

Duties of the President:

- preside at all meetings of the Executive Board and the general membership meetings;
- set the meeting agenda;
- vote only to break a tie vote of the Executive Board;
- represent the Association in all matters;
- appoint the chairpersons of any committees formed, outline their duties, and monitor their progress;
- promote increased membership through public speeches, published articles, etc.;
- with the treasurer, oversee the budget and ensure the IRS and Wyoming Secretary of State documentation are filed to the respective organizations on time;
- be the point of contact for all mailings for the association and disburse information to the appropriate Board member or committee as needed;
- act as the spokesperson for the Association to the press, the public, and related organizations;
- promote the veterinary medical profession, the credentialed veterinary technician, and the veterinary support staff including their relationships to public health and agriculture;
- transition to office of Past President upon election and seating of new Association President and maintain this position until subsequent Association President is elected; and
- attend all Wyoming Veterinary Technician Board meetings (online monthly).



Committees:

- Oversee all committees to ensure chairpersons are appointed and committees set to purposefully address charges.
- Act as Nominating Committee Chairperson setting committee no later than June 1 to work toward identifying prospective board members for Fall Elections for the upcoming calendar year.

Eligibility:

- Active Member in good standing with the Association; and
- must have served at least one year on the Executive Board in the year preceding election to the office of President,
- must be a Certified Veterinary Technician in good standing on record with the Wyoming Veterinary Technician Association,
- **and be a resident of Wyoming.**

Duties of the Past President:

- act as an advisor to the Executive Board;
- serve as the liaison to the Wyoming Veterinary Medical Association;
- serve as the WyVTA Scholarship Committee Chairperson;
- represent the Association in any matters as requested by the President;
- promote increased membership through public speeches, published articles, etc. as requested by the President;
- promote the veterinary medical profession, the credentialed veterinary technician, and the veterinary support staff including their relationships to public health and agriculture;
- assist with committees and be a resource for the current elected board members; and
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must have served at least one year on the Executive Board in the year preceding election in the office of President or be continuing as the Past President if the current President is continuing as President,
- must be a Certified Veterinary Technician in good standing on record with the Wyoming Veterinary Technician Association, and
- may not hold this position longer than 3 consecutive years.



Duties of the Vice President:

- serve as the Continuing Education Committee Chairperson and oversee and be privy to all decisions, arrangements, etc. of this committee;
 - Continuing Education Committee:
 - organize the annual continuing education program for the Association including contracting speakers, venue, sponsors; setting fees; providing certificates of completion; calculating speaker stipends and coordinating payment, and coordinating publicity and marketing with the Newsletter/Public Relations Committee and Executive Board
 - serve in an advisory capacity to continuing education programs for veterinary technicians and veterinary support staff
 - suggest and/or supply contributions for the Association newsletter in an effort to keep CE fresh, exiting, and available for Wyoming professionals; and
- serve as acting President should the elected President be unable to serve.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the Secretary:

- record or document minutes of meetings via transcript or other means for the best possible raw log and provide a summary of the minutes for review by the Board for approval and publication to the membership via newsletter and/or email;
- assist the President in keeping accurate files of all state/provincial/national technician associations;
- be responsible for any correspondence unless otherwise delegated; and
- publish an annual wish list and sponsor requests as directed by the Executive Board.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the Treasurer:

- keep an itemized account of all receipts and disbursements for a period of not less than 7 years;
- receive and have charge of all funds of the Association, deposit such funds in a bank designated by the Executive Board and provide for expenditure of such funds as directed by the Board; and
- file appropriate non-profit standing Internal Revenue Service (IRS) forms (990-N, annually) and documentation to maintain status either electronically or by mail as required annually by the IRS, Wyoming Secretary of State, or any other entity requesting such information. The Treasurer and President shall be responsible for ensuring documentation submission dates are not missed.
 - The Wyoming Secretary of State Annual Report shall be filed immediately following the Fall Annual Meeting in September or no later than the annual due date of October 1 under the Association's Wyoming Secretary of State account number: 2015-000697191.
 - The Internal Revenue Service 990-N Form (e-filing) shall be filed electronically as soon as available annually on the IRS.gov website after the first of the calendar year, but no later than March 30.
- ensure the WyVTA PO BOX is kept current and pay the annual fee on time in concordance with keeping a physical address for the nonprofit IRS organization.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).



Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the NAVTA State Representative:

- be a member in good standing of NAVTA and act as a liaison to NAVTA;
- provide NAVTA with quarterly reports regarding the Association and the state of veterinary medicine in Wyoming;
- provide the Association with any pertinent information of national, regional, or state interest; and
- it is highly recommended that the NAVTA Representative attend any NAVTA State Representative meetings, if at all possible, without expected compensation of the Association, and provide the benefits thereof to the Association by report, article, or other means of dissemination to the Board and membership.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association;
- must preferably be a resident of Wyoming;
- must be an active member in good standing of the North American Veterinary Technician Association; and
- is bound by the rules and regulations governing NAVTA as well as the Wyoming Veterinary Technician Association.

Duties of Membership/Certification:



- for all WyVTA Memberships:
 - evaluate applicants for membership status according to Article III of the WyVTA Constitution and Bylaws;
 - collect and maintain accurate records of Wyoming Veterinary Technician Association members (active and associate);
 - collect membership dues, record with membership records, and remit funds to the treasurer within 30 days of receipt; and
 - ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.
 - serve as WyVTA Membership Committee Chairperson;
- for all WyVTA Certifications:
 - evaluate applicants for certification status using the criteria set forth in the WyVTA Bylaws Certification Committee.
 - collect and maintain accurate records of Wyoming Veterinary Technician Association certified members;
 - collect certification dues, record with certification records, and remit funds to the treasurer within 30 days of receipt;
 - ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.
 - serve as WyVTA Certification Committee Chairperson;
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of Member-At-Large:

- be a position elected only if all other Executive Board officer positions are filled;
- be limited to a total of two (2) positions annually;
- attend all Board Meetings; and
- be able to accept chairmanships of committees

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.