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IMMEDIATE PAST PRESIDENT
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Dr Nandipha Ndudane
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ORGANISATIONS**
Dr Seung-Hyeok Seok

Terms of Reference WVA WVAC Standing Committee

In compliance with the WVA Constitution and Bylaws, (CBL A6.6), and the WVA Administrative Procedures Manual (A4.1.), the WVA Council will establish special and standing committees and shall supply them with clear Terms of Reference.

Purpose	<p>The World Veterinary Association Congress Standing Committee (WVAC) is created by the Council with the purpose of handling the long-term strategy of the WVA. The Committee develops the overall, visible and sustainable brand for WVACs, develops the general template and standard for the WVAC hosting and ensures that its programme addresses the diversity of the veterinary profession and the needs of strategic partners.</p>
Responsibilities	<p>It works in close collaboration with the Finance Committee and the Ad Hoc Communications Committee, considering that the WVAC represents a stream of revenue and is a WVA brand and positioning flagship. It also works in close collaboration with the congress hosting members, by giving advice, as well as strategic and logistic support.</p> <p>WVAC takes place yearly. Each year the WVAC SC sets the ToR for the congress in preparation and sends it to Council for approval no later than 2,5 years ahead of the congress prospective date. Following Council approval, the Committee will open a call for bids for members (30 day minimum); review the applications and make a recommendation to Council on who should host the WVAC from the applications received. The WVA Secretariat will support the process.</p> <p>Ideally, site visits shall be planned to the venues of upcoming congresses which the Chair and the Executive Manager shall take part in.</p> <p>The WVAC shall report to Council as needed and use the WVA General Assembly to announce upcoming congresses.</p>
Chair	<p>The WVAC SC is Chaired by one WVA Councillor appointed by the President with the approval of the Council. The Chair, with the support of the Secretariat, will ensure members meet their responsibilities, and that the</p>



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	Committee completes their responsibilities in a timely fashion.
Members	<p>The WVA President can also appoint members from among Councillors with the approval of the Council.</p> <p>All officers serve as ex officio members (non-voting). The Executive Manager shall serve as a non-voting member. Additional Ad-Hoc Members must be nominated by the WVA constituent members and approved by the Council. Ad-Hoc members need to have expertise in some of the following topics: event planning, post-graduate education planning and communications.</p> <p>Ad-Hoc Member's nominations are fulfilled by submitting all requested information through a form prepared by the Secretariat, requesting at a minimum the personal details and contact of the nominee, updated contacts of the nominating member, CV and motivation letter from the nominee.</p> <p>Good spoken and written English is a necessary precondition. Maximum total number of members should be 6 people.</p> <p>Representatives from the host members shall be invited to WVAC SC meetings but serve as observers and don't have a vote.</p>
Voting and quorum	<p>Chair, Members and Ad-Hoc Members each have 1 vote. Decision-making requires a quorum of 50% of the voting members. In case of no quorum, the SC can continue to meet as if there were a quorum, but decisions taken shall be ratified by a written post-meeting vote.</p> <p>Representatives from the hosting members don't have a vote.</p>
Duration of Term	<p>Both the Chair, the Members and the Ad-Hoc Members are appointed for 2 years, coinciding with Council terms, renewable once.</p> <p>In exceptional cases the Council can decide to maintain Ad-Hoc members beyond the fulfilment of their consecutive 2 terms of 2 years each.</p>
Meetings and decision making	<p>Meetings shall be conducted online. In person meetings may be organised in conjunction with the Council in-person meetings; members other than WVA Councillors would need to either participate electronically or otherwise funded.</p> <p>The WVAC SC will be supported by the WVA Secretariat for the organisation of meetings and keeping of minutes.</p>
Format of materials	<p>ToR and MoU shall be prepared on WVA headed paper. Congress hosting members will be advised to provide PowerPoint presentations when providing updates. Visual materials are critical for internal and external information and communication and shall be provided by</p>



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	the hosting members. Proposals for Council need to use the WVA Proposal for Council template.
Expenses	No specific funding is allocated. WVA Secretariat will supply online meeting capacity.

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