



TEXAS VETERINARY MEDICAL FOUNDATION Committee Roles and Descriptions

PURPOSE

The Texas Veterinary Medical Foundation Committees, Advisory Groups and Task Forces are to focus on a key area of activity, which divides the board's work into more manageable tasks.

COMMITTEE, ADVISORY GROUP AND TASK FORCE MEMBERSHIP

Members of the various groups shall be appointed by the board president. In the event that a member misses two consecutive meetings or is unable to fulfill the requirements of the Committee, the member may be replaced by the board president.

MEETINGS

Committees, advisory groups and task forces shall meet no less than four times each year. Meetings may be held telephonically or electronically so long as all members participating have the opportunity to read or hear the proceedings substantially concurrently with their occurrence.

EVALUATION

The committees, advisory groups and task forces will be evaluated annually by the board at the spring Board of Trustees meeting.

COMMITTEE TERMS

Committee member terms are for one-year unless otherwise specified and begin at the Foundation's spring annual meeting and conclude at the spring meeting of the following year.

EXECUTIVE COMMITTEE

Chair

President

Committee Members

Vice President, Treasurer and Secretary

Committee Term

Committee member terms coincide with officer terms

Staff Liaison

TVMF CEO and COO

Responsibilities



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

The TVMF Executive Committee has special responsibilities and authorities above all committees. Usually, it can act on behalf of the full board. Its main purpose is to facilitate decision making between board meetings or in urgent and crisis circumstances.

1. **Committee Oversight:** Committee chairs sit on the Executive Committee and make regular presentations to the Executive Committee regarding committee activities and progress.
2. **Strategic Planning:** Working with the TVMF COO, plan and conduct an annual planning session with the entire board to refocus on overarching issues of mission, vision and strategy. Staff uses this input to create the tactical plan for the year.
3. **Board Social Activities:** Plan and conduct an annual event for board members, staff and their families as a time to celebrate successes and get to know other team members.
4. **TVMF COO Review:** The TVMF CEO conducts an annual performance review of the TVMF COO. The review is presented to the TVMF Board President and becomes part of the TVMF COO's personnel file. If an adjustment in salary or benefits is part of the recommendation, the Board President makes this presentation to the board for consideration.
5. **Board Member Contracts:** Each spring Board of Trustees meeting, execute the following with each board members (when called for, offer assistance and support in fulfilling the member's commitment):
 - a. Board Annual Appeal
 - b. Board of Trustees Annual Fundraising Involvement and Commitment
 - c. Board of Trustees Member Agreement
 - d. Conflict of Interest Policy

FINANCE COMMITTEE

Chair

Treasurer

Committee Members

President and Vice President

Committee Term

Committee member terms coincide with Officer terms

Staff Liaison

TVMF CEO, COO and TVMA/TVMF Director of Finance



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

Responsibilities

The Finance Committee shall oversee all financial operations of the organization, develop long-range fiscal plans, procure and review any and all external audits and prepare and recommend an annual operating budget to the Board.

GOVERNANCE COMMITTEE

Committee Members

Please refer to the committee assignment roster.

Staff Liaison

TVMF CEO and COO

Responsibilities

The governance committee is responsible for ongoing review and recommendations to enhance the quality of the board. The work of the committee revolves around five major areas.

1. Help create board roles and responsibilities
 - Lead the board in regularly reviewing and updating the board's description of its roles and areas of responsibility and what is expected of individual board members.
 - Assist in periodically updating and clarifying the primary areas of focus for the board and help shape the board's agenda for the next year or two, based on the strategic plan or framework.
2. Pay attention to board composition
 - Lead in assessing current and anticipated needs related to board composition and diversity, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider accomplishing its work in the future.
 - Develop a profile of the board to identify gaps in future needs.
 - Identify potential board member candidates and explore their interest and availability for board service.
 - Nominate individuals to be elected as members of the board.
 - In cooperation with the board chair, contact all board members eligible for re-election to assess their interest in continuing board membership, and work with them to identify what they might be able to contribute to the organization.
3. Encourage board development
 - Provide candidates with information needed prior to election to the board.
 - Design and oversee a process of board orientation, sharing information needed during the early stages of board service.



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

- Design and implement ongoing programs for information sharing, continuing education, and team building.
4. Assess board effectiveness
 - Initiate periodic assessment of the board's performance, and propose, as appropriate, changes in board structure and operations.
 - Provide ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness.
 - Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvements.
 - Periodically review and update board policies and practices.
 5. Prepare board leadership
 - Take the lead in board member succession planning, taking steps to recruit and prepare for future board leadership.
 - Nominate board members for election as board officers.

INVESTMENT COMMITTEE

Committee Members

Please refer to the committee assignment roster.

Committee Term

Committee members serve three-year terms.

Staff Liaison

TVMF CEO, COO and TVMA/TVMF Director of Finance

Responsibilities

The Investment Committee shall oversee and report to the Board on TVMF Investment portfolio.



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

JOINT COLLABORATION COMMITTEE

Committee Members

Committee shall consist of at least two appointed representatives from the Association and two appointed representatives from the Foundation.

Staff Liaison

The Association's Executive Director and the Foundation's Chief Operating Officer shall serve as non-voting ex officio members of the Committee

Responsibilities

The committee will oversee the relationship and TVMA/TVMF Affiliation Agreement and serve as an advisory committee to the Association's Executive Committee and the Foundation's Board of Trustees. The committee shall monitor and review the relationship between the Parties, identify strategic directions that align the missions and goals of Association and Foundation and shall present these to both the Association Executive Committee and the Foundation Board of Trustees for approval. Approval of both entities is required for implementation.

DEVELOPMENT COMMITTEE

Committee Members

Please refer to the committee assignment roster.

Staff Liaison

TVMF Director of Development & External Relations

NOTE: The Development Committee may have specific subcommittees charged with implementing specific events.

Responsibilities

The Development Committee is committed to enhancing the capacity of the Texas Veterinary Medical Foundation by serving as an extension of the development office through fundraising, "friendraising," developing strategic partnerships for the Texas Veterinary Medical Foundation and promoting the Texas Veterinary Medical Foundation brand through marketing, PR and other communications. The Committee will include members of the Board and can include non-Board members as well. The Board President of Texas Veterinary Medical Foundation will appoint the chair, or co-chairs, of this committee.

1. Board Fundraising: Develop and implement strategies for a successful board-led fundraising program over the course of the year. Secure contributions from 100% of the Trustees to the BOT Annual Appeal. Assist development staff in



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

identifying areas in which BOT members could use further training/tools/support to effectively participate in fundraising activities.

2. **General Fundraising:** Execute the Texas Veterinary Medical Foundation fundraising plan with staff, developing relationships with foundation, individual and corporate donors. Retain and grow existing donors. Cultivate long-term giving relationships. Assist in identifying and engaging prospective donors and work with staff to invite those donors to give. Monitor short and long term funding goals and report progress to the BOT.
3. **Marketing the Texas Veterinary Medical Foundation:** Develop messages, strategies and tactics that assist the Texas Veterinary Medical Foundation staff and Trustees in communicating the Texas Veterinary Medical Foundation's mission, products and services to prospective donors, clients and the broader community.
4. **The Development Committee** will also serve as the Gift Acceptance Review Panel (GARP). Other members of the GARP include the President, Vice President, Treasurer and Secretary. The Foundation's Chief Executive Officer, Chief Operating Officer, Chief Financial Officer of TVMF, and Director of Development & External Relations serve as staff liaisons. The GARP is charged with the responsibility of reviewing all gifts made to TVMF that require special attention, as outlined in the Gift Acceptance, properly screening and accepting those gifts, and making recommendations on gift acceptance issues where appropriate.

GRANTS COMMITTEE

Committee Members

Please refer to the committee assignment roster.

Staff Liaison

TVMF COO

Responsibilities

The Grants Committee shall participate as reviewers of applications that are received by the Texas Veterinary Medical Foundation for their Rusk Veterinary Grants, Emergency Student Grants and Disaster Grants programs.



TEXAS VETERINARY MEDICAL FOUNDATION

Committee Roles and Descriptions

RESEARCH COMMITTEE

TVMF Veterinary Student Research Scholar Committee

Chair

Tracy Vemulapalli, DVM and Dana Gaddy, PhD

Committee Members

TVMF Board, TVMA members recruited annually through TVMA, TAMU CVM Staff

Committee Term

No term limit.

Staff Liaison

TVMF COO

Standing Meeting

Annually in June, by email

Responsibilities

The Research Committee shall review veterinary student research proposals to select two (2) students for the Texas Veterinary Medical Foundation Veterinary Student Scholar Awards for the Texas A&M Veterinary Medical Scientist Research Training Program. Award winners will be selected on the basis of the quality of the research proposal and the appropriateness of the research topic for presentation to the Texas Veterinary Medical Association Board of Directors meetings.