

# WANTED IN 2016

## AAAP EXECUTIVE VICE PRESIDENT

Dr. Charles Hofacre will be stepping down as AAAP's Executive Vice President July 2016 and the AAAP Board of Directors are actively pursuing applicants for this position. The new Executive Vice President will be elected at the AAAP Annual Meeting in July 2015. There will be one year of overlap with Chuck to enable a smooth transition to this important position.

The Executive Vice President position has a renewable term of 5 years. The AAAP membership must vote to reaffirm the Executive V.P. each year. This position includes an honorarium. Interested applicants can submit a letter of interest and a CV to the AAAP Board of Directors at [aaap@aaap.info](mailto:aaap@aaap.info) beginning August 1, 2014. Letters recommending the applicant are also welcome.

### The AAAP Board of Directors will be looking for a candidate who;

- is a full member of the AAAP and a member of the AVMA.
- has a passion and vision for the AAAP.
- is able to work collaboratively with the AAAP Business Office on the oversight of the AAAP.
- is comfortable acting as a spokesperson for the AAAP.
- has a working knowledge of AAAP affiliated organizations including the AVMA, WVPA, CAST, USAHA, NIAA, PAACO and others.
- has leadership experience.
- has financial oversight experience.

### Outline of AAAP Executive V. P. Job Responsibilities

The AAAP Executive V.P. will:

- assist the Business Office in annual development of budget.
- write 2 letters for the semi-annual newsletter.
- act as the WVPA Bureau representative at the biennial WVPA meeting.
- write the annual report for AAAP, Inc.
- write the annual report for AAAP Foundation, Inc.
- answer member's questions on phone, e-mail, snail mail.
- direct or answer questions from news media.
- assist the AAAP Business Office in determining what items require board action/votes.
- assist the AAAP Business Office in setting the agenda for Board of Directors meetings.
- attend all Board meetings.
- charge the nominating committee each year.
- assist committee chairs with any organizational needs throughout the year.
- be available for AVMA, federal government or state government needs for rapid AAAP representation or find a member volunteer.
- assume all legal fiscal responsibility for both AAAP, Inc., and AAAP Foundation, Inc.
- assist the President in conducting the annual business meeting.
- assist the *Avian Diseases* journal editor and have fiscal responsibility for the journal.
- manage the AAAP Business Office staff as they carry out the daily and long term business of AAAP, Inc., and AAAP Foundation, Inc.
- assist the AAAP Business Office with the AAAP scientific meeting as well as assist the program chairperson at the annual meeting.
- assist the President of AAAP, Inc., and AAAP Foundation, Inc., with managing the Board of Directors.
- find members willing to volunteer to represent AAAP at various outside organizations such as the AVMA, USAHA, CAST, etc.
- meet twice per year at the AVMA offices in Schaumburg with the AVMA staff and AABP and AASV executives.

The day to day management of the AAAP is the responsibility of the AAAP Business Office. The Executive V.P. is ultimately responsible for oversight of the business office, insuring that the tasks carried out meet membership satisfaction. Below is a listing of the job responsibilities of the office supporting the Executive Vice President for AAAP and AAAP Foundation.

## Outline of AAAP Business Office Job Responsibilities

### Financial Management

- Collect member dues.
- Collect subscription renewals.
- Responsible for payment of all bills and expense reimbursements associated with the operations
- Manage investments and association cash flow.
- Keep AAAP Financial records and book keeping
- Work with accountants for quarterly and year-end financial statements and taxes.
- Electronically file receipts, bills and other financial information.
- Conduct financial planning and management practices.
- Develop annual budgets for board approval.

### Organize AAAP Annual Meeting

- Organize through the AVMA all meeting rooms and arrange and negotiate pricing for food/beverages for Scientific Program, Awards Luncheon, Board of Directors meetings, Wine and Cheese Social, New Member Meet and Greet and Past Presidents Luncheon, etc.
- Work with Development Director to procure sponsorships for the Annual Meeting.
- Work with AAAP Program Committee to assemble and produce the Scientific Program.
- Prepare and print the written materials for the Scientific Program and Awards Luncheon.
- Prepare AAAP Sponsor recognition.
- Run the AAAP information booth including selling educational materials.

### Facilitate AAAP Board Meetings

- Prepare and implement agenda for board meetings.
- Prepare and distribute the minutes of all board meetings.
- Implement and help establish timetables for long range management and organizational plans under the guidelines of the Board of Directors.
- Arrange for Board of Directors meeting at the IPE.
- Collaborate with the AAAP Board on AAAP strategic planning and management directions.

### Publish Quarterly Journal

- Procure advertisements for *Avian Diseases* journal and coordinate with publishing company for placement in journal.
- Oversee journal quality control.
- Negotiate contracts with publishing company and compare pricing and services.
- Work with publishing company on implementing new technologies.
- Manage the *Avian Diseases* editorial office:
  - vet manuscript submissions for quality control
  - trouble shoot for authors
  - bill for page charges and process payments
  - obtain copyrights
  - correspond with authors throughout the peer review process
  - work with the Editor on various projects
  - prepare and implement agenda for AD Advisory Board meetings
  - prepare and implement agenda for AD Editorial Board meetings
- Maintain mailing lists for journal distribution.
- Coordinate with *Avian Pathology* editor on shared content of AD and AP journals.

### Publish Educational Materials

- Negotiate contracts for printing new manuals
- Facilitate the committee chair's work to produce new publications.
- Work on layout design and photo quality with publishers.
- Obtain ISBN numbers and copyright protection.

### Bookstore

- Receive orders online, by phone or mail, create invoice and receipts and keep books for all orders placed.
- Print shipping labels, package books etc., and deliver to USP or other shipping company.
- Maintain shipping supplies, inventory and equipment.
- Maintain and update bookstore ordering forms and website information as necessary.
- Receive *Avian Diseases* lost claims. Correspond with customers to deliver the journal and update databases.

## Communicate with Members

- Conduct Elections and other types of membership voting.
- Create and conduct surveys
- Send member wide emails.
- Create and electronically publish spring and fall newsletters.
- Send new member packages.

## Support the work of committees

- Provide technical support for website and committee communications.
- Keep reports and committee rosters.
- Purchase all award plaques. Print all certificates and keep records of all awards and scholarships.
- Arrange for Membership Committee booth at IPE and supply educational materials for sale.

## Operations Management

- Keep and update databases (Access, website, Quickbooks, AllenTrack)
- File taxes. Pay yearly business registrations. File 1099s and 1096 forms.
- Prepare and update all brochures, flyers and public correspondence for distribution.
- Provide telephone coverage during regular business hours five days a week.
- Maintain and improve on AAAP Office systems and equipment.

## Manage AAAP Website

- Update all website content and development
- Help members navigate the website.
- Provide online access to *Avian Diseases* journal and other educational materials.
- Interface systems with other vendors, Allen Press, JSTOR, etc.
- Maintain job posting page on website.

## AAAP Foundation

- Process all donations to the Foundation.
- Send pledge reminder letters yearly.
- Prepare Foundation meeting agendas.
- Maintain all AAAP Foundation finances.
- Package all Foundation award applications for committee review for the following:
  - Kenneth Eskelund Preceptorship Scholarship
  - AAAP Foundation Poultry Scholarship
  - Schwartz Travel Scholarship
  - Richard B. Rimler Memorial Paper Award
  - Bruce W. Calnek Applied Poultry Award
  - Bayer-Snoeyenbos New Investigator Award
  - Reed Rumsey Award
  - Rosenwald Student Poster Award
  - Lasher-Bottorff Award
  - Life Membership Award
  - Phibro Animal Health Excellence in Poultry Award
- Pay out all awards and scholarships.
- Keep all Preceptorship plan records and evaluations.

*Note: In addition to supporting AAAP, the office also supports the American College of Poultry Veterinarians (ACPV) with similar management and financial responsibilities under the direction of the ACPV Secretary/Treasurer.*

