virtual (attended by President, President Elect and Secretary/Treasurer)
  - 4 Hour Budget Meeting # 1 - Virtual
  - 2 Hour Budget Meeting #2- Virtual
- **June**
  - Full In Person Board Meeting; three full days - In President's choice of location
- **September**
  - 4 - 6 Hour Board meeting in conjunction with AAHA Con (the day before opening day)
  - Board member will attend AAHA Con
- **November**
  - 4 Hour Board Meeting– Virtual

\*Occasional ad hoc virtual meetings coordinated around Board of Director schedules

## **TRAVEL EXPENSES**

AAHA will reimburse all direct expenses incurred by members of the Board of Directors while traveling on AAHA business including flights, transportation, and mileage incurred due to travel. Travel expenses can also be coordinated through the Executive Assistant as needed.