

**RVTTT Ex-Officio Representative to:
CVMA Professional Development Committee (PDC)**

Position: This position is an ex-officio position (non-voting member) on the CVMA Professional Development Committee with the mandate to address “post-graduation” continuing education issues, including the CVMA Annual Convention.

Nominations from the RVTTT Provincial Association are presented to the RVTTT Board of Directors. The RVTTT board will review nominations and select a nominee based on the qualifications. Once accepted, the RVTTT nominee is submitted for approval by the CVMA Council.
One of two RVTTT positions on this committee.

Term: CVMA Council appoints all ex-officio members annually for a one-year term, renewable for six terms; but for continuity the preference is that a minimum of three years is recommended.

Mandate:

- Under the guidance of and having responsibility to the Board of Directors of the RVTTT whilst working in collaboration with the CVMA and the convention committees to promote RVT attendance and engagement while ensuring that the RVTs in attendance have access to engaging, relevant and informative continuing education.
- As the CVMA Professional Development Committee representatives your mandate is guided by the CVMA objective to continue to build and strengthen the image of the CVMA Convention and the value it offers Canadian veterinarians and RVTs.

Qualifications:

- This person is appointed by the RVTTT Board of Directors using the following criteria:
 - RVTTT member in good standing
 - Minimum 3 years of experience as a Registered Veterinary Technologist/Technician
 - Work or volunteer experience in the training or education of veterinary team members, and/or provincial/local CE/conference committee experience.
 - Proficient professional communication skills – in person, teleconference meetings, report writing and communications by email.
 - Must be available to travel to CVMA Committee meeting in Ottawa, Ontario (March)

- Must be available to attend CVMA PDC conference calls (daytime) (min. 4/6 per year)
- Must be able to attend the annual CVMA convention in July
- Committee meetings and communications are in English.

Responsibilities include:

- Attend and participate in a professional manner representing RVTs in the following CVMA Committee activities:
 - One annual committee meeting – usually held in Ottawa, over two days in March. Responsibilities include reviewing reports and presenting their results to the committee and completing any paperwork resulting from the meeting.
 - Committee teleconferences (may be scheduled during **daytime** ~ 1 hour duration) and email discussions for the review and development of animal welfare position statements.
 - Must be able to attend and represent RVTTC and PDC committee at CVMA Convention at convention location. Tasks may include bag stuffing, moderating, assisting attendees, tradeshow booth attendee. **Duration: ~4-5 days each July**
 - Maintain regular communications with RVTTC Executive Director and Board of Directors to share information in a positive and professional manner.
 - Provide a copy of all documents, minute and agendas reports from CVMA functions to RVTTC Executive Director at sbrownrigg@rvttcanada.ca
 - Provide reports to RVTTC Board of Directors Meetings
 - Provide opportunity to share RVTTC input to CVMA PDC

Financial Responsibility: RVTTC is responsible for travel expenses to attend CVMA Committee meetings and CVMA Convention as approved by RVTTC Board of Directors as per RVTTC Travel Policy.
All Travel arrangements must be completed by the RVTTC Executive Director.

Updated: August 2021