



ASSOCIATION OF VETERINARY TECHNICIAN EDUCATORS

VOLUNTEER MANUAL

September 2024





Thank You!

Your service WILL make a difference.

On behalf of our Board of Directors and the entire AVTE community, thank you for volunteering to serve our organization this year. We are committed to making sure that this experience is meaningful on both a personal and professional level.

Our volunteers are the heart of the AVTE. With each of us, our organization could achieve its mission. We will build on past successes and chart a course towards achieving our mission.

This manual provides key information to help you navigate your volunteer experience and maximize your impact on our community. Please contact us with any questions or to let us know if we can assist you.

Many thanks for volunteering. I look forward to working with you.

Tricia Gorham CVT, FVTE

President

St. Petersburg College

Guiding Principles:

We believe that volunteer service should...

1.

STRENGTHEN KNOWLEDGE

about our organization and Vet Tech education in general.

2.

STRENGTHEN SKILLS

on a personal and professional level that will benefit both YOU and THE AVTE.

3.

STRENGTHEN CONNECTIONS

with the AVTE over time that could lead to additional service (including Board) opportunities.

Key Concept:

The Concept of “One Community” Drives Everything we do.”

AVTE's "One Community" initiative emphasizes collaboration among veterinary technician educators and the organizations they belong to to enhance student success.

Officially launched at the 2024 Annual Conference, “One Community” is AVTE’s call for us all to focus on efforts that foster partnerships, leadership, and innovation, creating a supportive network committed to excellence in veterinary education.

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"ACHIEVING STUDENT SUCCESS DEMANDS A COLLABORATIVE EFFORT ACROSS INDIVIDUAL AND ORGANIZATIONAL LEVELS. ANYTHING LESS RISKS FAILING OUR STUDENTS AND THE COMMUNITIES THEY WILL SERVE."

**JENNIFER SERLING, FVTE - AVTE PAST PRESIDENT
ANNOUNCING THE "ONE COMMUNITY" CONCEPT
AVTE 2024 - HOUSTON, TX**

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Core Domains:

AVTE's work is focused around 3 Core Domains - Leadership, Innovation and Mentorship

Leadership

AVTE is dedicated to developing impactful leaders in veterinary education through a strong network, events, and partnerships, emphasizing unity and broad-reaching influence.

Innovation

AVTE empowers educators with tools and strategies for sustainable innovation, driving classroom excellence and influencing broader industry standards for lasting systemic improvements.

Mentorship

Mentorship at AVTE is vital, guiding students and faculty through challenges while fostering continuous learning, professional development, and a united "One Community" in veterinary education.

General Purpose:

**AVTE
Committees are
meant to...**

1.

FACILITATE the work that needs to be done in between board meetings.

2.

MAKE RECOMMENDATIONS to the board on key strategic and operational questions.

3.

ASSIST STAFF in the day to day operations of the organization.

OUR SIGNATURE PROGRAMS INCLUDE:



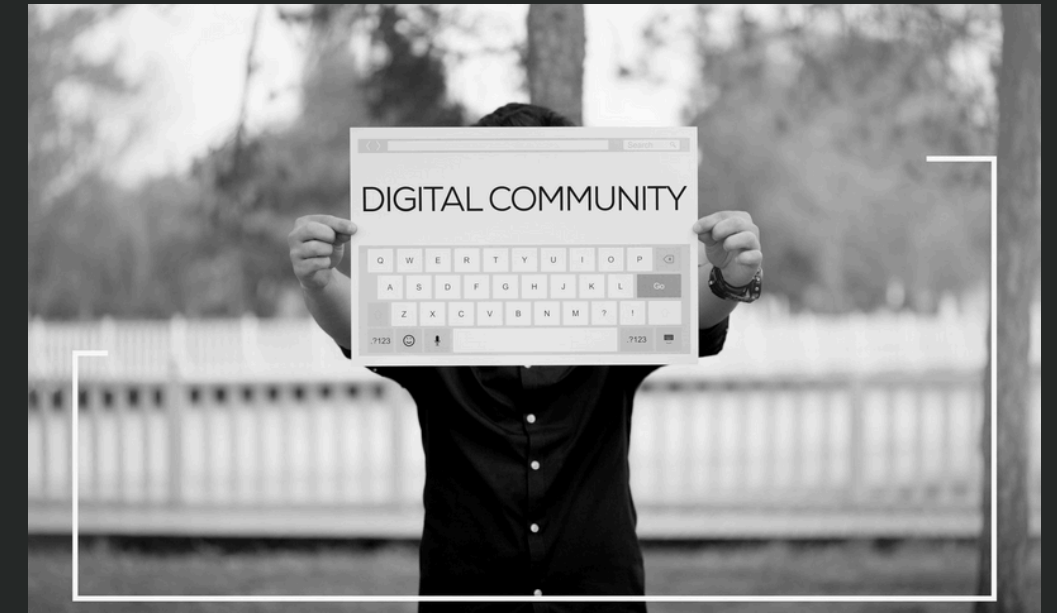
ANNUAL CONFERENCE

Held annually, AVTE's annual conference brings over 400 members together for three days for networking, knowledge sharing, and tackling common challenges.



AVTE FELLOWS

AVTE Fellows designation allows members to obtain a title that reflects their outstanding commitment to promoting leadership, mentorship, and innovation within the veterinary technology education community.



MEMBERS COMMUNITY

A robust online community for AVTE members - it's a chance to get help with pressing challenges or help a colleague with theirs. There is a community specifically for program directors as well.

HOW THE ASSOCIATION OF VETERINARY TECHNICIAN EDUCATORS IS STRUCTURED:

THE BOARD

AVTE is governed by a Board of Directors. The Executive Committee of the Board (officers) manages affairs in-between Board meetings.

COMMITTEES

The work of the Board is supported by a number of volunteer led committees and task-forces. Additional task-forces and work groups are appointed as needed by the Board.

APPOINTMENTS

Chairs and committee members are appointed by the President after Board consultation.

OPERATIONS

Day-to-day operations are handled by a management firm (TVD Associates, Inc.). Todd Von Deak serves as the AVTE's Executive Director

Types of Service

A variety of volunteer opportunities have been established in recognition of the interests and needs of busy professionals who wish to contribute. There are:

- **Standing Committee(s).** One-year commitment, renewable term.
- **Ad Hoc Taskforce(s).** Varied length commitment, short-term project, or research.
- **Independent Project(s).** Varied commitment, one-person project, or research.
- **Mentoring Role(s).** Varied length commitment to fulfill periodic needs .



How We Operate

All groups meet virtually (conference or video call).

- Groups will identify a person responsible for minutes. Minutes should be shared within 10 days of the meeting with the group (with a copy to the Executive Director). We suggest setting the day and time for the next meeting at the conclusion of the proceeding while the group is together.
- Meeting frequency varies by type of volunteer service.
- Volunteers are encouraged to share feedback with their chair, or our President on ways service can be meaningful on a personal level.

Our Ask of You

Is simple and straight forward.

- Maintain a current membership during your service
- Complete a conflict of interest and disclosure statement
- Participate in all meetings
- Review relevant material prior to meetings
- Accept and complete special assignments when possible
- Promote involvement by participating and being an advocate
- Respond promptly to correspondence and requests
- Immediately inform staff and leadership if your circumstances change that impact your service





[HTTP://WWW.AVTE.NET/VOLUNTEER-DOCS/](http://www.avte.net/volunteer-docs/)
YOUR ONLINE RESOURCE

We have crafted a web page with key resources to support being a volunteer. Online you will find our bylaws, committee charges and job descriptions, and other governing documents along with project resources and articles on key topics for volunteers (think finances). Throughout the year, if we can add anything that would be helpful, just let us know. This is a work in progress!

Key Contacts

Ready for questions, to
share resources, or to
work through
challenges.



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**TODD VON DEAK, DBA, CAE -
EXECUTIVE DIRECTOR**

help@AVTE.net

THREE THINGS YOU CAN DO:



SHARE

Leverage Your Social Media

The AVTE is on Facebook, LinkedIn, and Twitter. Every time you share one of our posts, you are helping to get the word out - likely to someone who has never heard of us.



INVITE

Make Personal Asks

Nothing is more powerful than a personal ask or invite from a colleague. When you join us for an event, try to bring a friend along.



OBSERVE

Be a Talent Scout

The more people actively engaged in our community, the stronger it is. Current volunteers are the best sources for recruiting additional support, which we can always put to use. Know someone who wants to get involved - have them reach out or let us know and we'll see if they are interested in getting enlisted.

Thank You

WE ARE LOOKING FORWARD TO THE YEAR AHEAD!

Together, there is no doubt that the AVTE will have a strong year and truly make an impact, both personally and professionally on our members along with the community that we serve.

Throughout the year, please do not hesitate to reach out whenever you feel that our staff can be of assistance. Whether you have an idea that you think could be transformational, or experiencing a challenge that could be lighter if shared, we look forward to hearing from you.

The biggest asset of any association is its people. With involved members, so much is possible...and without, so little. Our community, along with the industry we serve will be better off because you are taking an active role in its future. For that, you have my thanks.

All the Best,

Todd Von Deak, DBA, CAE
Executive Director





We're Excited for the Year Ahead

**ASSOCIATION OF VETERINARY
TECHNICIAN EDUCATORS**

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