



Membership and Nomination Committee (MNC)

Terms of Reference

1. Purpose

The Membership and Nomination Committee (MNC) supports WSAVA's mission to advance the health and welfare of companion animals worldwide through an educated, committed, and collaborative global veterinary community. The committee guides strategic human resource planning across committees—by mapping capability needs, leading transparent and inclusive nominations, cultivating future leaders, and recognizing excellence through WSAVA awards.

2. Objectives

- Review applications for association membership to ensure they meet the membership criteria and provide a recommendation to the Executive Board (EB) and the General Assembly. The MNC may actively identify prospective members and provide information needed to pursue membership.
- Collaborate with Committee Chairs to define and regularly update the skill sets required for each WSAVA committee role.
- Partner with Committees to identify members and Chairs.
- Review applications for members of the committees and provide recommendations on eligibility for final selection to their Chairs.
- Reviews applications for WSAVA Executive Board (EB) members and Officers and make recommendations to the General Assembly on their suitability as candidates.
- Review nominations for Committee Chairs. Provide MNC representation in interviews and deliver final recommendations to the EB for appointment.
- Ensure nominations are fair, equitable, inclusive, and transparent, and employ the WSAVA Conflict of Interest Policy in order to identify and address potential conflicts prior to initial appointments.
- Provide recommendations to the EB on SOPs related to volunteer engagement, succession planning and evaluation, including processes of nomination, election, volunteer obligations, rights, and rewards.
- Participate in the nomination and selection process for WSAVA Global Meritorious Service Award and the WSAVA Hills Next Generation Award, according to the Terms of Reference for WSAVA Awards.
- Engage in other leadership identification efforts as directed by the EB.

- At the direction of, and in consultation with the EB, act as an advisory body to the EB on association management issues.

3. Membership

Qualifications:

Veterinarians with proven experience in governance and nominations, and familiarity with international organizations. Members bring sound judgment, neutrality, and confidentiality, and meticulous attention to detail, commit to fairness and global representation, and communicate reliably while working efficiently via electronic workflow processes.

Composition:

Composed of representatives from WSAVA member associations, the committee will include at least five members. Every effort is to be made to ensure broad representation of the WSAVA membership and regional representation.

Tenure:

Committee tenure is typically three years, with the ability to renew once for another three-year term (maximum of six years). To maintain continuity, terms may be staggered, which may alter the tenure requested at the time of appointment.

Appointments:

Members are selected according to the WSAVA Policy & Process Manual pertaining to WSAVA Committees. Recommendations for MNC membership and Chair are to be approved by the WSAVA EB. A liaison from the Executive Board serves on the Committee. Membership of the MNC will be reviewed annually.

4. Meeting Arrangements

- The Committee meets in person once annually at a WSAVA regional event or at the WSAVA World Congress.
- Virtual meetings are convened by the Chair on an ad hoc basis.
- Meeting quorum is at least 50% of the committee members attending in person or virtually.

Electronic workflows and participation

Most Committee activities (e.g., reviewing applications; revising Terms of Reference, Job Descriptions, and other documents) are conducted electronically using Microsoft Teams.

Participation threshold:

A minimum of 50% of Committee members must participate in electronic activities to proceed and be considered valid.

Timelines:

Members are expected to complete assigned reviews and document tasks within the timeframe set by the Chair or agreed to by the Committee. Members who anticipate delays should inform the Chair promptly.

Time commitment:

The electronic workload typically averages three hours per month, recognizing that it may vary across the year.

Records and Reporting

Minutes: Meeting minutes are recorded and approved by the Committee prior to submission to the Executive Board (EB).

EB reporting: The Committee reports activities and recommendations to the EB via approved minutes and, as needed, supplementary written or oral reports.

General Assembly: Following EB presentation, final decisions are reported annually in writing to the General Assembly, and an annual Assembly report is submitted.

5. Other

All WSAVA committee and project group members agree to abide by the policies and processes set out within the WSAVA Policy and Process Manual.

WSAVA's official language is English. All documents are issued in English, and Committee members are required to be fluent in both written and spoken English.

AI tools may be used for tasks involving public or open-source information only. All outputs are to be verified prior to use. Committee members must not input private, confidential, or personal data into any AI tool.