



WSAVA Financial Advisory Committee

Job description for Member

January 2021

The Financial Advisory Committee (FAC) is seeking one applicant to join the committee. All WSAVA members are invited to consider applying.

The Financial Advisory Committee (FAC) is a sub-committee of the WSAVA Executive Board (WSAVA EB) with membership comprised of both WSAVA EB members and Assembly members. The FAC is authorized to make recommendations to the WSAVA EB within the responsibility areas outlined below:

- 🐾 To undertake analysis of any aspect related to WSAVA financial management and make recommendations to the WSAVA EB.
- 🐾 To review the annual budget for consideration by the WSAVA EB.
- 🐾 To oversee that the financial management is in compliance with applicable laws, regulations, standards and best practice guidelines.
- 🐾 To review and advise WSAVA's investment policy and management strategy.
- 🐾 To review and advise WSAVA's asset policy and management strategy.
- 🐾 To consider the appropriateness of the WSAVA's accounting policies and principles, ensuring that they are in accordance with the stated financial reporting framework.
- 🐾 To evaluate the annual audit.

Committee Structure

The composition of the Committee will be: WSAVA Treasurer in a non-voting capacity, at least three individuals from Full WSAVA Assembly Member Association(s), one of whom serves as Chair of the committee, and other WSAVA EB members may choose to attend or be invited to attend. [Find out more about the FAC here.](#)

Responsibilities and Expectations

Member roles, responsibilities and expectations include:

- 🐾 Review financial documents such as budgets, audit reports
- 🐾 Be available for committee teleconference calls during the year, approximately 6 months after or before the congress and other times as deemed necessary by the committee
- 🐾 Attend in-person committee meeting prior to each General Assembly meeting held at each annual WSAVA Congress, minimum 1 day plus travel days
- 🐾 Response to email/electronic communication in timely manner
- 🐾 Contribute to other requests from the WSAVA Executive Board for the committee

Term of Office

- 🐾 **Hours/week:** Estimated time requirement is 1-2 hours per week
- 🐾 **Term:** 3 years with the ability to renew once for another 3-year term (maximum of 6 years)

Professional Requirements

Desired skill sets and professional requirements:

WSAVA Secretariat Office

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Dundas, Ontario
Canada L9H 2A1
Tel: +905.627.8540
Fax: +905.627.8425
Email: wsavasecretariat@gmail.com



- 🐾 The FAC has regional representation (North and South America, Europe or Africa and Oceania), and is now looking for a member from Oceania.
- 🐾 Demonstrable interest and experience in fiscal policy or financial management

Application Process

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

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