The WSAVA Continuing Education Committee is looking for a Chair. In this document you can find a description of the position, preferred candidates and requirements.

Aim of the Committee
The WSAVA Continuing Education (CE) program was started over 20 years ago. Initially WSAVA and FECAVA joined forces to provide post graduate education in the emerging countries of Eastern Europe and the Baltic States. The pilot program was targeted at six countries and from these beginnings, a series of meetings has developed that spans five continents and includes forty one countries.

The goal of WSAVA CE is to provide practical, relevant and inspiring CE that assists general practitioners solve clinical problems regardless of the size and sophistication of their practice.

The committee strives to help the local organizers increase their skills in preparing meetings with the aim of developing self-sufficiency and the ability to provide their own CE meetings, and promote companion animal veterinary activities among their members. This will increase the value and promote membership in the local associations, thereby supporting local benefits and sustainability.

Committee Structure
The CEC will be comprised of a Chair, regional coordinators, digital CE coordinator and an EB liaison. The current regions represented by the regional coordinators are; Latin America, Eastern Europe, Western Africa, Southern Africa, South Asia and South East Asia.

Responsibilities and Expectations
Chair roles, responsibilities and expectations include:
- Liaising with the EB via the EB liaison and directly as needed
- Liaising with regional representatives to ensure that they are adequately supported in the running of the CE program
- Communicating with the central sponsors throughout the year
- Write, or assist in writing, an annual report, producing a final report and final budget for the preceding year and collating a CE plan for the forthcoming year
- Coordinate and lead the CE meetings at WSAVA World Congress.
- Approve all finalized CE events including approval of speakers and budgets where applicable.
- Approve the expense claim forms of each CE meeting along with the treasurer

Term of Office
- **Hours/week**: Estimated time requirement is 4 to 5 hours per week on average
- **Term**: 3 years with the ability to renew for another 3 year term as committee member (maximum of 6 years)
Professional Requirements
Desired skill sets and professional requirements:

- Demonstrable interest and experience in organization and coordination of CE events
- Good communication skills, especially across cultures and long distances
- Flexible availability to help in emergent situations when they occur (i.e. the time dedicated cannot be limited to a fixed moment per week, but must be fluid according to need)
- Understanding of digital and other non-presential formats of CE is desirable, as the committee navigates towards using the full scope of CE possibilities for most efficient results.

Application Process
- Applicant must provide:
  - Curriculum Vitae
  - Letter of Intent
  - Declaration of any Conflicts of Interest
  - Letter of Support from WSAVA Member Association*
- Applications should be sent to the WSAVA Secretariat [admin@wsava.org]
- Applications should be submitted before May 21st, 2020

*All nominees for membership of any WSAVA committee/group are required to provide a letter of Good Standing from the WSAVA member organisation of which they are a member. This requirement does not apply to nominees who are not members of a WSAVA organisation (e.g. non-veterinarians) whose expertise may be necessary for specialist committees/groups. A person of Good Standing is defined as someone who has complied with all explicit obligations of the association and who is not subject to any form of sanction, suspension or disciplinary censure. This letter is not a recommendation from the association that the nominee is the best person for the position. WSAVA committee positions are not chosen by member organisations - the Committee Chair ultimately decides on the best candidate for the position and the choice is ratified by the Leadership and Nominations Committee and the Executive Board. This letter indicates only that the WSAVA member association has no objection to the nomination.