

OVMA Board of Trustees “Job Description”

The Ohio Veterinary Medical Association Board of Trustees is comprised of Officers who are elected by the membership at large or appointed by the President, and District Representatives who are elected by members in a defined geographic region of the State. The duties of each Officer are covered in a general sense in the Association’s By-Laws.

District Representatives responsibilities include:

- As appropriate and feasible, work with Local Associations in the District to report on OVMA activities and solicit input from the general membership. To promote this interaction, regular attendance at local meetings in the District is requested.
- Reporting pertinent local activities to the Board in a written report. Activities that warrant possible involvement of the OVMA or reflect an issue that affects the profession should be reported orally at meetings of the Board. Whenever possible the general issue involved in such oral reports should be conveyed in advance to the OVMA office so it can be placed on the agenda for proper attention and consideration.
- Assist to the extent possible Association efforts to properly identify members within the Representative’s District who may have moved in or out of the area, have retired, or are possible candidates for membership.
- Assist the President in contacting Local VMA’s regarding attending a local meeting.

The entire Board of Trustees (Officers & District Representatives) is the principle and highest governing body of the Association. The collective Board essentially fulfills three roles. The “corporate role”: of overseeing the services and resources of the organization; overseeing the implementation of the strategic plan; and, employing the executive director.

The second is a “legislative role” of establishing official positions on issues of interest and concern to the profession. From an internal perspective this role also relates to establishing operational policies.

The last is an “adjudicatory role” where the Board chooses between positions presented and/or crafts an alternative resolution.

In fulfilling these three “roles” Board members are asked to:

- ❑ Put forth a good faith effort to attend meetings of the Board and review background materials in advance.
- ❑ Maintain a general knowledge and understanding of the Association’s Core Purpose and current Strategic Plan.
- ❑ Recognize the Board’s fiduciary role by reviewing financial statements and requesting an annual review or audit.
- ❑ Assist the President in annually evaluating the Executive Director.
- ❑ Be generally aware of programs and services the Association is engaged in. Approve the addition of major new programs and services.
- ❑ Annually review and approve an operating budget for the Association.
- ❑ Ask for progress reports and generally hold accountable, committees, individual volunteers, and staff for projects and assignments conveyed to them.
- ❑ Approve operational policies as circumstances warrant them.
- ❑ Oversee and approve/disapprove/ modify the actions of OVMA Committees, Task Forces and Work Groups.
- ❑ Prevent the occurrence of conflicts of interest whereby individual interest supplants the interest of the Association.
- ❑ Adhere to the legally recognized concepts of “duty of care, loyalty and obedience”.
- ❑ Refrain from any discussions or actions which may be inconsistent with anti-trust statutes.
- ❑ Periodically discuss emerging issues within the profession and society, exploring ways in which the Association might serve the membership and public relative to those trends.
- ❑ Request additional information or clarification from staff whenever you believe it necessary to make an informed decision.