AABP Committee Member Guidelines

1) Must be a current member of AABP. Committee members who do not renew dues by the deadline will be removed from the committee and require re-application to join the committee without resetting their term limits.
2) Application to volunteer on a committee should be made to the Executive Director, committee chair and vice chair via email. Contact information is located on the committee page of the AABP website (http://www.aabp.org/members/committees.asp)
3) In your email, please state your name, veterinary school, graduation year, any other degrees of board certifications, current professional activity or employment, and briefly state why you want to serve on the committee. All committee appointments are approved by the Board of Directors. Appointments can be made at the in-person spring or fall meeting or they can be made electronically. It typically takes 2-3 weeks for committee appointments to be approved by the board electronically.
4) Committee term length is 3 years with no more than two consecutive terms.
5) Students can request membership in the committee. Students are non-voting members of the committee but can participate in the list-serv discussions. Students can be added by the chair by emailing fred@aabp.org.
6) Once committee members are approved by the board, they will be added by the AABP office to the committee roster and will begin to receive emails from the committee list serve.
7) Requirements and expectations of committee member volunteers:
    a) Actively participate in the committee. Most communication is done via list-serv emails. It is expected that all committee members will review the emails and actively participate in the discussions.
    b) Suggested attendance at the committee meeting held at the annual conference at least once within your three year term.
    c) Participate in other committee communication activities such as webinars and conference calls.
    d) Provide guidance to the board of directors, executive committee and program committee
8) At the discretion of the chair, and approval of the board, committee members may be nominated to a second three-year term. Members who do not participate in committee activities may not be nominated or approved for a second term.
9) After serving two terms, committee members must go off the committee for one year before applying for another term.
10) Activities for committees during the year can include:
    a) Submission of abstracts to fred@aabp.org for inclusion in the newsletter.
    b) Development of CE content for members:
        i) Suggestion of content and speakers to the program committee of annual and recent grad conferences.
        ii) Development of webinar topics and speakers.
        iii) Development of podcast content and topics.
        iv) Development of seminar topics.

c) Provide input on guidelines and position statements at the request of the board or executive committee.

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