

Nomination and Selection Process for Membership of WSAVA Committees, Working Groups and Specialty Committees.

This document has been produced to ensure the nomination and selection of volunteers for WSAVA committees to be open, transparent and standardised. All positions on WSAVA committees are to be **open nominations** as per the protocols set out below. This should enable a greater diversity of volunteers to be canvassed for positions on committees.

1. NOMINATION CRITERIA

Nominees are to be WSAVA members unless there are special circumstances – for example, Specialty Committees where members are expertise based and may not necessarily be veterinarians or members of a WSAVA association.

2. COMMITTEE MEMBER JOB DESCRIPTION

When a committee requires a new member, a job description is to be drafted by the committee containing functions to be performed, the approximate time in hours per week/month this will take and the skill set(s) necessary for the committee. Requirements for attendance at committee meetings, for attendance at the WSAVA Congress, adherence to WSAVA values and Code of Conduct and the need for evidence of ongoing engagement with committee function should be included. This job description will be sent to the Membership and Nominations Committee (MNC).

In the case of Specialty Committees, the area of specialization shall be clearly stated in the job description, but the nomination process will still be open.

The MNC will review the job description and send it to the Secretariat who will send it out to all Assembly Representatives, Committee Chairs and the website volunteer section for dissemination. There will be an end date deadline for all nominations. Nominees will be asked for a Letter of Intent, a current CV, a declaration of any Conflicts of Interest and a Letter of Support from the WSAVA association(s) of which the nominee is a member (see addendum) to be sent to the Secretariat. These will be forwarded to the MNC. The committee requiring the new member(s) is also free to send in nominations of appropriate candidates.

3. SELECTION OF CANDIDATES

The MNC will send all nominations on to the committee requesting the nomination. The committee will decide on the preferred candidate and inform the MNC of their choice, detailing the reasons for this choice.

The MNC will check there are no inconsistencies with the nomination and will then pass on the details of the chosen individual to the Executive Board (EB) for approval.

4. COMMITTEE CHAIR SELECTION PROCEDURE

In accordance with the Terms of Reference for Committees, committee Chairs will ideally be chosen from within the existing committee. The MNC shall review the Chair choice. If it is not

possible to choose the Chair from within the committee, then the committee is to follow the process above for open nominations.

5. MNC NOMINATIONS AND SELECTION PROCEDURE

In the case of the MNC member nominations, the EB will take on the role normally given to the MNC.

6. FORMATION OF NEW COMMITTEES

The EB shall choose a person to lead the formation of a new committee. This person will draft a job description for members of the committee and forward this to the MNC. The procedures for nomination and selection of members will then be followed to canvas nominations for the new committee. The selection of committee members and Chair will be decided by the MNC, the EB and the person chosen to lead the formation of the committee (who may or may not become the Chair).

The process for finding new volunteers on committees will extend to volunteers of the EB as well.

Addendum: Definition of “Letter of Support”

All nominees for membership of any WSAVA committee/group are required to provide a letter of Good Standing from all the WSAVA member organisations 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 who may be included in specialist committees/groups.

A person of Good Standing is defined as someone who has complied with all explicit obligations of any organisation(s) and who is not subject to any form of sanction, suspension, or disciplinary censure.

This letter is not a recommendation from the organisation(s) that the nominee is the best person for the position. WSAVA committee positions are not chosen by member organisations – the Committee Chair decides on the best candidate for the position and choice is ratified by the Leadership and Nominations Committee and Executive Board. This letter indicates only that the WSAVA member organisation(s) has no objection to the nomination and that the nominee has the support of their association(s). The nominee must have a minimum of one year’s membership of their association(s).

Approved in 2020; updated in 2023