

JOB TITLE: VICE PRESIDENT

GENERAL DESCRIPTION: The Vice President is the second in line to succeed the President. The Vice President is responsible for the general welfare of the Association through election as an officer of the Association. The Vice President will assist the President in implementing Association policy which will promote growth and general betterment of the practice of veterinary medicine as it relates to all categories of membership.

RESPONSIBLE TO: Board of Directors and general membership

DUTIES AND RESPONSIBILITIES:

Board Related

1. Attends all meetings of the Board of the Board, both virtual and in person. Prior notice of necessary absence shall be filed with the President or Chief Executive Officer.
2. Works to develop a unified vision for the Board.
3. Serves as President-Elect in the absence of that officer and shall perform the duties of the President in the absence of both the President and the President-Elect or in the event both of such Officers refuse or are unable to perform the duties of those offices.
4. Serves as a member of the Board of Directors.
5. Participates in efforts to identify and mentor potential future leaders of the Association.
6. Performs such other duties as may be assigned by the Board of Directors from time to time.
7. Participate in annual reviews of oneself, other board members and the CEO.

Membership Related

1. According to the AAHA Bylaws is a member of the Membership Audit & Control Committee.
2. Supports and communicates to the profession the decisions and actions taken by the Board of Directors.
3. 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. Serves on committees and task forces as appointed by the President.

2. Performs such other duties as may be assigned by the Board of Directors from time to time.

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.