

# WSAVA Leadership and Nomination Committee(LNC)

## Job description for Members

January 2021

**The LNC is looking for a new member to join the committee.**

The LNC is an administrative committee of WSAVA. Its role is primarily to help identify and mentor members of WSAVA with the potential for leadership within the organisation, and the ability to be active participants in WSAVA committees and working/guideline groups.

The LNC also works to ensure volunteers within WSAVA are canvassed from as broad a field as possible, and that the nomination and selection process is transparent and inclusive. The LNC works with the Executive Board (EB) to provide recommendations and suggestions for the EB to discuss and consider.

The LNC provides the “checks and balances” for all WSAVA committees and groups by examining nomination documentation, assessing any possible conflict of interest or issues that may arise from nominations and selections and then advising the EB. The committee also monitors committee member tenures and engages in other leadership roles as directed by the EB.

The LNC also reviews all new Association applications for WSAVA membership and is part of the nomination and selection process for the Global Meritorious Service award and the Future Leaders Award.

## Committee Structure




The committee is composed of:

- One Chair, chosen from within the committee
- One Executive Board Liaison
- Up to eight (8) members (including the Chair) representing all WSAVA regions

Committee tenure complies with the WSAVA Committee Membership Terms of Reference (Appendix 1)

## Professional Requirements

Desired skill sets and professional requirements:

-  Keen interest in the WSAVA organisation and in maintaining open and transparent representation of WSAVA committees and groups
-  A member of a Full Member WSAVA association
-  Ability and enthusiasm to engage in discussions and provide constructive comment and ideas

Nominees from North or Latin America are encouraged at this time

## Responsibilities and Expectations

Member roles, responsibilities, and expectations include:

- 🐾 LNC members must respond to emails in a prompt and timely manner
- 🐾 Members must attend the face to face meeting held at the annual WSAVA Congress
- 🐾 Members must be available for teleconferences as needed
- 🐾 Members may spend 1-2 hours per week on committee business

## Term of Office

- 🐾 **Hours/week:** 1-2 hours per week
- 🐾 **Term:** three years, with the possibility to renew once

## Application Process

- 🐾 Applicant must provide:
  - *Curriculum Vitae*
  - *Letter of Intent*
  - [Completed Application Form](#)
  - *Photograph*
  - *Letter of Support from WSAVA Member Association\**
- 🐾 Applications should be sent to the WSAVA Secretariat [[admin@wsava.org](mailto:admin@wsava.org)] Applications should be submitted before **15<sup>th</sup> of February, 2021**

*\*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.*

## Appendix 1

- Member selection must comply with the Nominations and Selection Process for Membership of WSAVA Committees, Working Groups and Specialist Committees,
- with the exception of the FAC (the bylaws state “Nomination for FAC Chairman and Committee member positions must be approved by the Executive Board and appointment for such positions shall be determined by vote by the Assembly at the annual Assembly meeting”)
- Member tenure of committees shall be 3 years with the ability to renew once for another 3 year term (maximum of 6 years). Renewal of membership tenure is to be automatic after authorisation by the rest of the committee (via a secret ballot), or unless the member elects to step down.
- In the case of new committee formation, member tenures must be staggered in order to ensure that all members do not stand down from the committee at the same time. Terms must not be longer than 3 years (with the ability to renew once as per above).
- Members shall sit on no more than two committees at any one time, however if there is a need for specialised knowledge, members may sit on a committee in a temporary advisory capacity. This membership stipulation may also be waived in special circumstances, after review by the Leadership and Nomination committee and the Executive Board.
- Chairpersons of committees shall be chosen from within the committee and do not require ratification by the Assembly, as they have already been selected via the Committee Membership SOP. If no Chairperson is available from within the committee, then selection will be via open nominations.
- Chairpersons of committees shall ideally have served on the committee for at least 2 years. This stipulation can be waived in special circumstances after examination by the Leadership and Nominations Committee and Executive Board. Chairpersons shall hold the position for a maximum of 3 years, to be voted in each year by the rest of the committee.
- If a committee member is not performing their duties (refer to the Nominations and Selection Process for Membership of WSAVA Committees, Working Groups and Specialty Committees) to the satisfaction of the Chair and the rest of the committee, the procedure to address this issue is:
  - a) An informal discussion is to be held with the committee member by the Chair, as to the reasons for the underperformance. In the case of underperformance by the Chair of a committee, this discussion will be held with an EB member.
  - b) If the matter cannot be resolved via the informal discussion, then a Letter of Warning will be sent from the LNC to the committee member, advising that the Committee is unhappy with the level of engagement and will ask for the committee member to discuss this issue. The member will be advised they have 14 days to respond to the Letter of Warning.
  - c) If there is no response to the Letter of Warning then a second reminder letter is to be sent to the committee member with another 14 day deadline for a response.
  - d) If there is still no response from the committee member, the LNC will advise the member of their immediate removal from the committee. In the case of a member of the LNC who is underperforming, the Letters of Warning will come from the LNC EB liaison.