

# MVTA Policy and Board Manual

## DEFINITIONS

AGM – Annual General Meeting

AHT – Animal Health Technologist

Association – Manitoba Veterinary Technologist Association

AAVSB – American Association of Veterinary State Boards

CE – Continuing Education

RVT – Registered Veterinary Technologist

RVTTTC – Registered Veterinary Technologists and Technicians of Canada

VTNE - Veterinary Technician National Exam

## THE PURPOSE OF MVTA

The mandate of the Association is:

- a) to promote the professional and educational advancement of Technologists;
- b) to enhance the knowledge and skills of Technologists through continuing education;
- c) to promote the interests of Technologists in provincial and federal legislation;
- d) to promote and maintain the professional image of Technologists;
- e) to promote and maintain the high ethical standards of Technologists;
- f) to promote the rights and privileges of Technologists; and
- g) to promote and maintain a professional relationship with the MVMA, other provincial veterinary technologist/technician associations, veterinary medical professions and animal health related fields.

## MISSION STATEMENT

Promote the professional advancement for veterinary technologists and advocate on behalf of their interests.

## VISION STATEMENT

To be the primary resource for professional support and leadership for veterinary technologists in Manitoba.

## CODE OF ETHICS

1. Members shall practice humane treatment of all animals at all times.
2. No member shall belittle or injure the character of a member of the Association or member of the Manitoba Veterinary Medical Association.
3. No member shall violate the confidence of a client or of their employer.
4. Members shall make efforts to keep abreast with current advancements in the animal health field.
5. The applicable section of the Manitoba Veterinary Medical Act shall govern members.

## GENERAL DEPARTMENT

1. Complete honesty and integrity is expected of all members.
2. It is the duty of all members of the Association to conduct themselves in accordance with this code of ethics.
3. No member shall indulge in an illegal veterinary practice or encourage others to participate in such practice, and it is the duty of the member to report such violations to the Manitoba Veterinary Medical Association.
4. When working under the supervision of a veterinarian in a commercial operation the employer and not the client must pay technologists.

## **BOARD OF DIRECTORS**

Board members of the MVTA are elected by the membership at the annual general meeting of the Association. Terms of office are dependent on each position. Current directors may be re-elected once under their current position. The Board is responsible for the highest level of decision-making and legal authority in an organization. By law, it is ultimately accountable for, and has authority over, the Association's resources and activities. The Board communicates the Association's resources and activities. The Board communicates the Association's vision to the membership and the community.

Through policy, the board defines the parameters within which the Association will carry out its work.

The President may arrange for teleconference or e-mail communication among Board members to deal with urgent matters that may fall outside the regularly scheduled Board meetings. This option will be avoided as much as possible and quorum as defined in the bylaw will still be necessary to proceed in this manner. All decisions will be ratified at the next scheduled Board meeting.

### **BOARD RESPONSIBILITY TO THE ASSOCIATION**

- Follow the established constitution and by-laws
- Be aware of and fulfill the responsibilities required of volunteer boards as it relates to regulations and legislation both federally and provincially. (eg. Privacy laws, labor laws etc)
- Maintain up-to-date contracts with staff.
- Develop and implement an evaluation process for the staff.
- Maintain receipts and disbursements, according to 'best practice' financial and business policies.
- Communicate with the members of the Association via a variety of methods (newsletters, social media, email and the website).
- Purchase adequate board insurance.
- Develop written job descriptions for board members.
- Speak knowledgeably and respectfully of the Association.
- Respect the roles and responsibilities of other board members and the volunteers of the Association.
- Familiarize themselves with policies, bylaws and legislation.

### **BOARD MEETINGS**

- 1) Attend all required meetings. When you are unable to attend please notify the chair or office staff before the meeting.
- 2) Providing the chair or office staff with your report would be appreciated. Board or Committee reports should include the following:
  - a) Name of office, name of the officer, date of report, time period the report is covering.
  - b) Brief summary of the current activities since the last report
  - c) Brief summary of future plans.
  - d) Policy recommendations, budget considerations, financial requests and issues requiring Board input.
- 3) Arrive on time for meetings.
- 4) Prepare to actively and meaningfully participate in meetings.
- 5) Pre-read material before each meeting.
- 6) Listen to what members are saying about the association's services.
- 7) Each board member is encouraged to bring to the table issues that have been brought to their attention by the association membership.
- 8) Respect the views and opinions of those participating at the board meeting.
- 9) Maintain confidentiality of board business.

## **BOARD DEVELOPMENT**

The Board of Directors will be required to attend a board training session within six months following the Association's AGM to introduce new Directors to their position on the board, review MVTA's Policies and Procedures, By-laws and make goals for the upcoming year. The budget for the board training will be discussed each budget year.

## **MEMBERSHIP**

AHTs may apply for the following memberships with the Association, which are defined in the Bylaws:

- Active (registered)
- Non-practicing
- Student
- Temporary

## **ACTIVE MEMBERSHIP**

An active membership may be granted to any individual that meets the requirements of Bylaw 5.1 and that submit the minimum required continuing education as stated in policy.

The following individuals will be required to register as an active member if they are:

A technologist or technician, educator, administrator, manager, health promoter, consultant, researcher or sales representative who represents that he/she is an Animal Health Technologist/Technician and may engage in the activities as described in the section 12 of MVMA bylaws.

## **LATE MEMBERSHIPS**

Renewing members whose registration form is received after December 14<sup>th</sup> will be considered late. A late fee of \$50 will be added to the cost of membership and membership will be considered incomplete until the MVTA office receives:

1. Registration form completed in full;
2. Required continuing education credits complete with certificates for Active and Lifetime Members;
3. Payment of regular membership fee; and
4. Payment of \$50 in late fees.

A late fee does not apply to new members.

## **MEMBERSHIP REINSTATEMENT**

If an individual does not renew their membership on or before December 31<sup>st</sup>, they are no longer considered to be a member of the Association. All registrations for membership which are received after January 1<sup>st</sup> will be subjected to a Reinstatement Fee.

To regain membership status with the Association, the candidate will be required to register as an Active member and send the MVTA office:

1. A completed registration form;
2. 15 continuing education credits complete with certificates;
3. Additional 5 continuing education credits for every year or portion of a year which membership has been lapsed, up to three years\*;
4. Payment of regular membership fee;
5. Payment of a Reinstatement Fee of \$100

\*Individuals whose memberships have lapsed for 3 membership years or more will be required to re-write the National Registration Exam to regain their Active membership status with the Association.

An individual may appeal the CE penalty and Reinstatement Fee in a written letter directed to the Board of the Association.

## **VETERINARY TECHNICIAN NATIONAL EXAM**

The VTNE is a national standards exam administered by the Association. To hold Registered Technologist status in the Province of Manitoba, an exam candidate must successfully pass this exam. You may register to write the exam by visiting the AAVSB website. The link can be made through MVTA's website. There is a fee for writing the exam. Fees will be listed on the exam registration form and paid directly to the AAVSB.

The dates for the exam are:

March 15 – April 15

July 15 - August 15

November 15 - December 15

Eligible to write in Manitoba:

1. An individual who has graduated from a formal course of study in AHT/VT recognized by RVTC and CVMA accredited.
2. An individual who has graduated from a formal course of study in AHT/VT recognized by RVTC but who has not yet either written or passed the national registration exam.
3. Lapsed members who must write in order to regain registered status in the association.

You will have 3 consecutive attempts to write the exam. Should you wish to attempt a fourth time you will have to write a letter of appeal to the MVTA Board.

## **CONTINUING EDUCATION**

Active and Lifetime members are required to submit a minimum of fifteen (15) continuing education ("CE") credits annually, with their registration. Active and Lifetime members may also carry forward up to 10 additional CE credits from one year to the next.

Members are required to collect and maintain their own CE certificates each year and these must accompany their annual membership application in order to qualify.

The criteria for obtaining CE are:

1. Seminars/Conferences/Wetlabs/Workshops
  - I. Must be approved by the Association, MVMA, or other Provincial Association
  - II. One (1) credit allowed for one speaking hour
  - III. Lunch and Learns, in order to qualify for CE, must be preapproved 2 weeks in advance by the Association prior to delivery otherwise they will not be accepted. All approved Lunch and Learns will be listed on the Association's website.
2. Public Speaking Engagements
  - I. One (1) credit allowed for one speaking hour
  - II. Two (2) credit maximum for creating presentation (one time credit per presentation)
  - III. Maximum of 2 presentations per year
  - IV. Will not be permitted for credit when done in conjunction with employment
  - V. Must be educational and promote Technologists
3. Published Articles
  - I. Two (2) credits for writing an article (one time credit per article)
  - II. Maximum of 2 articles per year

- III. Written to be published in the Associations quarterly newsletter or any publication as approved by the Association
    - IV. Must be relating Technologists or animal health
- 4. Independent Study (Online, CD-ROM, DVD, journals, CE articles)
  - I. Must be approved by Registry of Approved Continuing Education ([www.aavsb.org/RACE/](http://www.aavsb.org/RACE/)), Vet Tech magazine, CALAS National Newsletter, or any other source approved by MVTA.
  - II. Credits are assigned by course designers.
- 5. Volunteer Work
  - I. Must be work performed in the veterinary field
  - II. One credit for 2 hours of volunteer time
  - III. Member must submit a MVTA Volunteer CE Credit Form signed by a AHT witness or the volunteer coordinator
  - IV. Maximum of 5 credits per year
- 6. Committees
  - I. Members who sit on committees such as Ad Hoc Committees, The Red River Advisory Committee, Animal Care Committees and MVTA Advisory Committee may submit a MVTA Committee CE Credit Form requesting CE for time spent in meetings and doing work for the committee.
  - II. Members may receive 1 CE for every 2 hours
  - III. A maximum of 5 CE per year
- 7. MVTA Board– Board of Directors will be allocated 8 continuing education credits annually if they have attended 80% of regularly scheduled meetings. The proof is confirmed by reviewing the minutes of each meeting and verifying members present.
- 8. Scope of Practice - The Association, or a group/person it designates, may accept other CE formats for credit upon request if it is justified to be within the member’s scope of practice.

All CE certificates must:

- a) Display the member ‘s name; and
- b) State the date the CE was delivered; and
- c) State who the CE was delivered and presented by along with their accreditations; and
- d) State the number of credits assigned; and
- e) Must contain an official stamp or logo from the sponsor or upon request, the Association can issue a certificate.

The Association may deny a member’s CE submission form for any of the following reasons:

- a) The CE portion of the registration for was incomplete;
- b) Documentation is missing which indicates proof of credit accomplishment;
- c) Content of the continuing education does not qualify under Continuing Education Credits;
- d) The credits were not received within the current membership year.

New Members will be required to submit CE credits with their registration form and will be pro-rated for as follows:

- January to March – 14 Credits at time of renewal
- April to May – 12 Credits at time of renewal
- June to September – 8 Credits at time of renewal
- October to December – 4 Credits at time of renewal

Students and Temporary members are not required to submit CE with their annual registration. If a Student or Temporary member successfully passes the National Exam, they are also not required to submit CE in order to upgrade an Active Member until the next registration year.

If an Active Member wishes to change their membership to Non-Practicing, no CE will be required for that registration year. A member may register for up to three (3) consecutive years as a Non-Practicing Member but if or when they choose to return as an Active Member, they will be required to submit 20 CE credits at time of registration

## **COMMITTEES**

Committees operate under instructions from the whole organization and must report on their activities. A written report is prepared by the chair and, if approved by the majority of committee members will be submitted at the monthly meeting. If the committee consists of more than 2 people, a chairperson should be identified. The chairperson is then responsible to report on behalf of the committee. The chairperson must be a member, in good standing, of the Association. It is important not to divert the attention of the organization from its priorities. Limit the number of standing committees to a minimum. Develop ad hoc committees to deal with specific jobs and then disband.

The mandate, role and responsibility of a committee should be established before the committee is established. These are established by the board. Where committees already exist then they themselves should identify what their mandate, role and responsibility have been to date. Changes or additions may be recommended by the board.

### **STANDING COMMITTEES:**

These are committees that exist year round.

### **ADHOC COMMITTEES:**

These are short term committees that exist to accomplish a goal and then cease to exist.

### **GENERAL INFORMATION ABOUT COMMITTEE:**

1. They are usually created when it is apparent that issues are too complex and/or numerous to be handled by the entire board.
2. Committees recommend policy for approval by the entire board.
3. Committees make full use of board members' expertise, time and commitment.
4. Committees do not replace the decision making responsibility of the board. They may seek to fulfill their role while recognizing the limitations of their decision making ability within the structure of the board as a whole and the membership at large.
5. Committees meet regularly throughout the year. Minutes should be recorded and reported to the board so that the activities of the committee are transparent. Where one person is looking after a particular committee, they should provide the board with written monthly updates to keep the board abreast of their activities.

### **DEVELOPING COMMITTEES:**

1. Ensure the committee has a specific responsibility or set of tasks to address, and ensure board members understand the committee's responsibility/ies.
2. Have at least two board members on each committee.
3. Don't have a member on more than two committees.
4. In each board meeting, have each committee chair report the committee's work since the past board meeting.
5. It is quite acceptable to have non-board volunteers as members of committees.
6. Consider having a relevant staff member as a member of the committee as well.

Committee chairs are decided amongst those members who make up the committee. It is also common practice for board chairs to appoint committee chairs.

### **ADVISORY COMMITTEE**

The Advisory Committee is a Standing Committee of the Association. The mandate of this committee is to meet as required by the MVTA board and collectively provide the Board with advice on matters of significance and/or matters that may require a historical perspective or insight as determined by the Board. This committee will be made up of a minimum five individuals consisting of past long-term board members and/or long standing members of the association. This committee will be chaired by the Association's Past President or elected representative from the Association's Board.

### **NOMINATION COMMITTEE**

The Nomination Committee is a Standing Committee of the Association. The mandate of this committee is to seek out potential candidates from membership to fill the elected board positions. This committee will be made up of a minimum of 2 individuals; one from the current Board and the second may be a member of the association not necessarily from the board. Additional members may be necessary as the membership grows. This committee is convened 1 month prior to the AGM. The committee should complete its mandate the week before the AGM.

Members that accept a nomination from the committee have two options for acceptance;

1. They may wish to accept a nomination by the committee made from the floor at the AGM.
2. They may wish to fill in a "nomination acceptance form" before the AGM and register it with the office. The nomination will then be read at the AGM.

### **ETHICS AND DISCIPLINARY COMMITTEE**

The Board of Directors (the "Board"), upon receipt of a written complaint against a member, may form an Ethics and Disciplinary Committee (EDC). The EDC will consist of two active members as well as the MVMA Representative to the Board. The EDC will be responsible for investigating the conduct of the member listed in the complaint and will have the powers to call for a formal inquiry.

If a formal inquiry has been called for by the EDC, the Board and member listed in the complaint will receive twenty-one (21) days notice setting out the time and place for an inquiry, and will specifying the complaint made against the member.

The member has the option of being represented by council, at their own cost, and will be given the opportunity to respond to the complaint against them. If the member does not appear at the specified time and place the Board may proceed in their absence.

The Board will review all information presented by the EDC and the member. The Board's decision will be forwarded (action plan and timeframe) in writing, to the member within 10 days of the formal inquiry and will also be placed in that member's file. The member will be responsible for all costs or fines associated with the decision of the Board.

The Board may reprimand, order further education, fine, suspend indefinitely for a fixed period of time, or strike from the register or a combination of any of the above, any member who:

- (a) Has been convicted of any indictable offence.
- (b) Has violated the Manitoba Veterinary Act or any successor to it.
- (c) Has violated the objectives, Bylaws or Code of Ethics of the Association.
- (d) Has been guilty of professional incompetence, malpractice or improper conduct in the practice or the profession or otherwise.

(e) Has exhibited conduct unbecoming a member.

Appropriate disciplinary action may be decided upon by the Board on a case by case basis. The Board and EDC will ensure that complete confidentiality will be used at all times.

## **FINANCIAL OPERATIONS**

### **ANNUAL FINANCIAL BUDGET**

The annual budget is a document that represents a vision of what the organization can reasonably expect as an income for the upcoming year and a balanced itemized expenditure list representing how the members want to spend the income.

A budget committee will be struck each September and is dissolved once the board approves the budget; usually in October. The committee will be made up of the appointed staff member, Secretary/Treasurer and one additional board member. All board/committee chairs should be consulted before the budget is prepared. They would be asked to provide a list of items that they believe to be necessary to fulfill their specific roles and responsibilities. If the list is tied to specific costs then the budget committee should consider these costs when the budget is developed.

The mandate of the committee will be to prepare a draft budget for board approval to represent the upcoming year. It will include a detailed estimate of projected income for the association. Once the budget is prepared it goes before the board for discussion/approval (the approval should appear in the form of a motion). Following acceptance by the board the budget is sent out to the general membership before the AGM; it is at the AGM where the membership votes to accept the presented annual budget.

Once a budget is approved, expenditures of specific amounts itemized within the budget do not have to be approved. A board must be prepared to rationalize expenditures which have not been budgeted for and depending on the amount of the expense the board may wish to make a motion to release the money.

### **MONTHLY FINANCIAL STATEMENT**

A monthly financial statement can help the Board to develop annual budgets and to identify or create budget lines as they are informed of additional income/expenses to the association throughout the fiscal year. It will also help to identify seasonal or patterns of expenses/incomes on a monthly basis.

The monthly financial statement is a document presented at monthly board meetings that reports the income and expenses for the period/month previous to the meeting date. It also informs the board of *to date* totals of both income and expenses for the current fiscal year. This statement will also provide the board with a current update on the status of budgeted funds to each expenditure line as identified in the most recent budget.

The office staff in coordination with the Secretary/Treasurer prepares the statement. The Treasurer or office staff will present the statement to the board.

### **BOARD AND COMMITTEE EXPENSE CLAIMS**

When a committee or board member incurs expenses for any reason they must fill out and submit an expense claim form to the office before they can be reimbursed. Allow 30 days for payment; if the claim needs to go before the board for approval allow 45 days. Please be reminded that the board does not meet in the month of July and August.



If the expense has been pre-authorized (i.e. Approved in the current budget) then the expense can be paid without a motion. If however the expense exceeds 10% of the pre-budgeted amount it will have to come before the board again for approval.

If the expense has not been pre-authorized and exceeds \$100.00, the board does have the power to make a motion for the expenditure. Pre-planning should make this situation a rare occurrence. The date of the motion must appear on the expense claim form.

If an expense is under \$100.00 then it can be paid out without a motion; the individual must still fill in an expense claim form.

### **CREDIT CARD POLICY**

The Association will not authorize the use of debit cards for any purposes. The Board will determine whether there is a compelling need for the Association to obtain one or more credit cards. If the Board determines that credit cards are needed, the Board will authorize specific individuals to utilize a business credit card.

A cardholder may use the credit card only for official purposes directly related to the needs of the Association. The cardholder may not use the Association's credit card for personal purposes, even if he or she plans to reimburse the organization.

The following purchases are not allowed on the Association's credit card:

- Personal purchases
- Cash advances or loans
- Payroll advances
- Purchased for other organizations
- Alcohol
- Personal entertainment
- Fuel for personal vehicles
- Purchases from a business you own or operate unless preapproved by the Board
- Any item inconsistent with the mission and values of the organization

### **PRIVACY**

#### **COLLECTING AND USING INFORMATION:**

The use of one's personal information by a not-for-profit organization falls under the Federal laws of the Privacy Commissioner of Canada. Personal information includes (but is not limited to), member(s) complete name, address, telephone number, transcripts, work place/s and other personal details required to process necessary documents. In order to serve our members the Association prepares an annual membership directory. Signing a Privacy Form will allow us to list your name, address, and phone number, college of graduation, year of graduation along with your current place of employment into the directory. The information within the directory is available to the members (except Newsletter members) and the office of the Association. The directory is available at our website or you may wish to call the office for a hard copy. As well, the Association is required to provide a quarterly update to the MVMA of all current Active members.

#### **LIMITING USE:**

Information is retained according to our requirements and will not be disclosed for any other purpose than for which it was collected. Should we need to use the information for any other purpose we will seek your consent.

**CONSENT:**

Consent forms for use of your personal information will be filed once and only once. You will be expected to fill one out at the time you apply for your first membership. It will however, be your responsibility to inform us of any changes to any personal details to ensure accuracy of our records. It will also be your responsibility to inform us of your wishes regarding the use of your personal information should it changes from your initial directive. (i.e. you now wish to have your personal information shared with the members)

**PROTECTING INFORMATION:**

We protect all personal information with appropriate safeguards and security measures. We will retain your information for the time it is required and for the purpose it is intended.

**OPENNESS:**

We will make available upon request to our members, the policies and practices with respect to the management of personal information.

**RELEASING INFORMATION:**

The Association may provide your information to other persons, but only:

1. where we have your consent.
2. where we are required or permitted to do so by law.

**RESPECTING AND RESPONDING TO YOUR PRIVACY CONCERNS:**

The Association will investigate and respond to your concerns about any aspect of our handling of your personal information. If you have any questions or concerns about any aspect of our handling of your personal information please contact the President of the Association or direct your concerns in writing to the Association Board.

**LOCATION OF RECORDS:**

Records in paper format are retained at the MVTA office which is located at;  
1590 Inkster Blvd.  
Winnipeg, Manitoba R2X 2W4

**AWARDS****VETERINARY TECHNOLOGIST OF THE YEAR**

The AHT of the Year is an award presented to an individual who:

1. Is a registered members, in good standing of the Association
2. Goes above and beyond the call of duty at the workplace.
3. Is giving of their time to help out fellow workers.
4. May be involved in their professional association as a volunteer. (eg dog party, board member) may be involved in their community as a volunteer. (eg 4H, animal rescue)

Nominations will be accepted from employers, co-workers or colleagues of the candidate.

A selection committee consisting of one MVTA board member and at least 2 other registered members shall select the winner using the criteria scoring form. Members of the selection committee cannot be currently working with or for the nominee nor can they be related to the nominee. The selection committee shall be called together in January so that the selection is done before the AGM.

The winner may receive a plaque and a monetary award, the sum of which will be set by the Board. In addition the winner shall receive a complimentary pass to the next annual conference.

The winner will be honored at the AGM of the Association. The award will be handed out by the Board member who sat on the Selection Committee or their designate. The presentation of the award should be preceded by a speech which recognizes the attributes of the award winner.

### **RED RIVER COLLEGE COMPASSIONATE AWARD**

All graduating second year Red River College Animal Health Technology Program students are eligible for the award and is selected by the Red River College Animal Health Technology second year graduating class. The selection process is usually facilitated by staff at Red River College. A single ballot is given to each graduating student; each student uses the ballot to identify who they believe has demonstrated compassion to both animals and their classmates over the two year period. The ballots are counted; the winner will be the student with the most ballots in their favor. In the event that there is a tie; two monetary awards will be presented. Should there be a three way tie another ballot shall be given out and the students will then vote for their choice between the 3 students. The winner receives a monetary award from the Association and a cheque is presented, by the President or their designate, at the graduation celebrations organized by the graduating class. The Association will purchase a ticket to attend the graduation for the Association representative.

### **RED RIVER COLLEGE ACADEMIC AWARD**

All first year Red River College students are eligible for the award and is selected by the Animal Health Technology staff at Red River College. The award is given to the student with the highest academic performance in the first year of the program. The winner receives a monetary award from the Association which is presented at a luncheon hosted by the AHT program in the fall of each year. The President or their designate will present the award at the luncheon.

## **COMMUNICATION**

### **YEAR AT A GLANCE CALENDAR**

A Year at a Glance Calendar was created to inform to members about the AHT related activities going on throughout the year. The Year at a Glance Calendar will be reviewed and updated at the September and March Board Meetings, and as well as each month the events/activities will be:

- a) Posted on the MVTAs website;
- b) Posted on the MVTAs Facebook page;
- c) An E-Blast sent out to membership; and
- d) One or more events will be highlighted in the quarterly newsletter.

Also, approved events can be added from time to time.

### **FACEBOOK POLICY**

1. Managed by Marketing Director and they are authorized to execute all aspects of the policy listed
2. Updates to Facebook page should be minimum once every 2 weeks, ideally every week
3. Main purpose for using Facebook page is to have another means of communication between the board and its members. This will include updates from the board, CE events and opportunities within the industry. All posts are expected to be relevant to MVTA and its members.
4. The administrators of this page are expected to maintain consistent professionalism.
5. Any and all questions asked on the Facebook page will be answered in a timely and knowledgeable fashion. If they require direct communication with a specific board member, that individual will be involved promptly and the same expectations will apply.
6. The administrators will seek board approval prior to posting information regarding
  - Budget information
  - Continuing education opportunities hosted by or in association with MVTA

- Changes in policies
- Other important changes relevant to the membership

#### Photos

1. Any photos uploaded by the page managers/administrators must have the consent of any individuals seen in said photos, in accordance with the freedom of information and privacy act.
2. Any photos uploaded or shared by members will be considered to have assumed consent by the individual posting said pictures
3. The use of copyrighted photos or photos of unknown origin may not be used and will be removed
4. Photo policy will be made public on our Facebook page for viewing at any time
5. Any photos deemed inappropriate, distasteful, or irrelevant to the page will be removed without notice.
6. Photos from events hosted or attended by MVTA can be posted with the consent of those within the pictures.

#### Pages To Like

1. Pages to like can and may include other technician organizations, veterinary organizations, industry pages that are directly impacting on the day to day life of a technician (pharmaceutical, nutrition, client education, CE)
2. Any promotions relating directly to industry, client education or technician education can be shared on the association page

#### Comments

1. All comments, concerns or questions posted onto the association page should be appropriate, positive, unbiased, respectful and relevant to membership, industry and individuals.
2. Comments posted by others onto the page deemed inappropriate, distasteful, or irrelevant to the page will be removed without notice.
3. Sharing of private information regarding other AHT's, businesses and clients is unacceptable, and considered a violation of the freedom of information act. Any and all posts containing such material will be removed immediately and without notice. Those who have posted such material will be notified, made aware of our policy and may be removed from our page

#### Files

1. Rules for Facebook policy should be listed in the files section, and available for viewing by all individuals liking and sharing on our page
2. Any other files being added to the Facebook page can be done so under the authorization of the administrators. The administrators may also bring any suggested files forward to the board for review if they desire.

#### Events

1. All upcoming events for MVTA (initiated, sponsored or attending) will be posted onto the events calendar, for all membership to be aware of.
2. Any other events hosted in the industry that could be attended by technicians can/may be posted, as seen fit by the administrators.

## **TRAVEL POLICY**

MVTA will bear transportation, accommodation, meals and incidental expenses as described in this policy for the authorized travel of those individuals participating on the MVTA Board of Directors, Committees, as representatives.

## **BUDGET**

The cost for travel shall not exceed the annual approved budget. The Board of Directors may, at their discretion, limit number of attending representatives in order to stay within the budget or may approve additional travel expenses.

## **MILEAGE**

All current Board and Committee members are eligible for mileage expenses. New board members should report, the number of kilometers traveled from their home to the meeting location, to the office staff. Minutes of the meetings will be used to determine the number of meetings attended and subsequently mileage payouts. It is the board members responsibility to check minutes to ensure that if they have attended that they were dually recorded as present. Payments are made once a year at the Annual General Meeting.

Mileage claims are paid out as follows:

- a) Within the city perimeter there is a flat rate of 30kms @ 0.25 per km or a maximum of \$7.50 per attended meeting paid to the board/committee member.
- b) Outside the city perimeter there is a rate of kilometers traveled @ 0.25 per km or a maximum of \$30.00 per attended meeting paid to the board/committee member.

## **TRANSPORTATION**

Allowance to the lesser of a) or b) below:

- a) The most economical air, rail or bus fare, plus return mileage to the nearest air, rail or bus service point, at the rate indicated in the chart below, plus, where applicable, other traveling expenses, such as airport parking, taxis and tolls.
- b) Return mileage as indicated above plus cost of parking.
  - o Mileage payment cannot exceed the cost of the lowest return air, rail or bus fare to the destination.

*Note: When more than one member resides in the same municipality, it is expected that the members will carpool to save expenses.*

## **INSURANCE**

Health insurance coverage is not provided by the MVTA. For persons traveling on MVTA business outside Canada, the cost of necessary health insurance coverage will be reimbursed to the traveler, if such expenditure is approved by the MVTA in advance of travel. Flight cancellation insurance premiums are not an allowable expense. Please note that such coverage may change from time to time.

## **ACCOMMODATION**

Accommodation arrangements will be made for MVTA travelers in economical, comfortable quarters, convenient to the business involved. All hotel reservations for MVTA business travel must be booked through the MVTA office.

## **MEALS AND INCIDENTALS**

Original receipts, *that include a tax breakdown*, must be submitted for the reimbursement of meals taken while travelling on MVTA's behalf. When there is a group meal during the event those travelling on MVTA business are expected to partake in the meal(s). *Travelers who choose to take meals on their own will NOT be reimbursed for the cost of the meal when a group meal has been organized.*

Meal Allocations will be reimbursed at the following rate **up to a maximum** of \$15.00/breakfast, \$20.00/lunch, and \$35.00/supper or a maximum of \$70 per day. Alcohol will not be reimbursed. Those travelling on MVTA business may claim without receipt expenses for such incidentals as long distance telephone calls home, tipping, etc. at the rate of \$10 per day. When submitting a claim for such expenses without receipts, incidentals must be enumerated on the expense claim form. Incidental room expenses must be paid directly to the hotel and the MVTA will reimburse the traveler.

### **EXCEPTIONAL EXPENSES**

Exceptional expenses are subject to prior approval by the Board of Directors through the Executive Director.

### **SUBMITTING EXPENSE CLAIMS**

- a) All expense claims are to be submitted to the MVTA office within one month of the expenditure taking place for payment issuance.
- b) All expense claims must be submitted and reimbursed within the fiscal year that the expense occurred.
- c) All claims will be processed within 1 month of submission.
- d) All claims must be submitted in writing, using the official MVTA expense claim form, and supported by original receipts for hotel bills, air, train and/or bus tickets, taxi or other transportation costs, meals taken in transit, etc. or, under exceptional circumstances, accompanied by an explanation for the absence of a detailed receipt for the review of the Executive Director.

### **EXECUTIVE DIRECTOR**

The expenses for Executive Director are allowable for all appropriate occasions when representing MVTA. All events and proposed expenses are to be approved by the Board of Directors prior to the event if the expense is greater than \$100.

### **RVTTTC DIRECTORS**

The expenses for RVTTTC Directors are allowable for all appropriate occasions when representing the MVTA. Travel is required to at least one RVTTTC/TTVEC AGM per year. These dates are set at least one year in advance.

Time off from work (at the Directors expense) must be arranged to accommodate commitment to this position. RVTTTC meetings are set in conjunction with the CVMA AGM or sometimes other veterinarian conferences so a CE opportunity is also available.

Hotel accommodation may be shared by MVTA RVTTTC Directors and can be shared (if necessary) with other provincial RVTTTC directors in order to remain within budget when making purchases or booking travel expenses or have prior approval from the Board of Directors.

## **ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

### **PRESIDENT**

- The president shall be the chief executive director of the association and ensure the board fulfills its governance role.
- The president shall preside at all meetings of the association and the board.
- The president shall serve as the official representative of the organization.
- The president shall work with the executive director to develop the agenda for board meetings and for the AGM.
- The president shall deliver an annual report at the AGM.
- The president shall sign documents on behalf of the association, ie) by-laws, meeting minutes, joint conference agreement.
- The president shall prepare a report for every meeting and every issue of the newsletter.
- The president shall preside over, and attend the annual board development/training session.
- The president shall set board meeting dates at the time of the board development/training session.
- The president shall stimulate board development efforts.
- The president shall provide leadership to the board in the area of policy development, strategic and financial planning, and evaluation of the board's effectiveness as a whole.
- The president shall provide leadership to individual board members as required.
- The president shall attend the MVMA's AGM along with the MVMA liaison.
- The president shall be the deciding vote.

### **PRESIDENT-ELECT**

- Preside at meeting in the absentness of the President
- Fill the vacancy of President.
- Represent the Association at the MVMA meetings and submit a report to both associations for each meeting
- Attend the annual board development/training session and Association's AGM.

### **PAST PRESIDENT**

- Annual review policy manual and propose changes to the Board
- Assist staff in organizing Annual Board Development Training Session
- Preside at the MVMA meetings in the absentness of the President-Elect
- Act as the Chair to the Advisory Committee
- Attend the annual board development/training session and Association's AGM.

### **SECRETARY/TREASURER**

- Take minutes at each meeting of the Board and submit minutes for approval
- Manage, keep up-to-date and follow up on board task list
- Prepare and present an annual report at the AGM
- Work with staff in developing and implementing financial procedures and systems.
- Ensure appropriate financial reports are made available to the Board and regularly report on key financial events, trends, concerns and assessment of fiscal health.
- Attend the annual board development/training session and Association's AGM.

### **CONTINUING EDUCATION DIRECTORS**

- Co-Chair Continuing Education Committee comprised with volunteer members with the focus on two areas:
  - a) Membership continuing education initiatives

b) Conference

- Serve as the Association's conference representatives with regards to the MVMA and submit reports and updates to the Board.
- Prepare Continuing Education Committee meeting minutes
- Work with staff on execution of continuing education events
- Attend the annual board development/training session and Association's AGM.

### **RVTTTC DIRECTORS**

- Participate in RVTTTC conference calls and report to Board.
- One director to act as the liaison for the student members, attend the awards banquets, give a presentation to students on membership and the national exam and the other Director to create plan for involving rural members.
- Prepare and present an annual report at the RVTTTC's AGM
- Attend the annual board development/training session and Association's AGM.

### **MARKETING DIRECTORS**

- Chair Marketing Committee comprised with volunteer members with the focus on four areas:
  - a) News articles
  - b) Attending animal health related events
  - c) Social media
  - d) Merchandise
- Prepare committee meeting minutes
- Work with staff on the creation of the newsletter, events, social media updates and merchandise
- Attend the annual board development/training session and Association's AGM.

### **EXECUTIVE DIRECTOR**

The Executive Director shall work closely with the Board of Directors ensuring the successful management of the Association according to the strategic direction set by the Board of Directors and shall also assist in implementing bylaws, policies, and procedures in a manner consistent with the mission and goals of the Association, enabling the Board of Directors to fulfill its governance function.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Governance and Strategic Planning**

- Attend Board meetings to convey information needed to support sound decision making; and to receive direction on priorities to implement.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the Association.
- Provide strategic advice to the Board on issues of organizational interest.
- Highlight evolving issues to create Board awareness.
- Generate tactics, which fit within the budget, to meet the goals set by the Board.
- Provide progress and budgetary feedback during implementation of tactics.
- Maintain accurate lists and records of all Board committees, their contacts, mandates, and progress on their allocated responsibilities.
- Guide and support the Board of Directors to work within the Association's bylaws.

#### **2. Stakeholder and Government Relations**

- Identify stakeholders that could be important for the Board leadership to liaise with.
- At the Board's discretion, make contact with various Departments, Ministries, and politicians within the government to arrange meetings, and to gather strategic intelligence or to lobby on issues.



- Develop positive relations with organizations that can support the priorities, goals, and agendas of the Association.
  - Maintain ongoing awareness of various levels of government legislation and bylaws which could impact the Association.
  - Assist the Board of Directors in strategic negotiations with the government and stakeholders.
- 3. Organizational Marketing / Communications**
- Develop an ongoing communications plan to create stakeholder, membership, public, and government awareness of the importance of the Association.
  - Assist the Board to develop key messages for priority audiences with whom the Association needs to create awareness and support among.
  - Monitor the external media for issues that could relate to or impact the Association.
  - Develop, either directly or with a consultant/contractor, materials to support the goals, priorities, and messages of the Association.
  - Assist the Board in utilizing mediums of communication by determining which are feasible, practical, and financially possible to implement an ongoing communications plan.
  - Be prepared to assist the Board of Directors during times of media or issue crisis.
  - Be prepared to participate in any trade shows and public events where the Association needs to be represented.
  - Survey the membership to gain an understanding of membership needs, which can help guide the Board on decision making.
  - Initiate and develop relationships within the veterinary, animal health, and animal related community sectors.
  - Undertake activities within the community that enhance the visibility of the Association (e.g. Facebook and website updates).
  - Represent the Association on appropriate committees, networks, and joint projects.
  - Develop and provide information about the Association's goals, programs, and services.
  - In addition to the Board of Directors, act as a spokesperson for the Association.
  - Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- 4. Operational Management**
- Work with the Board of Directors to ensure that the operation of the Association meets the expectations of the Board and its Membership.
  - Assume responsibility for all elements of the administrative requirements of the Association, including the office.
  - Process yearly registration applications for all MVTA members and assist membership with any questions pertaining to registration.
  - Securely maintain all key Association documents, including Board meeting minutes, financial documents, volunteer information, membership files, etc.
  - Provide support to the Board by assisting in the preparation of meeting agendas and supporting materials.
  - Setting priorities, and completing all day to day tasks.
  - Managing all of the Board and staff priorities and tasks to ensure all are completed on time and within the set budget.
  - Develop and oversee operational policies to help guide the Association on routine and administrative tasks.
  - Maintain accurate records of the membership, their status, and any outstanding dues or requirements.
  - Set up and maintain the technology of the office to meet the Association's needs.

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Association.
5. **Member Services and Support**
    - Assist in the development of a member services plan intended to meet the goals of the Association with respect to supporting the needs and interests of members.
    - Assist and provide support to student members of the Association with all matters related to the VTNE (Veterinary Technician National Exam).
    - Provide telephone, email, and in-person support for members' questions, concerns, and needs.
    - Implement tactics and programs that meet the member services plan.
    - Seek out innovative ideas and programs that can help support the members and to develop positive interest by the members in the Association.
  6. **Financial Planning and Management**
    - Work with the Board to prepare a yearly budget.
    - Prepare monthly statements and maintain accurate and reliable ongoing financial records.
    - Ensure an annual compilation review of the books is scheduled and completed (by the Membership selected accounting firm).
    - File all paperwork with the government, including annual tax returns, monthly source deductions, and taxes.
    - Follow the progress of the annual budget, and provide guidance to the Board when there are trending surpluses or shortfalls.
    - Develop alternative sources of revenue, including sponsorship opportunities to help grow the capacity of the Association.
  7. **Board policy and decisions**
    - Act as a resource to the Board of Directors so that policy decisions are made on an informed basis.
    - Keep Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services.
    - Along with the President, oversee development and implementation of orientation for the incoming Board of Directors.
    - Draft policies for the approval of the Board, assist in the review of existing policies, and recommend changes to the Board where appropriate.
  8. **Risk management**
    - Ensure that the Board of Directors and the Association carries appropriate and adequate insurance coverage

## **QUALIFICATIONS**

1. Ability to work with a volunteer based Board of Directors
2. Familiarity with PC computer applications including: Word processing, financial management, email, and internet
3. Experience in initiating, planning, implementing and evaluating programs and services
  - a) Knowledge of current community challenges and opportunities relating to the mission of the Association
  - b) Knowledge of human resources management
  - c) Knowledge of financial management
  - d) Knowledge of project management

## **WORKING CONDITIONS**

Special working conditions include attending scheduled or special Board meetings outside of regular work hours, and may also include evening or weekend work when in relation to annual continuing education conferences or special continuing education seminars held by MVTA.