



American Veterinary Medical Foundation

# Become an AVMF Committee Volunteer

## Brief Overview of Committee Responsibilities

### All Committee Members

- Serve as an ambassador of AVMF, its mission and programs
- A personal, financial commitment
- Recruit others to serve as AVMF board or committee members
- Time commitment of at least one monthly meeting, committee summit, board meetings for the period of one year

### Committee on the Board

- Cultivate and recommend individuals for board and committee membership
- Set board accountability standards and assess member effectiveness
- Evaluate Bylaws

### Finance / Administration Committee

- Monitor the performance of short and long-term investments
- Recommend an annual budget
- Appoint independent auditors subject to board approval

### Grants / Awards Committee

- Review applications and score sheets for selection of recipients
- Develop budget items related to grants and awards

### Strategic Planning Committee

- Develop, monitor and communicate the goals and strategic objectives of AVMF
- Create updates to planning documents
- Coordinate planning sessions to discuss AVMF priorities, resources and modifications to the strategic plan

### Resource Development Committee

- Plan fundraising program and collaborate with staff to reach development goals
- Serve as active proponent of AVMF and its fundraising efforts
- Identify prospective donors and solicit donations
- Chair an event or include a personal letter with proposals
- Involve all board members in fundraising

### Volunteer Engagement Committee

- Seek and coordinate volunteers to work on AVMF projects and programs
- Collaborate with AVMF staff in the promotion of volunteer programs
- Participate in Our Oath in Action Shelter Rehab

