



TEXAS VETERINARY MEDICAL FOUNDATION Board of Trustees Position Descriptions

BOARD PRESIDENT

1. Serves as a member of the Board¹
2. Works in collaboration with the TVMF² CEO and COO
3. Provides leadership to the Board, which sets policy and to which the TVMF CEO and COO is accountable
4. Chairs meetings of the Board
5. Works with the TVMF COO to develop Board meeting agendas
6. Encourages Board's role in strategic planning
7. Appoints committee chairs
8. Serves as *ex officio* member of all Board committees and attends their meetings when invited or as appropriate
9. Discusses with the TVMF CEO and COO issues confronting the organization
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Monitors financial planning and financial reports of organization
12. Plays a leading role in fundraising activities
13. Works with the TVMF CEO to evaluate the performance of the TVMF COO
14. Informally evaluates the effectiveness of Board members
15. Serve on the executive, financial and investment committee
16. Ensures the regular evaluation of the organization's performance toward achieving its mission
17. Performs other responsibilities assigned by the Board
18. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
19. Sign annual Board Member Agreement and Board Annual Fundraising Involvement and Commitment
20. An ability to commit the time required to fulfill the responsibilities described

Considerations for Candidacy

- TVMA³ veterinarian (DVM) member in good standing
- Fosters the positive relationship between TVMF and TVMA
- Passion for the organization's mission

¹ For the purpose of this document, "Board" refers to the Texas Veterinary Medical Foundation Board of Trustees

² "TVMF" or "Foundation" refers to the Texas Veterinary Medical Foundation

³ "TVMA" refers to the Texas Veterinary Medical Association



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VICE PRESIDENT

1. Serves as a member of the Board
2. Performs President responsibilities when the President cannot be available
3. Works closely with the President and staff throughout the term
4. Works closely with the President to develop and implement transition plans for Board officers for next term
5. Serve on the executive, financial and investment committee
6. Performs other responsibilities as assigned by the Board
7. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
8. Sign annual Board Member Agreement and Board Annual Fundraising Involvement and Commitment
9. An ability to commit the time required to fulfill the responsibilities described

Considerations for Candidacy

- TVMA veterinarian (DVM) member in good standing
- Fosters the positive relationship between TVMF and TVMA
- Passion for the organization's mission

BOARD SECRETARY

1. Serves as a member of the Board
2. Maintains records of the Board and ensures effective management of organization's records
3. Manages minutes of Board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Provides guidance and is sufficiently familiar with organization's legal documents (articles of incorporation, bylaws, IRS letters, etc.) to note applicability
6. Serve on the executive, financial and investment committee
7. Performs other responsibilities as assigned by the Board
8. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
9. Sign annual Board Member Agreement and Board Annual Fundraising Involvement and Commitment
10. An ability to commit the time required to fulfill the responsibilities described

Considerations for Candidacy

- TVMA veterinarian (DVM) member in good standing
- Fosters the positive relationship between TVMF and TVMA
- Passion for the organization's mission



TEXAS VETERINARY MEDICAL FOUNDATION Board of Trustees Position Descriptions

BOARD TREASURER

1. Serves as a member of the Board
2. Understand and report to the Board the financial health of the organization including that the appropriate financial statements are reviewed by the board at least quarterly or as requested by the Board President
3. Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
4. Work with appropriate staff and other volunteers to make sound financial decisions
5. Works with the Finance Committee to ensure that financial policies are in line with nonprofit best practices
6. Work with appropriate staff to ensure that an annual budget is presented to the Board for approval
7. Work with appropriate staff and an outside certified public accountant to audit the Foundation's books and records at the end of each fiscal year
8. Work with appropriate staff and/or an outside certified public accountant to prepare tax returns
9. Serve as a signer on accounts and be available on a regular basis to sign checks for the Foundation
10. Works with appropriate staff and collaborates with financial advisor to oversee the Foundation's investments
11. Serve on the executive, financial and investment committee.
12. Ensure that board members receive the financial information presented to them and be available to answer questions
13. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
14. Sign annual Board Member Agreement and Board Annual Fundraising Involvement and Commitment
15. An ability to commit the time required to fulfill the responsibilities described

Considerations for Candidacy

- TVMA veterinarian (DVM) member in good standing
- Fosters the positive relationship between TVMF and TVMA
- Passion for the organization's mission
- An understanding of, and experience with, good financial management and reporting practices
- Knowledge of, or willingness to learn, best practices for the financial management of a 501(c)3 organization



TEXAS VETERINARY MEDICAL FOUNDATION Board of Trustees Position Descriptions

BOARD TRUSTEE: EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the Texas Veterinary Medical Foundation and to satisfy its fiduciary duties, the board is responsible for:

1. Determining the mission and purposes of the organization
2. Strategic and organizational planning
3. Ensuring strong fiduciary oversight and financial management
4. Fundraising and resource development
5. Approving and monitoring the Texas Veterinary Medical Foundation's programs and services
6. Enhancing Texas Veterinary Medical Foundation's public image
7. Assessing its own performance as the governing body of the Texas Veterinary Medical Foundation

BOARD TRUSTEE: EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

1. Each individual board member is expected to know the Texas Veterinary Medical Foundation's mission, policies, programs and needs.
2. Faithfully read and understand the Texas Veterinary Medical Foundation's financial statements
3. Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the Texas Veterinary Medical Foundations to advance its mission
4. Leverage connections, networks, and resources to develop collective action to fully achieve the Texas Veterinary Medical Foundation's mission
5. Give a meaningful personal financial annual donation
6. Help identify personal connections that can benefit the Texas Veterinary Medical Foundation's fundraising and reputational standing, and can influence public policy
7. Prepare for, attend, and conscientiously participate in board meetings
8. Makes serious commitment to participate actively in committee work
9. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
10. Gets to know other trustees and builds a collegial working relationship that contributes to consensus
11. Serves as an active participant in the board's annual evaluation and planning efforts
12. Follow the organization's bylaws, policies, and board resolutions
13. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
14. Sign annual Board Member Agreement and Board Annual Fundraising Involvement and Commitment
15. Maintain confidentiality about all internal matters of the Foundation



TEXAS VETERINARY MEDICAL FOUNDATION Board of Trustees Position Descriptions

16. Fosters the positive relationship between TVMF and TVMA
17. An ability to commit the time required to fulfill the responsibilities described

TVMF REPRESENTATIVE FOR TVMA BOARD OF DIRECTORS

The TVMA Board of Directors shall include one (1) member of the TVMF Board of Trustees appointed by the TVMF Board of Trustees. The representative appointed by the TVMF Board of Trustees shall serve as a voting member of the TVMA Board of Directors with one (1) vote.

TVMA BOD terms are three years, and directors may serve two consecutive terms if re-elected. They begin at Annual Conference and end immediately before Annual Conference.

The Board of Directors shall be the legislative body of TVMA and shall, in principle, be the voice of the active members. The Board of Directors shall:

1. Serve as a liaison between the Foundation Board and the TVMA Board of Directors.
2. Ensure cross communication between the TVMA Board of Directors and the Foundation Board of Trustees
3. Provide a written or oral report to the Foundation Board of Trustees after each TVMA Board of Directors meeting
4. Serve as active advocates and ambassadors for the organization
5. Prepare for, attend, and conscientiously participate in board meetings
6. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
7. Gets to know other directors and builds a collegial working relationship that contributes to consensus
8. Follow the organization's bylaws, policies, and board resolutions
9. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
10. An ability to commit the time required to fulfill the responsibilities described

TVMA EXECUTIVE COMMITTEE MEMBER LIAISON

The Board of Trustees shall include two (2) members of the TVMA Executive Committee appointed by the TVMA Executive Committee. Trustees appointed by the TVMA Executive Committee shall share one (1) vote allocated in a manner agreed upon by the two TVMA Executive Committee members. Trustees appointed by the TVMA Executive Committee shall not be eligible for office.

1. Serve as a liaison between the Foundation Board and the TVMA Executive Committee and TVMA Board of Directors
2. Ensure cross communication between the TVMA Executive Committee/TVMA Board of Directors and the Foundation Board of Trustees
3. Serve as active advocates and ambassadors for the organization
4. Prepare for, attend, and conscientiously participate in board meetings
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
6. Gets to know other trustees and builds a collegial working relationship that contributes to consensus



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7. Serves as an active participant in the Board's annual evaluation and planning efforts
8. Follow the organization's bylaws, policies, and Board resolutions
9. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
10. An ability to commit the time required to fulfill the responsibilities described

COMMITTEE CHAIR

1. Serves as a member of the Board
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the Board's President
6. Reports to the full Board on committee's decisions/recommendations
7. Works closely with appropriate staff
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
9. Initiates and leads the committee's annual evaluation

VETERINARY STUDENT BOARD REPRESENTATIVE

1. Serve as a non-voting member of the Board of Trustees
2. Promote TVMF-associated events to their veterinary class via class announcements, e-mails, etc
3. Communicate with class mentors on a regular basis
4. Communicate between classmates and delegates
5. Update class officers on TVMF events
6. Work with appropriate staff on the planning and/or coordination of any events that occur on school campus
7. Attend TVMF Board of Trustees Meetings
8. Make a report to TVMF Board at each meeting regarding events at the school
9. Participate in TVMF events when possible
10. Work with the TVMA Board of Directors Student Representatives to foster the positive relationship between TVMF and TVMA