AAVLD COMMITTEES STANDARD OPERATING PROCEDURES

Version: December 2024

Revision: December 2024

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Standard Operating Procedures for AAVLD Committees and Committee Chairs

References
Constitution and Bylaws of the American Association of Veterinary Laboratory Diagnosticians.

Committee Structure

Types of Committees

The following 9 committees are Standing Committees, mandated and organized according to the AAVLD Constitution and Bylaws: Accreditation, Awards, Credentials, Membership, Nominating, Program, Communications, Strategic Planning, and AAVLD Foundation Committees.

All other committees are Special Committees or Task Forces appointed by the President, or, for joint USAHA/AAVLD committees or other joint organization committees, appointed jointly by the Presidents of each organization. Task Forces are appointed to carry out a specific charge and will not be reappointed once the task is completed.

Subcommittees may be appointed by any committee chair as deemed necessary. They are responsible for the chairs that appoint them.

Functions of Committees

Committees serve multiple functions that are essential to the AAVLD mission. This includes dissemination of the latest scientific information that will advance the many disciplines engaged with diagnostic medicine, including:

- technological or methodological advances in the disciplines
- new or changing disease syndromes and how they are detected.
- sharing of one's expertise and experience with colleagues, students, and trainees
- sharing one's expertise when called upon to aid stakeholders, and policy and decision makers.
- recognizing excellence in others to encourage ongoing excellence in our disciplines.
- supporting the annual meeting, the organization's Journal (JVDI), Newsletter and list-serve to ensure good communication, collaboration, training, and cooperation.
- provide leadership to ensure a successful scientific session of their discipline at the annual meeting.

Committees may identify, address, and resolve specific issues related to diagnostic laboratory medicine. Committees may, as a function of their investigation of the diagnostic challenges associated with a particular disease, present scientific and educational data for further discussion within their committee meetings with the expected outcome of reaching a greater level of confidence and understanding of the diagnostic criteria and methodologies that are most appropriate to determine the presence or absence of the disease in question. These

outcomes are communicated to the Association membership via their annual committee report, submissions to the AAVLD NEWS or JVDI, or via Elist discussions as appropriate for expediency.

Committees may serve as an organizing body for separate, brief, informal case presentation sessions within their discipline or for special symposia or workshops within their discipline during the annual meeting or other venues as arranged by the committee leaders. Plans for any symposia, workshops, or seminars should be submitted with a budget plan to the AAVLD Executive Board for approval. If the planned event is to take place at the annual meeting, the plan is due by February 1st or for unexpected situations, as soon as possible (new disease outbreaks or breaking science news situations). Use the form *'AAVLD Committee Chair Reporting Electronic Form Symposium / Workshop report'* form in Appendix 4.

Management and Participation

A chairperson or co-chair facilitates the work of the committee.

All AAVLD members in good standing and non-member registrants at the annual meeting are eligible to participate in the activities of all committees except the Executive Committee, Accreditation, and Financial Advisory Committees. Committee members must be current AAVLD members, and only committee members may vote during committee meetings.

A quorum for the business of a committee is defined as 10 voting members or 30% of committee membership present, whichever is less.

Joint USAHA/AAVLD and other joint committees are managed as regulated by the Constitution and Bylaws, and Administrative Policies of each organization. Two co-chairs equally share the duties and responsibilities of joint USAHA/AAVLD committees.

Where a committee is authorized by Bylaws or Executive Board direction to make decisions without Executive Board ratification, such committee shall include in its operating documents (i.e., minutes, reports, attendee list, committee membership list) an original version of any supporting documentation. Committee operating documents shall not include links to supporting documentation where such documentation resides on a non-AAVLD electronic storage platform or where such documentation can be modified, altered, or deleted by non-AAVLD personnel.

Committee chairs shall use the 'AAVLD Committee Membership Enrollment Form' enclosed in Appendix 4. The enrollment period will open in conjunction with USAHA open enrollment and is estimated, one month before the scheduled annual meeting. The committee enrollment Excel responses shall be distributed to all committee chairs before the annual meeting.

Note: All comments and procedures laid out in the following apply to all committees, including joint USAHA/AAVLD and other joint committees, unless specified otherwise in the Constitution and Bylaws of either organization, or if specifically stated as an exception for any

type of committee.

Chairperson(s) Appointment

The chair or co-chairs of the Committee are appointed and reappointed annually by the President, generally for a maximum of 3 one-year terms. The USAHA co-chairs of joint USAHA/AAVLD committees are appointed for 5 one-year terms and generally cannot be reappointed to chair the same committee for at least one year.

The chairs are to be selected based on subject-related qualifications, skills in leadership, organization, and communications, and availability and willingness to complete the required tasks. The President will request nominations for chairs from the previous chair and committee membership and accept self-nominations from interested members of AAVLD. The Annual Meeting Committee Report shall include recommendations to the President for who shall chair the committee the following year.

The organization does not provide financial compensation, payment, or reimbursement of expenses for any activities related to chairing a committee.

For each joint USAHA / AAVLD committee, the President of each organization appoints one co-chair. It is preferable, but not required, that each co-chair be a member of both organizations, and the Presidents consult each other before the appointment to ensure compatible co-chairs.

Chairperson(s) Resignation and Replacement

In the event a chair resigns, the outgoing chair will notify the President. The President has the authority to appoint and/or replace any chair at any time. For joint USAHA/AAVLD committees, the Presidents of both associations must be notified and take action in concert.

Duties/Activities

Mission Statement

The Mission of the Committee is to be stated at the inception of the Committee and posted on the website. The Mission Statement is formulated by the committee chair in consultation with the President. Adjustments to the Mission Statement can be made as deemed necessary by the President, the committee chair, and a quorum of the committee, unless the committee is dissolved, and a new committee is appointed to carry forth a new mission.

Reports and Planning of Activities

The chair shall submit a report using the template provided to the Executive Director and Executive Assistant of its annual meeting activities. Also, submit the committee meeting minutes within two weeks following the annual meeting using the report form.

The electronic forms provided in these instructions must be used by the chair for submitting any documents related to the committee's yearly and annual meeting duties. The chair must also adhere to the methods outlined in these instructions for completing the tasks and reporting the results.

Shared Dropbox Committee Folder

AAVLD shall provide a shared committee Dropbox folder to each committee chair for the purposes of sharing committee activity documents. This is the AAVLD's new method of sharing committee documents.

The annual committee report will also include action items, including committee analysis of committee activities relative to the AAVLD strategic goals during the past year and planned activities of the committee for the coming year to address AAVLD strategic goals; all to be submitted on the form using the format stated in **Appendix 1**.

Progress on significant committee accomplishments will be provided to the Executive Board and published on the website, and some may be included in the AAVLD Newsletter for communication to the membership. The Annual Meeting Committee Report shall also include committee recommendations to the President as to who shall chair the committee the following year. Once the new Chair is seated, the new year's committee member list will be created and submitted to the President for approval. This is the committee chair's opportunity to recruit additional members to serve on their committee. This is the chair's opportunity to seek certain talents or experiences to accomplish the specific work of the committee in the year ahead. When finalized, the list is posted on the committee's AAVLD web page.

Meetings for Committee Chairs

Committee Chairs shall participate in the **pre-Annual Meeting planning call** conducted a few weeks before the annual meeting and are invited to attend the Executive Board meeting at the Annual Meeting if board input on major initiatives is desired by the committee (contact the Exec. Director to be placed on the agenda). The outgoing and newly appointed committee chairs are also expected to attend the **Annual Meeting Analysis and Review Session** for leaders, including the Executive Committee, the Program Committee, and Committee Chairs. **This meeting is held the day following the President's Banquet.** There, the Chairs will present a brief synopsis of their committees' future meeting plans, provide feedback on changes and improvements for future meetings to include facilities (room size), attendance, scheduling, symposia, or workshop plans, etc.

Nomination and Appointment of Committee Members

The chair shall target an effective and manageable committee size. For joint USAHA/AAVLD committees, this size is preferably greater than 15 members and less than 51. Recruitment of committee members is done by the committee chair in consultation with and final approval by the President. Members in good standing who can contribute to the committee's activities may request the committee chair to nominate them as committee members.

The chair annually evaluates contributions from committee members to the committee and makes recommendations to the President regarding reappointment. Reappointment of members to the Committee will not be requested for members who have not participated in any committee activities during the current year. Non-participation includes non-attendance at meetings and/or lack of communication with the chair on subjects related to committee activities.

The list of recommended committee members for the coming year shall be submitted to the President, AAVLD Executive Director, and Executive Assistant by January 15.

The chair is responsible for communication with the committee members, the AAVLD Executive Director, the President, and the Program Chair. The chair shall maintain an accurate contact list of all committee members and confirm that they are active members of AAVLD or, for joint committees, within one of the joint organizations. The AAVLD Directory is a good source to look up current active

members. Non-AAVLD members on a joint committee should be indicated on the committee list. The committee list shall follow the proposed format and be submitted using the Excel template provided by AAVLD. The committee's membership list shall be published on the AAVLD website under the committee's name.

AAVLD Committee Electronic Data Form

AAVLD shall provide each committee with an electronic data form for the purpose of uploading approved committee member lists, agendas, reports, website documents, images, and any other information to share on their AAVLD committee website and use at the annual meeting. The forms can be found in **Appendix 4.** The chair shall use the Excel committee member list for submitting your member recommendations for approval by the AAVLD President, found in Appendix 4.

Website Update Request Form

To update your committee webpage, please fill out the form in **Appendix 4**. This form allows you to customize the appearance, content, documents, and images of your webpage. You can choose a free Shutterstock image every quarter to enhance your webpage. Just enter your chosen Shutterstock ID in the form found on the website Royalty Free Stock Images For Creative Projects | Shutterstock. You can also upload your own images if you prefer. Shutterstock offers royalty-free stock images for creative projects. Visit their website to browse their collection.
For continuity and formatting of the document, links to each committee webpage. Please use this naming convention for all document file uploads below. The file name you name your document will be the same as the link on your committee webpage.

Document upload naming convention: Name of document link Document Version_
Example: AAVLD Naming Convention for Committee Webpages V1.

Committee Open Enrollment Form

In conjunction with USAHA, an estimated one month before the annual meeting, the AAVLD administration office will send out the open enrollment forms for the committee members. The forms must be returned within one month. The committee chair will receive the results and use them for the annual meeting preparation. Please refer to the form in **Appendix 4**.

Committee Annual Meeting Agenda form

The committee shall submit its annual meeting agenda by September 15, or an estimated eight weeks before the annual meeting, using the form found in **Appendix 4**. The agenda will be shared in the committee's shared Dropbox to be sent by AAVLD to each committee chair before the annual meeting.

Committee Annual Meeting Report form

The committee shall submit its annual meeting report using the template provided, due two weeks post annual meeting, using the form found in **Appendix 4**. The report will be received electronically, and then after the AAVLD Presidents review will be shared in the committee shared Dropbox to be sent by the AAVLD to each committee chair before the annual meeting. Please submit any supporting documentation, such as minutes, resolutions, etc.

Committee Membership List Form

The electronic form link in **Appendix 4** must be used by the committee to send its annual meeting committee membership list. This list will be approved by the AAVLD President, and it will include the final committee chair members. The committee chairs can use the final open enrollment list provided by AAVLD administration, as well as any individuals who join the committee during the annual meeting. AAVLD will provide a Google sheet with a QR code for each committee attendance check-in. The report will be provided to the committee chairs as well as the AAVLD President. The committee chairs must check that all the members are part of the AAVLD. The deadline for submitting the membership list is January 15. Please use the membership electronic link found in Appendix 4.

Joint Committees and Subcommittees

Joint USAHA/AAVLD committee members are appointed by the President of their respective organizations. It is the co-chairs' responsibility to ensure balanced representation of both organizations.

Committee chairs may appoint subcommittees as necessary and notify the President. Subcommittees must be approved by the President if their function is to exceed one year. Subcommittees shall report to the parent committee, and their reports are included in the parent committee report. Joint subcommittees and their members are listed on the AAVLD website.

Committee Members

All members in good standing of AAVLD are eligible to be members of all committees of AAVLD unless specified otherwise in the Bylaws. See Nomination and Appointment of Committee Members above for further details.

Members must be available and commit to participating in committee activities such as attendance at annual or other meetings, contribution to the establishment of the meeting agenda, and/or providing expertise or ideas on issues debated by the committee between annual meetings. Each committee member is required to check in to the committees attended at the annual meeting, Zoom meetings, and answer the questions for committee member validation.

All committee members may vote on recommendations to be submitted by the committee to the President. Any committee member with a professional or business conflict of interest shall abstain from voting or committee activities that could be perceived as benefiting their interests.

There is no defined length of service for individual members on committees other than those defined by the Constitution and Bylaws for standing committees.

Annual Meeting

The annual meeting is a major event in the committee's yearly activities. Currently, it is the principal forum for presentation, exchange, and deliberation on new knowledge and ideas. It is the place to conduct annual business related to the mission and charge(s) of the committee, which may include votes on resolutions and committee actions to be recommended to the

President and/or Executive Board. However, ongoing committee activities may be necessary throughout the year. **Brief verbal reports of committee activities shall be presented by the chair at one of the two HOD meetings during the annual meeting. The chair shall submit a complete written report to the Executive Director and Executive Assistant of its annual meeting activities and minutes within two weeks following the annual meeting, using the electronic data form found in Appendix 4. The report is to be shared with the Executive Board, the HOD, and membership via the committee page on the website.**

Facilities, Equipment, and Food and Beverage

The AAVLD and USAHA Executive Directors, the Annual Meeting Planner, and approved staff shall comprise the site visit team and are responsible for arranging meeting facilities for committees. No later than February 1, the Committee Chair/Cochairs shall submit the request for the annual meeting symposium draft. The AAVLD representative will inform the chair of the meeting room size and style and request a list of required audiovisual equipment. AAVLD pays a rental fee for each piece of equipment, so only those required should be requested. Due to cost, AAVLD tries not to rent LCD projectors and associated laptop computers for use during committee meetings. However, the organization has about 6 LCD projectors available for use. If more are necessary, some chairs have been able to bring small projectors to the meeting from their units, or AAVLD will rent what is needed.

If such equipment is required, it is the responsibility of the committee chair to inform the AAVLD meeting planner regarding specific equipment needed for their meetings. The AAVLD meeting planner will communicate with the chairs as to their specific needs prior to the meeting regarding room size, equipment that will be available, room arrangement, and date and time of their meeting.

After the meeting, all Committee Chairs are required to attend or have representation at a post-meeting evaluation (typically the morning after the Presidents' Banquet. Feedback is used by the Program Committee, Committee Chairs, and leaders in preparation for the next annual meeting. Information needed includes room size sufficiency, equipment issues, or timing issues related to your committee meetings or scientific sessions.

If a committee seeks to have an invited speaker or presenter and desires to pay expenses for the invited speaker or presenter, the Chair must seek approval from the AAVLD executive board at least 60 days in advance. The Chair and committee must identify a funding source before entering into a fee-for-service or expense reimbursement agreement with an invited speaker. Potential sources of funding may include committee member donations, industry sponsorship, AAVLD general funds (request through the President), or AAVLD Foundation (request through Foundation Chair). Reimbursement of expenses follows the rules of the AAVLD travel policy and should be limited to those expenses incurred for items /services immediately adjacent to the day and time of the presentation and those expenses deemed reasonably necessary to obtain the services of the speaker or presenter. In general, registration fees are waived for one-day invited speakers.

Agenda

The chair shall submit the agenda for the meeting by September 15 or an estimated two weeks before the annual meeting to AAVLD staff by way of the AAVLD Committee Chair Reporting Electronic Form Committee Agenda using the committee's electronic data form located in **Appendix 4**. The President, Program chair (President-elect), and meeting planner will have access to all committee documents. Chairs should make efforts to involve committee members in determining topics to include on the agenda. The agenda is to reflect the committee's mission and the following:

- Topics for discussion that will advance discipline.
- The committee's analysis of the past year's committee activities relative to the AAVLD strategic goals
- The committee's plans for supporting AAVLD strategic goals in the year ahead.
- Any specific recommendations for action to the President (optional).
- Recommendations from the committee for the following calendar year's Committee Chairs.

Coordination of committee agendas: Agendas shall be posted on the website, and notification of their posting published in the AAVLD Newsletter about 6 weeks prior to the annual meeting. Chairs should review agendas of other committees to detect areas of overlap and potential collaborations. Although it may be useful to reiterate and repeat certain information to the audience of different committees, chairs may want to coordinate among their committees' actions taken on those specific topics.

The agenda will include beginning and ending times and the location for the meeting. Committee meeting sessions vary from 1 to 8 hours, as appropriate to the activities of the committee.

The first item on the agenda is customarily a summary of the outcome of previous activities, resolutions, and recommendations (if any), a summary of inter-annual meeting activities and report(s) of subcommittee(s), if applicable. The main part of the agenda is a list of topics (unfinished or new business) to be discussed and acted upon during the meeting. The chair is to determine a time frame during which each topic is to bediscussed.

Meeting Management

The chair shall maintain order in an environment with continuously shifting attendance, assure fairness for all attendees and competing ideas and arguments, and enforce the time schedules listed on the agenda. The procedures for deliberative assemblies, as laid out in Robert's Rules of Order, Newly Revised, should be applied to facilitate the conduct of the meeting. The chair has the power to enforce these rules, especially if there is contention, disruption, or non-professional conduct.

When necessary, committee members can move and second a motion to go into executive (closed) session. Such a motion of question of privilege can interrupt any ongoing business, is debated, and must be adopted by majority vote. All committee votes occur in open session.

A QR code assigned by AAVLD for committee attendance check-in shall be present for all committee members to check in for all committee meetings. This QR code example is found in **Appendix 3**. **Note:** This Google sheet of results is not to be used in place of the AAVLD Committee member list. The open enrollment Excel sheet and Google check-in sheets shall be combined, reviewed, and the member list shall be submitted by the committee chair using the electronic form in **Appendix 4**.

Committee Work Product

All work products produced by a committee member in association with their committee

participation are considered the property of AAVLD and may be used by AAVLD for the advancement of the interests of the association and or its membership without the specific consent of the committee member. If a work product is produced by an invited speaker or presenter who is not an AAVLD member or member of the committee, the Committee Chair or AAVLD staff should obtain consent of the speaker or presenter prior to presentation and/or reuse. Nothing in this policy shall in any way limit the right of the committee member, speaker, or presenter to use his or her work product without the specific consent of AAVLD.

Resolutions

Resolutions are optional. When/if committees desire broader endorsement of ideas or actions, resolutions can be created and passed by the committee. Resolutions are specific actions called for by the committee and for which the committee requests approval from the entire Association. **Resolutions should only address major issues**. A resolution consists of a background statement of information and a specific resolution. A quorum of at least 10 committee members or 30% of the committee membership, whichever is less, must vote on the resolution, and it must be passed by a majority of those members. Resolutions must be reviewed by the Executive Committee (officers) or, at a minimum, the President and be submitted to the Executive Director and the Constitution, Bylaws, and Resolutions (CBR) Committee for formatting and presentation at the next House of Delegates meeting, where a vote is taken. The Resolution Form found in Appendix 2 must be used for formulating resolutions, and they should be delivered first to the AAVLD information desk/Executive Director, who will share them with the Executive Committee and CBR Committee. A resolution approved by the Association membership vote (majority vote of the House of Delegates) carries the full weight of the Association. Please add your resolution (if any) while submitting your annual report and minutes.

Position Papers, Monographs, and Guidance Documents

Optional. Committees are urged to develop position papers, monographs, or guidance documents on subjects within their charge that address current issues of interest to diagnostic laboratories. The primary purpose of a position paper or monograph is to provide concise science-based information on a specific subject. The chair or any member of a committee does not have the authority to issue a position statement on behalf of the organization. Position papers and monographs are submitted to the Executive Director for approval by the Executive Board. Please add your materials for review with your annual reports.

Committee Report

The committee report of the annual committee meeting is an important document. It is the main communication vehicle for the committee to publish science-based views on particular subjects. It is also a historical document setting into words the progress in addressing animal and public health issues over the years. The chair of the committee will complete the committee meeting report for submission to the AAVLD staff within 2 weeks after adjournment of the committee meeting using the committee's electronic data form as previously specified, found in **Appendix 4**. This report is not the minutes. If presentations of scientific information are held during the committee meeting, an abstract of the presentation may be published in the committee report. The committee report should include any motions, any action items, and state in the body of the report future plans for committee activities in the upcoming year. The committee reports shall be published on the AAVLD website under the Committee's webpage. Please submit your minutes and any other supporting documents with your report.

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Inter-annual Meeting Activities

Between annual meetings of the committee, the chair will keep committee members involved and informed about any developments related to the committee's mission and the charge(s) of the President. The chair coordinates all activities among committee members.

Inter-annual meeting activities, in general, are related to business proposed for the next meeting, preparation of the agenda, regular scheduled meetings to fulfill the mission of the committee, completion of business from the previous meeting, or special requests from the President for information or input. The chair shall inform committee members about the status of resolutions or requests for action by the Executive Board. Significant inter-annual meeting activities shall be included in the annual meeting report, reported in the newsletter, reported to the Executive Board, and/or published as meeting minutes, as appropriate. Additional activities may include preparation of position papers or monographs, the planning of special pre-meeting symposia, or arranging for a case presentation session.

Resources

List serves.

A restricted access e-mail listserv dedicated to the business of the committee may be established by contacting the Executive Director Assistant's office or set up at a location under the control of the committee chair or their designee. It is the responsibility of the Committee Chair(s) or their designee to monitor and maintain the integrity of the discussions on the listserv for their committee.

Web site

The AAVLD website (www.aavld.org) has limited portions accessible to the public with unlimited access to all members in good standing. Requests to add content to the website or make changes in the organization of the site should be made to rozuna@aavld.org using the committee electronic form and will be forwarded, if necessary, for review to the Communications Committee Chair.

Pre- or post-annual meeting Symposia/Workshops

All pre- or post-meeting special symposia or workshops must be arranged in the following manner:

1. The workshop must be sponsored by an AAVLD committee and have a designated Coordinator.

2. They shall be approved by the Executive Board. The workshops should not conflict with the scientific session of the AAVLD meeting and have traditionally been held on Thursday or on Friday preceding the 1st plenary session.

3. **The sponsoring committee must submit a draft plan, including a budget, to the Executive Board via the Executive Director and Program Chair (President Elect) by February 1 for approval at the February Executive Board meeting. The symposium coordinator will be notified of the Executive Board's action soon after the February Executive Board meeting.** If special topics or sudden needs arise later in the year regarding adding symposia or workshops, they might still be accommodated, depending on convention space; however, notifying the Executive Director ASAP is important if this occurs.

4. To develop a flyer, the coordinator of the workshop provides a detailed synopsis of the symposium/workshop, which includes topics to be covered, date, time, budget, participant registration fee, and contact person. **Submit to the Executive Director, Meeting Planner, and AAVLD business office by June 1st** for placement on the web page and notification of membership via the newsletter.

5. Registration fees can be paid by check or with a credit card and are payable to "AAVLD" and collected by the secretary-treasurer's office. The Symposium or Workshop fees will be collected during the annual meeting registration process and are included in the form. AAVLD shall also provide a square software ability to take payments for walk-in attendees if requested by the February 1 date. Receipts will be sent in real time, and the proceeds will go directly to AAVLD. Please provide the first name, last name, committee position, and email address to set up the Square user in your original request.

6. **The registration for the workshop must cover all costs incurred, including those for printing proceedings, promotion of the workshop (note: there is no charge for AAVLD newsletter or web), guest speakers, refreshments, indirect costs, and equipment or room expenses if assessed.** The Secretary/ Treasurer will disburse funds from the registration fees to pay for the expenses. Note: workshops held at the site and within the dates of the annual AAVLD/USAHA meeting have traditionally had no room use fee, but audiovisual equipment (LCD projectors, etc.) does have rental fees. For further information on room, food, and equipment charges, contact the AAVLD meeting planner. Any profits will be retained by the sponsoring committee or AAVLD to use at their discretion within the mission of the AAVLD unless other arrangements have been made with the Executive Board.

7. The coordinator is responsible for contacting the AAVLD meeting planners to inform them of their needs, including room size (maximum number of attendees), time, audiovisual equipment required, and, if they wish to purchase refreshments or meals from the symposia budget after the committee has obtained approval from the AAVLD President.

8. Any request for changes in room requirements, scheduled time, etc., should be communicated as soon as known to the AAVLD meeting planner. Any incurred expenses resulting from the cancellation of a symposium/workshop will be the responsibility of the sponsoring committee.

9. AAVLD staff (Executive Director and Assistant) must receive updated agendas for the workshop for posting on the website and advertisement in the pre-meeting newsletter 10 weeks before the meeting. Additional promotion is the responsibility of the coordinator and/or sponsoring committee, with assistance from AAVLD staff and the meeting planner available.

December 2024 (revised)

February 2023 (revised)

May 2021 (revised)

October 2020 (revised)

October 2019 (revised)

November 2017 (revised)

Revised December 2024

October 25, 2016 (revised)

January 6, 2010(revised)

March 8, 2005 (revised)

Original document - June 19,2001

Revised December 2024

Appendix 1

AAVLD Committee Report Form:

Reports due two weeks post-meeting. Submit your report by using the report electronic form

Committee	Date
Committee chair/cochairs	
Nominees for the upcoming chair/cochairs (**Selected Chair/Co-Chairs' names here**)	cochair

Committee statement of purpose (mission statement),

Summary Lists:

Significant activities of the past year.

Committee activities during the past year that supported the AAVLD strategic goals.

Items requiring /requesting Executive Board review or financial support (optional).

Committee report narrative (a brief written summary of your annual meeting).

Committee workshops or symposium plans for next year.

Please attach the meeting minutes and attendance record for the AAVLD files. Please follow the instructions in the Committee SOP for document submission uploads.

Note: Newly appointed Chairs (Cochairs) shall submit committee agendas 8 weeks before the annual meeting. Reports and minutes are due an estimated two weeks post the annual meeting. The committee's new membership list is due by January 15th for the President's approval. For submissions, please use the electronic forms provided to the committee chair in **Appendix 4**.

In the attached minutes, use normal body text type font, not header fonts
First line <name of committee>, 2nd line Chair(s) <names>, time of meeting, day, date, location. On the following line, state the number of attendees

Example:
Subcommittee on Antimicrobial Susceptibility
Chairs: Doreene Hyatt and Ching Ching Wu, 1:00-2:00pm, Friday, October 24, 2008, Greensboro, NC. Number of attendees: 21

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Appendix 2

RESOLUTION FORM

RESOLUTIONNUMBER:

COMMITTEE:

SUBJECT:

DATE:

BACKGROUND INFORMATION:

RESOLUTION:

Submit by email ASAP to the President and Executive Director

Revised December 2024

Appendix 3

Committee Attendance Record – AAVLD Annual Meeting: Year _____

Google Sheets is used for check-in. Please add to your materials and project the QR code for your attendees.

For example, use only:

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Appendix 4

AAVLD Committee Chair Reporting Electronic Form hyperlink

AAVLD Committee Chair Reporting Electronic Form Symposium / Workshop report

https://aavld.memberclicks.net/committee-pre-annual-meeting-agenda

https://aavld.memberclicks.net/committee-post-meeting-reports

https://aavld.memberclicks.net/committee-membership-list

Committee Membership List Template

AAVLD Committee Membership Enrollment Form

https://aavld.memberclicks.net/committee-membership-enrollment-form

AAVLD Committee Request for Committee Webpage Update

https://aavld.memberclicks.net/committee-request-webpage-update