



Committee Descriptions

Membership Outreach: The primary function of the Membership Outreach Committee is to actively recruit new members, to monitor retention and to determine if membership needs are being met including recommending measures or services that will better meet the changing needs of members. The Membership Outreach Committee shall be comprised of the Chair, Vice Chair of New Members, Vice Chair of Students, Vice Chair of Technicians, Vice Chair of Member Retention, Vice Chair of International Membership and Vice Chair of Educational Opportunities.

Nominating: The primary function of the Nominating Committee is to oversee and supervise the nominating process for the Board of Directors. This will be done through regular and systemic evaluation of the board's strengths and weaknesses, the identification of potential board members and management of the selection and presentation of qualified candidates for election.

Finance: The primary function of the Finance Committee is to provide oversight and maintain financial stability for the organization. This includes budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies.

Conference*: The primary function of the Conference Committee is to plan, manage and oversee a quality continuing education conference on an annual basis. In addition, the committee will evaluate new potential continuing education opportunities through potential sponsorship and partnerships. **Comprised of Board of Directors members only*

Scientific: The primary function of the Scientific Committee is to oversee the awarding of research funds that promote research that specifically leads to the improvement in clinical care of exotic companion mammals. This includes seeking donors for the research fund, announcing the annual contest, reviewing submissions, determining the winners and serving as the scientific review committee for the AEMV conference.

Marketing: The primary function of the Marketing Committee is to develop, manage and execute all marketing related programs of the association. This includes development of a marketing plan and oversight of the association communication tools, including website, social media outlets, marketing emails, general email inquiries and printed materials. The Marketing Committee shall be comprised of the Chair, Executive Director, Vice Chair of Social Media, Vice Chair of Public Relations, Vice Chair of www.aemv.org and Vice Chair of Industry Liaisons.