

Registrar and Secretary-Treasurer
Saskatchewan Veterinary Medical Association
JOB DESCRIPTION/DUTIES
2016

1. QUALIFICATIONS (Current)

- 1.1. Be an SVMA member in good standing and maintain domicile convenient to Association office
- 1.2. Be bondable
- 1.3. Be prepared for travel and evening work
- 1.4. Be able to work in a stressful environment
- 1.5. Be flexible

2. REGISTRAR

2.1. Legislated Duties/Responsibilities & other duties

2.1.1. Control Licensing of all members as per Act and Bylaws

- 2.1.1.1. Review completed application forms, qualifications, diplomas, letters of reference, letters of standing, C or Q and necessary fees required for membership and submit to Council once all is in place and recommend membership by category and status (Temporary – Restricted, etc).
- 2.1.1.2. Oversee annual membership renewals
 - 2.1.1.2.1. Review Annual Notice of Dues form and amend if needed
 - 2.1.1.2.2. Review CE reporting where necessary
 - 2.1.1.2.2.1. Contact delinquent members and confirm credits
 - 2.1.1.2.2.2. Report any deficiencies to PCC and followup
 - 2.1.1.2.3. Monitor and confirm any changes in status
 - 2.1.1.2.3.1. Submit status changes, resignations to Council for Approval
- 2.1.1.3. Maintain all required registers
 - 2.1.1.3.1. Confirm that member register is being kept current
 - 2.1.1.3.1.1. Confirm receipt of current SAVT member list (register) 2/yr
 - 2.1.1.3.2. Ensure safe keeping of registers
 - 2.1.1.3.3. Allow public access to register when required
 - 2.1.1.3.4. Confirm member status to interested parties (drug companies, CFIA, WCVM Pharmacy, other members)

2.1.2. Provide proper notice of meetings

2.1.2.1. Annual General, Council, and Special meetings

- 2.1.2.1.1. Confirm completion of Annual Report
- 2.1.2.1.2. Write Annual Registrar's Report
- 2.1.2.1.3. Draft specifics of AGM Agenda
- 2.1.2.1.4. Include Auditors report and current financial statement
- 2.1.2.1.5. Proof read and confirm printing of Annual Report
- 2.1.2.1.6. Confirm mailing Notice of AGM & Annual Report at proper Time

2.1.3. Council meetings

- 2.1.3.1. Set Dates, Times and Place of each with Council input/consensus
- 2.1.3.2. Prepare Agenda and related materials prior to meeting
 - 2.1.3.2.1. Review prior minutes and list business arising on Agenda
 - 2.1.3.2.2. Registrars Report for each meeting
 - 2.1.3.2.3. Monthly Financial & Investments Report
 - 2.1.3.2.4. Discipline Activity Report
 - 2.1.3.2.5. Summary of current membership applications
 - 2.1.3.2.6. Current correspondence of interest
- 2.1.3.3. Duplicate, collate and identify materials sent to Council by reference to Agenda items
- 2.1.3.4. Confirm meeting space, travel arrangements, meals, etc.
- 2.1.3.5. Contact Minister of Agriculture office re Regular meeting with him
- 2.1.3.6. Sign all Council Meeting minutes following approval
- 2.1.3.7. Draft or confirm Council's outgoing correspondence as needed
- 2.1.3.8. Confirm Minute books are properly maintained - archived

2.1.4. Committee and other meetings

- 2.1.4.1. Cooperate with committees and committee chairs on any required or requested meetings; facilitate conference calls or arrangements for meetings. Attend such meetings when/if necessary

2.1.5. Provide membership with proper notification of proposed and approved bylaw changes

- 2.1.5.1. For consideration at Annual General Meetings
- 2.1.5.2. When passed by Council
- 2.1.5.3. Mail out changes within time limit set by Corporations Branch as well as what stated in Act and/or Bylaws

2.1.6. File approved bylaw changes with Regina

- 2.1.6.1. Mail two certified copies of any changed or new Bylaws to Consumer and Corporate Affairs office, Regina within 30 days of change, creation

2.1.7. Be familiar with and Coordinate the discipline process

- 2.1.7.1. Assist Council in naming new members to PCC and DC
- 2.1.7.2. Brief new committee members on committee process/provide manuals/confidentiality agreements
- 2.1.7.3. Provide interpretation of Act and Bylaws
- 2.1.7.4. Receive telephone concerns and complaints from public and members
 - Evaluate as to whether or not frivolous, vexatious, or something that can be resolved without going to PCC as formal complaint.
 - Explain what is possible by way of informal and formal processes
- 2.1.7.5. Receive written concerns and complaints from public and members
- 2.1.7.6. Explain issues that Association unable to consider or deal with

- 2.1.7.7. Direct correspondence to PCC, DC, member involved and complainant
- 2.1.7.8. Communicate with any lawyers needed or involved
- 2.1.7.9. Maintain Discipline files on case by case basis
- 2.1.7.10. Send notices to subject member and complainant
- 2.1.7.11. Cooperate and assist PCC with investigation
- 2.1.7.12. Assure integrity and safekeeping of any evidence
- 2.1.7.13. Arrange PCC conference calls or sit down meetings
- 2.1.7.14. Attend PCC meetings when appropriate and advise when appropriate
- 2.1.7.15. Monitor report deadlines for PCC and, DC
- 2.1.7.16. Assist in preparation of PCC and DC reports
- 2.1.7.17. Maintain and remind all of confidentiality throughout process
- 2.1.7.18. Provide proper notice of meetings and hearings
- 2.1.7.19. Provide disclosure of evidence prior to hearing
- 2.1.7.20. Reserve court reporter for all hearings
- 2.1.7.21. Attend and participate in hearings
- 2.1.7.22. Provide assistance to DC as required – prepare Reports
- 2.1.7.23. Prepare reports to Council and Newsletter
- 2.1.7.24. Maintain record of costs incurred in cases going to a hearing
- 2.1.7.25. Prepare invoices when DC levies fine or awards costs
 - 2.1.7.25.1. Registrar time, Office costs, PCC, and DC expenses
- 2.1.7.26. Monitor discipline procedures/processes of other self regulating groups

- 2.1.8. Oversee the inspection of practices
 - 2.1.8.1. Assist Practice Standards Committee
 - 2.1.8.1.1. Identify Practice Inspector and Notify Council of Pr Stds committee recommendation to hire
 - 2.1.8.1.2. Review any items of concern to be stressed during inspections
 - 2.1.8.2. Work with Practice Inspector to facilitate inspections
 - 2.1.8.3. Review and be familiar with current SVMA regulations
 - 2.1.8.4. Attend PSC meetings
 - 2.1.8.5. Assist in consideration of regulation changes
 - 2.1.8.6. Provide regulation information/interpretation to members as required
 - 2.1.8.7. Provide information on standards of other associations
 - 2.1.8.7.1.1. Track and ensure all regulations followed and deficiencies corrected within the time allotted.
 - 2.1.8.8. Oversee the issuance of Practice Inspection Certificates and Inspection fee invoices.

- 2.1.9. Submit annual list of members to Regina
 - 2.1.9.1. Annually, in February, send certified list of all membership changes occurring during the previous year to Consumer and Corporate Affairs, Regina, including a listing of all current members, including status and license category

- 2.2. Assigned Duties and Responsibilities
 - 2.2.1. Committees
 - 2.2.1.1. Council – As per Council direction and from Act and Bylaws
 - 2.2.1.2. Professional Conduct –At Committee direction and Act and Bylaws

- 2.2.1.3. Discipline - At Committee direction and Act and Bylaws
 - 2.2.1.4. Continuing Education - At Committee direction and Act and Bylaws
 - 2.2.1.5. Practice Standards - At Committee direction and Act and Bylaws
 - 2.2.1.6. Substance Abuse Committee – If comfortable, serve on this committee as needed
 - 2.2.1.7. Animal Welfare - At Committee/Council direction
 - 2.2.1.8. Practice Economics - At Committee/Council direction
 - 2.2.1.9. Public Relations - At Committee/Council direction
 - 2.2.1.10. Advertising – Assist Office Coordinator as requested/required
 - 2.2.1.11. Newsletter – Assist Office Coordinator as requested/required
 - 2.2.1.12. Legislation – Registrar should work closely with this committee
 - 2.2.1.12.1. Periodically review Act and Bylaws with Legal Counsel
 - 2.2.1.12.2. Make recommendations of possible changes
 - 2.2.1.12.3. Bring attention to changes in legislation in other professions and jurisdictions
- 2.3. Services to/for Individual Members
- 2.3.1. Administer membership application procedures
 - 2.3.2. Oversee annual licensure renewal
 - 2.3.3. Organize and participate in two licensure seminars annually
 - 2.3.4. Monitor
 - 2.3.4.1. CE Credits
 - 2.3.4.2. Practice Activity
 - 2.3.4.3. Member Activity
 - 2.3.5. Respond to inquiries from members
 - 2.3.5.1. Ethics and Advertising
 - 2.3.5.2. Licensure in different jurisdictions
 - 2.3.5.3. Staff Relations, compensation, hiring, business questions
 - 2.3.5.4. Questions and concerns about colleagues
 - 2.3.5.5. Questions and concerns about client relations
 - 2.3.5.6. Any other queries on issues related to veterinary medicine
 - 2.3.5.7. Fees, Services, Standards of care, medical advice, records, etc
- 2.4. Services to/for non-member affiliates stakeholders various groups
- 2.4.1.1. CVMA, CCVR, WAVA, other committees
 - 2.4.1.2. Other Provincial VMA's
 - 2.4.1.3. Federal and Provincial Government
 - 2.4.1.4. Animal Industry Groups
 - 2.4.1.5. Humane societies and SPCA's
 - 2.4.1.6. Pharmaceutical companies
 - 2.4.1.7. Animal owners
 - 2.4.1.8. The Press
 - 2.4.1.9. Other
- 2.5. Public Protection Duties and Responsibilities
- 2.5.1.1. Administer the Act and Bylaws
 - 2.5.1.2. Remind members of public's right to quality veterinary service.
 - 2.5.1.3. Respond to all complaints and concerns regarding Association or individual members

2.6. Public Relations Activities

- 2.6.1. Attend functions on behalf of Association
- 2.6.2. Represent Association as required

2.7. Other

- 2.7.1. Attend annual CVMA meetings and Registrars meetings
 - 2.7.1.1. Act as Chairman of Annual Registrars meeting if asked
 - 2.7.1.2. Provide Agenda items for Registrars meeting
- 2.7.2. Attend/participate at Western Assembly of Veterinary Associations meetings
- 2.7.3. Plan and organize Western Assembly of Veterinary Associations every four years
- 2.7.4. Participate in student activities at WCVM
 - 2.7.4.1. Liaison with WCVM Student Services Coordinator
 - 2.7.4.2. Liaison with Student Representative(s)
 - 2.7.4.3. Attend ethics and related lectures when possible/invited
- 2.7.5. Facilitate awarding of SVMA Bursaries and Scholarships
- 2.7.6. Assist in recruiting various committee's new members
- 2.7.7. Review incoming mail/material for items of interest/impact with Association
- 2.7.8. Confirm copies of all Association publications are properly archived.
(Directories, Newsletters, Minutes, Reports, Financial Statements,
- 2.7.9 Assist in recruiting new Council and Committee members
- 2.7.10 Provide information on vacancies in legislated committees
- 2.7.11 Write Newsletter report, notices, and articles
- 2.7.12 Proof read all Association Publications prior to going to printer

2.8 Saskatchewan Agriculture Student Mentorship Program

Assist communications coordinator by overseeing:

- 2.8.1 Draft promotional material for the Mentorship program
- 2.8.2 Meet with first and second year students in fall and present program and materials
- 2.8.3 Promote program to suitable mixed/large animal clinics
- 2.8.4 Draft Annual Agreements as to dates and number of weeks
- 2.8.5 Confirm students sign agreements
- 2.8.6 Arrange for payment of moneys to participating practices 3X/summer
- 2.8.7 Create posters with picture of each student and promotional info on program
- 2.8.8 Review initial monthly reports from each student
- 2.8.9 Secure final report from each mentorship student
- 2.8.10 Arrange for mentorship dinner in late fall/early winter
- 2.8.11 Draft report to Minister of Ag regarding summer experiences of students

3. SECRETARY TREASURER

3.1. Legislated Duties and Responsibilities

- 3.1.1. Oversee maintenance of bank accounts and financial records
- 3.1.2. Review monthly financial statements and present to Council
- 3.1.3. Execute Necessary Documents
- 3.1.4. Prepare for annual audit and attend where necessary

3.2. Assigned Duties and Responsibilities

- 3.2.1. Prepare budget for finance committee
- 3.2.2. Assist in presentation of financial information at Annual General Meeting
- 3.2.3. Maintain adequate insurance – Office and Directors Liability
- 3.2.4. Approve all expenditures by reviewing and approving payments
- 3.2.5. Monitor Investment accounts and optimize returns
- 3.2.6. Recommend Auditor and assist with audit