

Convention Education Program Committee (CEPC)

Charge/Objective

The CEPC is responsible for identifying and programming high quality educational opportunities at the AVMA Convention. Programming developed by the CEPC integrates with convention programming developed by AVMA staff to implement AVMA strategic initiatives and objectives that have been approved by the Board of Directors (BOD). The CEPC will collaborate with AVMA Convention and Meeting Planning Division (CMPD) staff and associated entities, allied groups, and others as needed to enhance educational diversity and support mutual objectives.

The CEPC will develop innovative and top-tier continuing education programming within their assigned sections. Programming will be delivered through formats, including but not limited to:

- Presentations
- Facilitated Training
- Peer-to-Peer Experiences
- Posters
- Research Dissemination
- Interactive Laboratories
- Hands-on Workshops
- Exhibit Hall Educational Experiences

CEPC Section Managers are responsible for selecting subject matter, reviewing proposals submitted to AVMA through its call for proposal process, evaluating proposals through an online system, and conferring with AVMA CMPD staff and other Section Managers to produce a cohesive program they recommend to be accepted for the convention. Section Managers select, appoint, and may chair a subcommittee of Content Coordinators for their Section. Section Managers may delegate subject matter and speaker selection to Content Coordinators, but will work collaboratively with them to ensure the cohesiveness of the specific section and overall program.

Section Managers and their designated Content Coordinators will evaluate speaker presentation materials and sessions on-site, and may serve as moderators in various sessions.

The CEPC Management Subcommittee, made up of the Chair, Chair-Elect, and Immediate Past Chair, approves submitted CEPC programming based on recommendations from Section Managers. The CEPC Management Subcommittee will collaborate with AVMA CMPD staff to coordinate and integrate the CEPC program with the AVMA programming to deliver a seamless AVMA convention education program. The CEPC and AVMA staff may also collaborate with allied organizations and others to develop programming.

Membership, Method of Appointment, and Representation

The Committee shall consist of a Chair (Chair only votes in a tie-breaking situation), a Chair-Elect (voting), an Immediate Past Chair (non-voting) (CEPC Management Subcommittee), a BOD Liaison (non-voting), CMPD Lab Consultant (non-voting) and seven Section Managers (voting) representing the following areas:

- Companion Animal
- Food Animal/Equine
- Poultry Medicine
- Practice Management
- Professional Development
- Public and Corporate Practice
- Veterinary Technology

A quorum is five voting members.

The Poultry Medicine Section Manager is nominated by the American Association of Avian Pathologists (AAAP) and the Practice Management Section Manager is the Veterinary Economics Strategy Committee (VESC) Chair (or their designee). The AVMA BOD may appoint or reject the AAAP or VESC appointees.

Nominations for incoming Section Managers are approved by the AVMA BOD at their November meeting prior to the start of the Section Manager's term. Incoming Section Managers will begin their term at the CEPC meeting during the Annual Convention immediately following their appointment.

CEPC Management Subcommittee

A three-member subcommittee, comprised of the CEPC Chair, Chair-elect, and Immediate Past Chair collaborate to ensure the convention education program is made-up of high quality and relevant programming.

The subcommittee is charged to:

- Evaluate the continuing education program from a comprehensive perspective: identifying areas of common interest between the programs/sections; avoiding duplication or conflicting programming; and ensuring a seamless delivery of programming.
- Collaborate with AVMA CMPD staff to integrate AVMA programming.
- Consult with the AVMA BOD Liaison.
- Act on behalf of the CEPC when collaborating with other organizations in developing convention programming
- Ensure CEPC policies are up-to-date and reviewed on a schedule.
- Prioritize and develop recommendations for CEPC review.
- Be primarily responsible for developing the agenda for each meeting.
- Act on behalf of the CEPC between meetings of the CEPC.

Subcommittee Appointment

- The CEPC nominates the Chair-Elect for approval by the AVMA BOD's April meeting prior to the start of their term.
- The Chair-Elect assumes the Chair role and then the Immediate Past Chair.
- Chair-Elect, Chair, and Immediate Past Chair each serve one, one-year term.
- If any of the officers cannot fulfill their term, the CEPC will nominate to the AVMA BOD a replacement.
- The Chair, Chair-Elect, and Immediate Past Chair must be AVMA members.
- The Chair and Immediate Past Chair may not serve as Section Managers during their terms.
- The Chair-Elect may serve as a Section Manager.

Section Managers

The AVMA BOD appoints each Section Manager. Section Managers can serve up to two, three-year terms.

Content Coordinators

Section Managers appoint Content Coordinators. Each Content Coordinator serves a one-year renewable term, not to exceed four consecutive terms.

Reports

The Committee reports to the AVMA BOD.

Meetings

The CEPC will have regular teleconferences to accomplish its charge. It also has the following three (3) in-person meetings:

1. Summer, onsite at the conclusion of the Annual Convention
2. Fall, at AVMA Headquarters
3. Spring, at AVMA Headquarters

Funding

The Chair, Chair-Elect, Immediate Past Chair, and both current and incoming Section Managers attending the convention are reimbursed, based on AVMA's Travel Policy:

- round-trip coach airfare between the commercial airport at the convention city and the city nearest the committee member's residence
- meals
- ground transportation
- hotel expenses

All committee members (and one guest of CEPC member) receive a complimentary convention registration.

Content Coordinators receive compensation for their volunteer service.

Life Expectancy

The Committee will be reviewed in compliance with AVMA governance policies.

05/2018