



POLICIES AND PROCEDURES MANUAL AND ORGANIZATIONAL STRUCTURE

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The American Association of Avian Pathologists Policies and Procedures Manual and Organizational Structure

The governing documents of the association include the following:

- (1) Articles of Incorporation.
- (2) Bylaws.
- (3) Organizational Structure, Policies and Procedures; and
- (4) Supporting Documents and Standard Operating Procedures.

The Articles of Incorporation are superior to all other governing documents. The Bylaws are superior to the Manual which includes policies, selected procedures, and selected administrative rules and regulations. The Manual is superior to the Operating Handbooks. In the event a provision of a document conflicts with the provision of another document, the provision in the superior document will prevail.

This document describes current processes, policies, work, and relationships of the AAAP in more detail than the AAAP Bylaws. Any changes to this document must be approved by the AAAP Board of Directors.

Adopted 7, 2020.

The most current version of this document resides on the AAAP website.

Years Revised
August 16, 2021

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Purpose, Membership and Activities

1 Introduction

The American Association of Avian Pathologists (AAAP), founded in 1957, is an international association whose mission is to facilitate member collaboration to advance science-based knowledge, expertise, and education on poultry health, welfare, and food safety. It is open to anyone who is engaged in some phase of poultry health. Each year AAAP conducts a scientific program and symposium where the latest findings and issues regarding poultry health are shared and discussed. AAAP also publishes *Avian Diseases*, a quarterly, international journal for original basic or clinical research from various disciplines including microbiology, immunology, and pathology. In addition, AAAP publishes many educational materials on avian health including *Diseases of Poultry* and the *Avian Disease Manual*. AAAP committees and interest groups offer members a forum for discussion and action on specific poultry topics and issues. Through the AAAP Foundation, scholarships and awards are given each year to support those who are striving for careers in poultry health and acknowledge outstanding achievement in poultry health.

1) AAAP members are veterinary practitioners, diagnosticians, researchers, and students interested in poultry health and medicine. The organizing group consisted of poultry pathologists who met at the poultry section of the American Veterinary Medical Association (AVMA) convention's scientific program. Once started, AAAP began organizing a poultry scientific program that replaced the AVMA's. AAAP's membership has always been open to non-veterinarians in contrast to the AVMA's membership criteria, but AAAP maintains close ties with the AVMA. It is an allied constituent organization to the AVMA. Full AAAP members must be AVMA members.

2 Vision and Mission

2.1 Vision Statement

Approved by the AAAP Board of Directors November 2018.

AAAP will be the premier organization that advances science-based knowledge, expertise, and education on poultry health, welfare, and food safety to provide member value and stakeholder trust.

2.2 Mission Statement

Approved by the AAAP Board of Directors November 2018.

AAAP facilitates member collaboration to advance science-based knowledge, expertise, and education on poultry health, welfare, and food safety.

3 Purpose

The AAAP Bylaws state the following as activities that support the purpose of the organization:

- A. Provide an organization for the promotion of scientific and educational advancement in the field of poultry health, poultry welfare, and the safety of foods originating from poultry.
- B. Stimulate scientific progress in poultry health and pathology.
- C. Encourage adequate training in poultry health and management in schools of veterinary

medicine.

- D. Encourage graduate and other forms of advanced education in poultry health.
- E. Encourage the publication of a scientific journal on poultry health and diseases.
- F. Advocate on behalf of the interests of the membership and the poultry health profession.

4 Membership

AAAP identifies 8 member types: Member, Life Member, Associate Member, Honorary Member, Retired Member and Retired Associate Member, Student Member, Student Chapter and Charter Member. Descriptions of each type are found in the AAAP Bylaws Article III, Section 3-01. The following 4.1-4.3 give more detailed information for some member types.

4.1 Life Member

Bylaws Article III, Section 3-02 (b)(3) iii states the candidate must have made significant contributions to the Association. Examples of “significant contributions” include serving on the Board of Directors, and/or serving on committees of the Association such as the Editorial Boards associated with the Association (*Diseases of Poultry, Avian Diseases, Isolation and Identification of Avian Pathogens, etc.*), awards committee, and/or other committees essential for the Association.

4.2 Honorary Member

Honorary membership can be granted to scientists who have made unusually significant contributions to the field of poultry health. This member designation cannot be given to a current member of the AAAP. It also cannot be given posthumously. A nomination letter with no fewer than ten signatories from AAAP members in good standing must be submitted to the AAAP Board of Directors along with a detailed description of the candidate’s accomplishments and/or the candidate’s curriculum vitae. Honorary membership will be determined by a majority vote of the Board of Directors.

4.3 Student Chapters

4.3.1 AAAP Student Chapter Guidelines

Student Chapters are designated as a Member Group in the AAAP Bylaws. Student chapters of AAAP may be organized at schools or colleges of veterinary medicine under the direction of an advisor who is a current member in good standing of AAAP.

4.3.2 AAAP Policy on Student Chapters

AAAP encourages and supports AAAP Student Chapters as part of its mission to advance science-based knowledge, expertise, and education on poultry health, welfare, and food safety. Student Chapters benefit students who are interested in becoming poultry veterinarians and students who are interested in learning more about poultry medicine or food safety related to poultry medicine. Poultry clubs or other qualified groups are encouraged to apply to the AAAP to become student chapters. Student Chapter members are encouraged to join the AAAP individually as student members.

4.3.3 AAAP Student Chapter Requirements

- A. Student Chapters must adhere to the requirements for an Internal Revenue Code (IRC) 501(c)(6) and Reg. 1.501(c)(6)-1 exempt organization in that they are an organization composed of persons studying for a degree in a particular profession who are meeting to promote their common interests as future members of the profession.
 - a. Chapters must be a membership organization and have a meaningful extent of membership support, either by way of member dues and/or member involvement.
 - b. Chapters must not be organized for profit.

- c. No part of a Chapter's net earnings may inure to the benefit of any private shareholder or individual.
- d. A Chapter's purpose must not be to engage in a regular business of a kind ordinarily carried on for profit.
- B. Student Chapters must adhere to the rules for clubs at their educational institution.
- C. The Student Chapter will report their finances to the AAAP on an annual basis.
- D. The Student Chapter will report their activities to the AAAP on an annual basis.
- E. The Student Chapter must have an advisor who is an AAAP member.

4.3.4 AAAP Student Chapters Receive:

- A. Electronic access to the AAAP journal, member directory and AAAP newsletters.
- B. Notification of AAAP Foundation scholarships and awards.
- C. AAAP's services as a resource and guide for speakers, meetings, educational materials, etc.
- D. Up to \$500 per year to support the chapter.

4.4 Applying for Membership to AAAP

The Executive Vice President shall adopt an application form and procedures to facilitate the consideration of applicants for membership in the Association. All applicants shall complete the application form and submit the application, along with the designated fee, if any, to the administrative office of the Association. The Executive Vice President reviews applications for all applicants except for Life and Honorary Members (which are reviewed by the entire Board of Directors) and determines, based on criteria set forth in the Bylaws and such other guidelines as the Board of Directors may prescribe, whether individual applicants meet the qualifications necessary for membership in the Association. All such qualified applicants shall become members upon notice from the Association.

4.4.1 Application for AAAP Member, Associate Member and Student Member

An AAAP application form can be found under the "Join" tab on the AAAP website. Applicants choose their member category and access to the online version of *Avian Diseases* (member benefit) or a printed copy of *Avian Diseases* (yearly fee.)

4.4.2 Application for Life Member or Honorary Member

Life Member and Honorary Member memberships are bestowed by the AAAP Board of Directors. Any member in good standing may nominate a candidate for these member categories. Nominations for Life Member and Honorary Member must be submitted to the AAAP Foundation Awards Committee and approved by two thirds vote by the AAAP Board of Directors.

4.4.3 Retired Members and Retired Associate Members

An AAAP application form can be found under the "Member Services" tab on the AAAP website.

5 Member Distinction: AAAP Hall of Honor

5.1 Description

The AAAP Hall of Honor is a distinction awarded to a member or associate member in recognition of distinguished contributions to poultry health or to the AAAP. The award was launched in 2016 by the AAAP Past Presidents group and they are the group who determines the awardees each year. Five Past Presidents make up the selection committee.

5.2 Criteria

An American Association of Avian Pathologists Hall of Honor recipient must be a member of AAAP for no less than 15 continuous years. He or she must have demonstrated

significant contributions to the advancement of poultry health and contributions to the AAAP.

Nomination materials shall consist of:

- A. A cover letter.
- B. CV/Biography of the nominee
- C. A nomination statement not to exceed 1,000 words that highlights the contributions of the nominee. The statement should focus on the relevancy and impact of the nominee's contributions to the advancement of poultry health and the AAAP.

5.3 Timeline

December 1	Call for nominations to the AAAP membership.
January 15	Second call for nominations.
February 15	Deadline for nominations.
March 1	HOH Committee will select the inductees from the nominations, last year's list of nominees, and nominations from the committee.
April 1	HOH Committee will send the names of the inductees to the AAAP Awards Committee Chair and the AAAP Office.
April 1	HOH Committee will select someone to present the HOH award, write a presentation script for the AAAP Awards Banquet, and inform the Awards Committee Chair.
May 1	The AAAP office will order plaques for the AAAP Awards Banquet.
July/August	Hall of Honor inductees will be presented with plaques at the AAAP Awards Banquet.

6 Policy on Nondiscrimination of Members

A person's age, gender, race, sexual orientation, physical ability, religion, national origin, socioeconomic or educational background shall in no event be considered relevant to any of the foregoing matters, and membership in the association or participation in the association shall not be restricted on any such basis.

7 Policy on Disciplinary Action/Termination of Membership

7.1 Grounds for Discipline

The AAAP may discipline a member for any of the following reasons:

- A. Failure to comply with AAAP Bylaws, the AVMA Principles of Veterinary Medical Ethics, or any other rules or regulations of the association.
- B. Having been found guilty of any felony or having been found guilty of a crime related to, or arising out of any type of practice including, but not limited to public, private, or corporate veterinary medicine.
- C. Suspension, revocation, or other disciplinary action by any state, province, or country of the member's license to practice veterinary medicine; or
- D. Other conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of AAAP.

7.2 Procedures

Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the Association.

Notwithstanding the foregoing, in the event a member has been convicted of a felony and the fact of such conviction is not contested, such member may be expelled from the Association without a hearing. Such disciplinary actions shall be conducted in accordance with the rules approved by the Board of Directors.

8 Business Meeting

8.1 Required Business

The AAAP Annual Business Meeting is held at some time during the AAAP Annual Meeting. The AAAP President presides at the meeting. The Executive Vice President will give his/her yearly report on the financial affairs of the association as required by the AAAP Bylaws. He/She will also give a report on the financial affairs of the AAAP Foundation. The agenda for the meeting should include, but is not limited to the following items:

- A. Call to Order
- B. A moment of silence for AAAP members and friends of the AAAP who have died since the last AAAP Business Meeting, which is an AAAP tradition.
- C. Approval of the minutes from the last Business Meeting.
- D. Executive Vice President's yearly financial report for the AAAP and the AAAP Foundation.
- E. Auditing Committee report.
- F. Special Orders: Announcement of New Directors (two each year), new Student Director (one each year) and a new Associate Member Director (one every four years).
- G. Passing of the John Delaplane gavel to the new President.
- H. Presentation of the President's Plaque to the outgoing President.
- I. New President's remarks
- J. Adjournment

8.2 Optional Business

The following is optional business but included in all but rare circumstances.

- A. Report on the AAAP Board of Directors meeting by the Executive Vice President.
- B. Recognition of retiring board members and committee Chair s.
- C. Recognition of Top Performing Committee
- D. AAAP Foundation Report by the AAAP Foundation President
- E. AVMA House of Delegates Report by the AAAP Representative on the HOD
- F. Report on *Avian Diseases* by the Editor of the journal.
- G. Scientific Program report by the Program Committee Chair.
- H. Report on *Diseases of Poultry* (DoP) by the Editor of DoP.
- I. A call for other committee reports
- J. New Business items
- K. Announcements

The AAAP office staff prepares the agenda, which is in script form, each year and sends it to the President and Executive Vice President for approval. The office staff also notifies members who are on the agenda prior to the meeting and supplies plaques, certificates and any other materials needed for the meeting.

9 AAAP Symposia

9.1 AAAP Symposium Procedures

AAAP Symposia are held during the Annual Meeting and normally precede the Scientific Program. They

are usually ½ day in length.

9.2 Approval from the Board of Directors:

The AAAP Board must approve each symposium topic at least two years in advance of the symposium. Proposals for symposiums may come from any AAAP committee. A tentative program, budget, and any special needs should be included in the proposal. Only complete proposals will be considered.

9.3 Program Development:

The committee is responsible for organizing the symposium. A finalized program including confirmed speakers, must be presented to the Board of Directors at the annual meeting one year in advance of the symposium.

9.4 Symposium Facilities:

The Symposium is held in one of the session rooms for the AAAP Scientific Program. The Chair should contact the AAAP office regarding any equipment or accommodations that vary from the usual Scientific Program set.

9.5 Financial Support:

To get AVMA support (travel, registration, etc.) symposium speakers must submit an abstract for presentation in the AVMA/AAAP program before December 1st the year before the annual meeting.

9.6 Invited Speakers and Budget:

Travel reimbursements for any invited speaker must be carefully communicated to and approved through the AAAP office and the AAAP Program Advisory Committee. The budget must be approved by the AAAP Board each year. At the present time, the budget cannot exceed \$6000.00 total. Up to \$3000.00 can be budgeted for international speaker support which can include travel, lodging, meal expenses for four (4) nights if needed. Up to \$3000.00 can also be budgeted for non-AAAP member speakers and program publishing expenses. Travel expenses are reimbursed. Expense reports are available through the AAAP office. All symposium speakers will have their AAAP registration fees waived. Members of the AAAP who are U.S. citizens or permanent residents are eligible for some travel support.

9.7 Suggested Deadlines

July	Two years prior to symposium, proposal submitted to the AAAP Board of Directors.
July	One year prior to symposium, program finalized including confirmed speakers. Finalized symposium is presented to the Board of Directors. Send an approved copy to the AAAP office.
November	Submit abstracts to the AAAP program.
April/May	Year of symposium make any special requests for symposium equipment/room set to the AAAP office.
July/August	Present symposium.
August/Sept	Any travel expense reports are due to the business office for travel reimbursement.

10 AAAP Archives

10.1 Description

The AAAP archives retain original materials relevant to the history of the AAAP and avian medicine. These materials include but are not limited to:

- A. Correspondence
- B. Agendas and Minutes of meetings
- C. Photographs (identified by place, time, and persons)

- D. Personal histories of importance to avian medicine
- E. Committee reports
- F. Publications of the AAAP (except Avian Diseases)
- G. Membership lists (annual listings or directories, not mailing lists)
- H. Articles about the AAAP
- I. Addresses, speeches, talks by officers.
- J. Articles of Incorporation, Charter, Bylaws
- K. Legal records (not vital to the current operation of the AAAP)
- L. Financial records (annual reports/budgets, non-current)

10.2 Location

The archives are located at Iowa State University in the Special Collections Department. Some of the AAAP archived materials are available online. Priority is being given to: History/History Committee, Committee Reports, Annual Meetings, Board of Directors Minutes/Correspondence, Annual Newsletters

10.3 Submitting to the Archives

Complete the AAAP Archival Submission form found on the website in the history section and follow the instructions. Provide a brief description of the submission, its importance to avian medicine and/or the AAAP, and an inventory of materials being submitted. The business office submits documents after the annual meeting and the January (IPPE) meeting.

AAAP Organizational Structure

AAAP's organizational structure consists of a Board of Directors, committees, interest groups, and *Avian Diseases* journal Advisory and Editorial Boards.

AAAP Board of Directors

All AAAP committees, interest groups and boards are responsible to the AAAP Board of Directors.



11 AAAP Board of Directors: Responsibilities and Policies

11.1 Board of Directors Responsibilities

The responsibilities and roles of the AAAP Board of Directors are to:

- A. Ensure the AAAP mission is carried out.
- B. Maintain fiduciary responsibilities.
- C. Attend board meetings. The BOD meets 1 to 2 days before the Annual Meeting and on the last morning or afternoon of the Annual Meeting. The BOD also has a budget meeting each year before the IPPE. Conference call meetings are scheduled as needed. Travel costs are the responsibility of the Director.
- D. Review and make timely responses to board actions requiring a vote.
- E. Prepare for meetings by reviewing all preparatory materials and correspondence. Make contributions and voice objective opinions on issues.
- F. Meet accepted assignments and deadlines.
- G. Maintain professional and ethical standards.
 - a) Maintain board confidentiality.
 - b) Recognize conflicts of interest.
- H. Enhance the public image of AAAP.
- I. Recruit other volunteers.
- J. Serve as a board liaison to assigned AAAP committees and/or AAAP interest groups.
- K. Provide for the business management of the AAAP Foundation.
- L. As the size, scope, and complexity of AAAP and its missions have increased, it has become advantageous to contract with outside professional association managers to manage the business affairs of the organization. The Board of Directors shall appoint the management company and determine the fee schedule. The Executive Vice President, as business manager of AAAP, will be the primary liaison with the management company.
- M. In addition to the general director responsibilities, the Student Director shall be an ex-officio member of the Membership Committee and specifically of the Student Chapters Subcommittee and the SAVMA Subcommittee. Both subcommittees are charged with actively promoting student chapters at veterinary schools without an active chapter.

11.2 AAAP Goals

The Board of Directors are also responsible for implementing the AAAP goals. The following goals were developed during the Board of Directors strategy session in 2018. The goals will be reviewed and updated as needed in future strategy sessions.

- A. Recruit and retain members.
- B. Expand scientific information base.
- C. Improve member experience.
- D. Foster relationships with external organizations and groups that influence issues important to the AAAP members.
- E. Support the AAAP management team.
- F. Strengthen the AAAP's financial stability.

11.3 Staggered Terms for Directors

The AAAP Bylaws ratified in October 2019 eliminated two Directors-at-Large with two-year terms and replaced them with two Directors with four-year terms. The chart below shows how the transition to the

new board composition is made. This entry in the manual will not be needed after 2023.

The Bylaws state that no more than two Directors are to be elected each year. This does not include the Associate Member Director. All Director terms are four years. The following table shows the years vacancies need to be filled as the 2019-2020 Board of Directors' terms end. Note that the Director replacing M. Kromm will serve a term of 3 years rather than 4 years. This is to establish a rotation as described in the AAAP Bylaws approved in 2019. The various colors represent terms of office.

New Directors Replace		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Helm (2024)	Dir A										
Grogan (2024)	Dir B										
Schat (2021)	Dir C										
Marusak (2021)	Dir D										
Christenberry (2022)	Dir E										
Kromm (2023)	Dir F			*	+						
New Associate Member											
Sellers (2024)	Dir G										

* No 2nd director elected in 2022.

+ Director F elected for 3-year initial term initially, then going forward, 4-year terms.

See Bylaws Article IV for Election of Directors, Associate Member Director, Student Director and Officers.

11.4 Electing a Student Director

The Student Director (SD) is elected yearly and serves a 1-year term. The Nominating Committee shall select a minimum of 2 qualified candidates from among all the Student Members (SM) of AAAP. The Nominating Committee should consult with the Membership Committee for guidance when selecting the candidates. As stated in the Bylaws (section 4-05b) the slate of candidates from the Nominating Committee is provided before the annual meeting to all AAAP Student Members (SM), any of whom can also submit additional nominee(s) at that time. The time frame is then the same as that for the elections of the other BODs (Bylaws section 4-03b). After the slate is finalized, the Student Members will vote, and the winner is determined by simple majority. The candidates can be in any year of their veterinary school program including the final year, even though in that case the “student” will likely be a new graduate at the start of his/ her term at the annual meeting. The student director designation continues until the 1-year term is completed. There is no opportunity to serve an additional consecutive term.

11.5 Anticipated Meeting Schedule of the BOD

- A. All day meeting one day before the annual meeting.
- B. ½ day meeting during the annual meeting.
- C. Fall conference call meeting.
- D. All day meeting before the IPPE meeting.

- E. Two spring conference call meetings with committee Chair s.
- F. Multiple electronic votes and other communications throughout the year.
- G. Virtual meetings, as necessary.

11.6 Duties of the President Elect

The President Elect shall be an ex-officio member of all committees, except Nominating Committee, preside at meetings in absence of the President and shall succeed to the office of President. In addition, the President Elect should familiarize himself/herself with the workings of the organization including the governing documents, past BOD minutes, the committees (current leadership, membership, and committee reports) and AAAP liaisons to external organizations (current liaisons and liaison reports).

The President Elect should also select an area of focus that she/he would like to work on during her/his presidency and past presidency, if necessary. This could be to improve some aspect of the association and/or begin a new initiative or project.

11.7 Description of Records to be Kept by the Executive Vice President (EVP)

The Executive Vice President shall cause full and accurate accounts of receipts and disbursements to be kept in books belonging to the Association. He or she shall see to the deposits of all monies and other valuable effects including investments in the name and to the credit of the Association in such depository or depositories as may be designated by the Board, subject to disbursement or disposition upon orders signed in such manner as the Board shall prescribe. He or she shall render to the President and to the other members of the Board, at the regular meetings of the Board or whenever the President or the Board may require it, an account of all his or her transactions as Executive Vice President and of the results of operations and the financial condition of the Association. If required by the Board, the Executive Vice President shall give the Association a bond in such sum and with such surety or sureties as may be satisfactory to the Board for the faithful discharge of the duties of his or her office, and for the restoration to the Association, in case of his or her death, resignation, retirement or removal from office, of all books, records, money and other property of whatever kind in his or her possession or control belonging to the Association.

11.8 Association Management Company (AMC) Contracts

AAAP may choose to employ an association management company to assist in the duties of the Executive Vice President as stated in the AAAP Bylaws Section 5-03b. AAAP and ACPV will use the same association management company as stated in 42.1.4 of this document. A contract with the management company, AAAP and ACPV will be reviewed and renegotiated every five years. The AAAP Board of Directors will approve the AAAP portion of the contract and the ACPV Board of Governors will approve the ACPV portion of the contract. Any review or changes to the contract within the five-year period will follow a process outlined in the contract. Yearly cost of living increases for the management company will be reviewed and approved by the AAAP Board of Directors and the ACPV Board of Governors as part of their yearly budget approval processes.

The agreed upon association management company contract will include a one-year notification process if either party does not intend to renew. If for any reason there is a need to exit the contract, and formal written notification has been given, the board will immediately form a search committee. The search committee will have a six-month month window to provide other association management company options and candidates for the board to consider. The board after interviews and selection of AMC, will commence a

six-month transition period from existing to new AMC. Ask BOD if there should be language describing the AMC duties and documents.

11.9 Policy on Conflicts of Interest

No contract or transaction between the Association and one or more of the members of its Board or officers, or between the Association and any other partnership, association or other organization in which one or more of the members of its Board are directors or officers, or have financial interest, or in which any member of the Association's Board has any other conflict of interest, shall be authorized or entered into unless the material facts as to the Board member's interest and as to the contract or transaction are disclosed or are known to the Board, and the Board in good faith authorizes the contract or transaction by an affirmative vote of a majority of the members of the Board other than the interested Board member or members. Interested members of the Board may be counted in determining the presence of a quorum at a meeting of the Board which authorizes the contract or transaction.

12 AAAP Committees: Structure and Responsibilities

The AAAP bylaws state that the President shall appoint the following committees:

- A. Nominating Committee
- B. Membership Committee
- C. Resolutions Committee
- D. Bylaws Review Committee

Other committees can also be appointed by the President as needed. Currently AAAP has the following committees in addition to those listed above.

- E. Animal Welfare Committee
- F. Committee Review Committee
- G. Diseases of Public Health Significance Committee
- H. Drugs and Antimicrobials Committee
- I. Education Committee
- J. Enteric Diseases Committee
- K. Epidemiology Committee
- L. Food Safety Committee
- M. History of Avian Medicine Committee
- N. Legislative Advisory Committee
- O. Outreach Committee
- P. Program Advisory Committee
- Q. Research Priorities Committee
- R. Respiratory Diseases Committee
- S. Small Flock Committee
- T. Sponsorship Committee
- U. Tumor Virus Committee
- V. Toxic, Infectious, Miscellaneous and Emerging Diseases Committee
- W. Women's Network
- X. Diversity and Inclusion Committee

12.1 Committee Composition

All committees except for the Nominations, Resolutions Bylaws Review Committees and LAC Committee must have a minimum of a Chair, Chair Elect, Past Chair, and core committee members. In addition, committees may have members who attend and participate in meetings but do not vote.

12.2 Chair and Chair Elect, and Past Chair Positions

Committee Chair s and Chair Elects are appointed by the AAAP President. Committees may make recommendations to the President. The standard term is a minimum of 1 year for Chair Elect to be followed by 3 years as Chair. The Chair Elect will assume the position of Chair on completion of the Chair 's term. If the Chair is unable to complete his/her term, the Chair Elect will assume the position of Chair or in the circumstance that there is no Chair Elect, the President will appoint both a new Chair and Chair Elect. The Chair will serve for a minimum of one year as Past Chair after completing a term as Chair of the committee. A Past Chair may be reappointed as Chair Elect. If the committee leadership determines that terms other than the standard are needed, the committee must ask the President for dispensation for change of terms.

12.3 Core Committee Members

The size of the core group will vary depending on the committee but should include key roles and individuals that can help address urgent issues for the committee and/or the Board of Directors. The standard term for a core committee member is 3 years. If the committee leadership determines that terms other than the standard are needed, the committee must ask the President for dispensation for change to terms. Approximately 1/3 of the core committee should rotate on and off the committee each year unless the committee receives dispensation from the President.

12.4 Committee Powers

Committees are directly responsible to the Board of Directors through the AAAP office. Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the association unless specifically authorized by the Board of Directors.

12.5 Duties of the Committee Chair

12.5.1 Committee Work Plan

The Chair will develop a work plan that will allow the committee to discharge its responsibilities effectively and efficiently for the year, coordinating with the administrative staff as needed. He/she will develop agendas and conduct committee meetings.

12.5.2 Committee Reports

Committee Chair s will report to the Board of Directors at designated times during the Annual Meeting. A written annual report is due to the AAAP office by August 15 each year. The report must contain a listing of the committee's core members, including each member's start and end date of term, position or role and email.

12.5.3 Review and update as necessary the committee entry in the AAAP Procedures Manual.

Prior to the Annual meeting, the Chair reviews the committee's entry in the Policies and Procedures Manual. During the annual committee meeting the Chair will discuss the description with the committee members and if changes or updates are made will include these in the annual report.

13 Nominating Committee

The Nominating Committee is one of the standing committees named in the AAAP Bylaws Article V, Section 5-01(b).

13.1 Committee Charge

The Nominating Committee's role is to present a slate of candidates for President Elect and Directors to the membership for election.

13.2 Committee Composition

The committee is made up of five members appointed by the President. The retiring Immediate Past President, upon completion of his or her term, serves as Chair of the committee. (See AAAP Bylaws 4-08 and 5-01. a).

13.3 Key Roles and Responsibilities

The committee procures nominations for President Elect, two Directors, Associate Director (in the last year of the sitting Associate Director's term), and Student Member Director. The process for the Nominating Committee is explained in the AAAP bylaws in Section 4-03 and in this Procedure Manual in this section. In addition, a detailed AAAP Nominating Committee SOP and Timeline document with supporting materials is kept at the AAAP office. The AAAP office updates the SOP annually and sends it to the committee Chair to begin the nominating process.

13.3.1 Announcing the Election Results

At each AAAP Annual Business Meeting, the Chair of the Nominating Committee will announce the election results for that year's President Elect and Director.

13.3.2 Nomination Guidelines

1. General Guidelines for the AAAP Nominating Committee in Selecting Candidates for the Board of Directors and President Elect
 - A. The AAAP Board of Directors holds a fundamental role in the health and direction of the organization. Most important is to nominate members with the time, talent, and skills to lead the organization. Prior service to AAAP in some capacity (committee Chair, active committee member, etc.) is an indication of dedication to the organization and should be heavily weighted in consideration of nominees.
 - B. Another priority is for the BOD to represent a diversity of the AAAP membership as described in section 6 of this manual. Also, to consider are the following:
 - a) Geographic Location: This has become especially important since eliminating the previous regions for Board positions.
 - b) Professional role, i.e., production, technical service, academia, government, etc.
 - c) Species orientation, i.e., broilers, layers, turkeys, other species.
 - C. Officers and Directors must be able to make the time commitment to serve on the board and be able to travel at minimum to the Annual Meeting BOD meeting. Board service includes but is not limited to:
 - a) All day meeting one day before the annual meeting
 - b) ½ day meeting during the annual meeting.
 - c) Fall conference call meeting.
 - d) All day meeting before the IPPE meeting.
 - e) Two spring conference call meetings with committee Chair s.

- f) Multiple electronic votes and other communications throughout the year.
- g) Serve on two or more committees as board liaison.
- D. Supporting documents for the election procedure are maintained in the AAAP office.
- 2. Nominating a President Elect
 - A. Preference is given to a member who has already served on the AAAP Board of Directors as they have experience about how the BOD works. However, this should not exclude other individuals if they are judged to be qualified candidates.
 - B. Care should be taken that the year over year representation of the President is diverse; see the recommendations for the BOD. Traditionally AAAP has had a President from academia one year followed by a President from industry (production or technical service). This could be expanded into other job sectors (government, etc.).
 - C. It is recommended that the President Elect candidate should be an active AAAP member for at least 10 years.
- 3. Nominating a Student Director
 - The Nominating Committee should consult with the Membership Committee when selecting the candidates for the Student Director. See sections 11.4 and 14.3.1.

14 Membership Committee

The Membership Committee is one of the standing committees named in the AAAP Bylaws Article V, Section 5-01(b).

14.1 Committee Charge

To increase and maintain membership in the American Association of Avian Pathologists. Goals: The membership committee is dedicated to best serving the constituents of the AAAP. The goals of this committee are to recruit new members, retain current members, and ensure that all members feel that being a part of the AAAP is a good investment. These goals are achieved by working closely with universities and organizations to educate students and professionals about opportunities, working with the AAAP board to ensure that member voices are heard, and communicating the benefits of AAAP membership all members.

14.2 Committee Composition

The committee executive leadership is currently made up of the Chair, the Chair Elect, and the Past Chair. Each of these terms is one year, so once a person becomes the Chair Elect, they are committing to a three-year appointment. The membership committee utilizes Subcommittees to spear head most of the Membership Committee projects. Subcommittees have a Chair. The position of Subcommittee Chair is a volunteer position, with undefined terms.

14.3 Key Roles and Responsibilities

14.3.1 Membership Committee Responsibilities

- A. Mentorship Subcommittee: This subcommittee is responsible for maintaining the mentor/mentee program within AAAP. The Membership Subcommittee seeks new mentors and matches them with mentees each year prior to the IPPE meeting (in order for mentee/mentor pairs to meet in person if possible). The subcommittee is responsible for coordinating the annual mentor/mentee social event during the AAAP annual meeting.
- B. Student Chapters Subcommittee: This subcommittee maintains communication with the current student chapters of AAAP (SCAAP). Student chapters must have a faculty member supervisor who

is an AAAP member. The subcommittee is responsible for keeping updated rosters of student chapter supervisors and student chapter Presidents. The subcommittee is also responsible for communicating pertinent AAAP and AAAP Foundation information to chapters as well as ensuring that chapters understand their reporting responsibilities to the AAAP. In addition to managing current chapters, the subcommittee actively promotes student chapters at veterinary schools without an active chapter.

- C. Wellness Subcommittee: The Wellness Subcommittee is responsible for planning and booking yearly wellness events for the AAAP annual meeting to help address the welfare needs of the group.
- D. SAVMA Subcommittee: The SAVMA Subcommittee is responsible for arranging the AAAP booth and other associated activities at the yearly Student AVMA. The committee is responsible for acquiring donations (in the forms of small giveaways or textbook donations from the AAAP) from the industry to encourage visitation of booths. In addition, the SAVMA Subcommittee along with the Student Chapter Subcommittee, is charged with actively promoting student chapters at veterinary schools without an active chapter.
- E. Other tasks: The Membership Committee has been charged with additional yearly tasks including:
 - a. Planning the Annual Meeting Networking Event as needed.
 - b. Advising the Nominations Committee in nominating a student member for the AAAP Board of Directors.

14.3.2 Membership Committee Chair Responsibilities

- A. Attend any/all conference calls or meetings related to the running of the Membership Committee.
- B. Maintain regular communication with Subcommittee members regarding their progress on action items throughout the year.
- C. Maintain regular communication with the AAAP office and the Board of Directors and organize any action items coming from these two sources.
- D. Prepare the agenda and conduct the annual Membership Committee meeting during the AAAP annual meeting.
- E. Report to the AAAP Board of Directors at the AAAP BOD annual meeting.
- F. Submit a written report to the AAAP office by August 15th of each year after the AAAP annual meeting. The report should include a committee roster with terms.

15 Resolutions Committee

The Resolutions Committee is one of the standing committees named in the AAAP Bylaws Article V, Section 5-01(b).

15.1 Committee Charge

The purpose of the Resolutions Committee is to review resolutions (main motions submitted in writing), determine their legitimacy and put them in proper form for consideration by the Board of Directors or membership. The committee has the power to consult parliamentarians, authors of resolutions, officials, or anyone else to provide information or assistance in its deliberations.

15.2 Committee Composition

The Resolutions Committee will consist of three AAAP members. The President appoints the committee as deemed necessary and authorized by the Board of Directors.

16 Bylaws Review Committee

The Bylaws Committee is one of the standing committees named in the AAAP Bylaws Article V, Section 5-01(b).

16.1 Committee Charge

To review the AAAP Inc. Bylaws and supporting documents on a regular basis to ensure they accurately describe the current policies and practices and purpose of the organization. To compare subsidiary AAAP organizational documents to the AAAP Bylaws to eliminate any inconsistencies between documents, and to suggest corrections and improvements of the documents to the AAAP Board of Directors.

16.2 Committee Composition

The committee is made up of 3 AAAP members with one member serving as Chair. The committee term is three years for all committee members except for the Chair who will serve an additional year as Past Chair to provide continuity and history for the work of the committee. Three new committee members will be appointed by the President when the previous committee's term expires. The committee will work closely with the AAAP Director of Member Services or some other AAAP staff member to get the most updated material for inclusion in the Policies and Procedures Manual.

16.3 Key Roles and Responsibilities

16.3.1 Bylaws

The Bylaws are reviewed at least once every 3 years by the Committee preferably during the fall of the first year of the committee's term. The following procedure will be followed:

October-December:	The committee meets virtually and determines if a change is needed. If there are no changes needed: no further action needs to be taken. If changes are suggested:
January:	Forward the proposed changes to the Board of Directors (BOD) for discussion and approval prior to the mid-year meeting of the BOD.
Prior to July*:	If approved by the BOD: Post the proposed change to the AAAP website with the recommendation of the BOD and alert the membership by email that a proposed change of the Bylaws has been posted.
July/August*:	Discuss the proposed change of the Bylaws during the Annual Business meeting.
August*:	The membership as defined in Section 3-04(a) receives a ballot outlining the proposed change by providing the text of the old version and the proposed change. The change is approved by an affirmative vote of two-thirds of the membership voting as defined in Article 9 of the Bylaws.
September	The updated Bylaws are posted on the AAAP website and the membership is notified by email that the updated Bylaws are posted on the AAAP website.

* Governed by Article 9 of the Bylaws.

Article 9 of the Bylaws stipulates that amendments can be proposed by the membership. Such a proposal will need to be signed by at least three voting members in good standing as defined in Article 9 and forwarded to the BOD for discussion following the basic timeline outlined above.

16.3.2 Policies and Procedures Manual

The committee will work closely with the AAAP Director of Member Services or some other AAAP staff member to get the most updated material for inclusion in the Policies and Procedures Manual. The

committee will review the Manual at least once a year but because this is a “living document” reviews may be needed during the year on an ad-hoc basis. The following procedures will be followed:

- September: The AAAP office will provide updated committee information (from committee annual reports) to the Bylaws Review Committee.
- January-February: Review the Manual for potential changes or clarifications. If changes are deemed necessary: contact specific persons involved in or responsible for the section(s) and coordinate with him/her the rewording. For example, if the section on the Editor of Avian Diseases needs adjustments, work with the Editor and Associate Editor.
- March-April: Forward any changes to BOD for approval, highlighting the proposed changes in yellow.
- Afterwards: After approval by the BOD: post the update document on the AAAP website.

16.3.3 Other responsibilities

A. Verify BOD approved changes.

If any changes in the Bylaws or the Manual are approved by the BOD, the committee will verify that the documents are updated.

B. Monitor that most recent versions are posted for membership.

The committee is responsible for monitoring where the documents are kept—such as on the AAAP website—and for making sure the most recent versions are displayed.

16.4 Key Roles and Responsibilities of the Chair:

- A. Along with the Business Office Representative, oversees the function and execution of the Bylaws Review Committee to accomplish the committee’s charge and key responsibilities above.
- B. Maintains regular communication with committee members regarding progress on reviews of the Bylaws and the Policies and Procedures Manual consistent with the timeline above.
- C. Leads the committee’s work on any action items coming from the Board of Directors and/ or the AAAP office.
- D. Along with the other committee members, reviews the Committee’s description entry in the Policies and Procedures Manual annually (before the annual AAAP meeting) and updates if appropriate.
- E. Prepares the agenda and conducts the annual Bylaws Review Committee meeting during the AAAP annual meeting.
- F. Reports to the AAAP Board of Directors at the annual meeting.
- G. Submits a written report of the committee’s activities during the year to the AAAP office by August 15th of each year after the AAAP annual meeting. The report will include a committee roster with terms.
- H. In the 4th year of the term, serves as the Past Chair, helps to mentor the new Chair, and provides continuity for the Committee’s work during the transition to the new members.

17 Animal Welfare Committee

17.1 Committee Charge

Animal Welfare and Management Committee Mission: To research, evaluate and provide critical information to the AAAP Board of Directors and the membership on poultry welfare and management

issues that may have a bearing on the AAAP and to be a liaison between the AAAP membership and the AVMA Animal Welfare Committee.

17.2 Committee Composition

The committee is composed of the leadership, core committee and general committee members. The leadership includes the Chair (1-year term), vice Chair (1-year term), Past Chair (1-year term), AVMA animal welfare representative (The AVMA animal welfare representative's term will match their term on the AVMA committee) and the AAAP BOD liaison.

- A. Chair: Nominated and elected by the entire committee. Chair must be approved by AAAP Board President.
- B. Chair Elect: Ascends to Chair unless the individual declines. Normally helps with taking minutes of meeting and serves as the interim Chair of the meeting(s) if the committee Chair is unable to attend.
- C. Post-Chair position: The Chair serves for a minimum of 1 year after completing a 1-year term as committee Chair. Past Chair s provide additional leadership and insight for committee, and other duties as assigned by the Chair.

The Animal Welfare and Management Committee's secondary leadership is the core committee. Two core committee members serve as representatives for each of the major stake holder groups (broiler, turkey, egg-layers, primary breeder, and allied industry/government/academia.) These members serve a 3-year term. All core committee members are elected by the entire committee with final acceptance and approval per the AAAP by-laws (AAAP President approval) except for Past-Chair and the member for the AVMA animal welfare committee. Any additional nominations are accepted when voting.

17.3 Key Roles and Responsibilities

Please divide this section into committee roles and responsibilities and Chair roles and responsibilities. See the guide document for more information. The Chair roles and responsibilities should include reporting requirements.

- A. The committee Chair and Chair Elect provide primary leadership for the committee including leading the committee agenda and meetings. They are responsible for responding to the AAAP BOD on behalf of the committee.
- B. The core committee members represent the major stakeholder groups. Members represent their sector in discussions and decisions on issues pertaining to committee activities. Additionally, the core committee serves as reference group for AVMA and AAAP as needed on specific and urgent issues.

18 Diseases of Public Health Significance Committee

18.1 Mission Statement

The mission of the AAAP Committee of Diseases of Public Health Significance is to:

Compose a sentence or few sentences of summary of the mission. That include the below.

- A. Address current and emerging risks to public health associated with commercial poultry production, the rearing of backyard/hobby flocks, and general exposure to avian species,*
- B. Enhance the transfer of knowledge and provide educational materials to industry personnel and the public,*
- C. Assist the AAAP in establishing research priorities,*
- D. Advise the AAAP regarding relevant public opinion and pending legislation.*

18.2 Committee Composition

Please use the guidelines document as a guide to complete this section.

18.3 Key Roles and Responsibilities

18.3.1 Committee Key Roles and Responsibilities

Please complete this section.

18.3.2 Committee Chair Key Roles and Responsibilities

- A. Develop a work plan that will allow the committee to discharge its responsibilities effectively and efficiently for the year, coordinating with the administrative staff as needed.
- B. Develop agendas and conduct committee meetings annually.
- C. Report on committee meetings or give approval of committee meeting reports before their distribution.
- D. Update the DPHS page on the AAAP website.
- E. Provide a written report to the AAAP office by August 15.
- F. Report to the board of directors at the Annual Meeting.
- G. Assure that any position statements and/or white papers authored by the committee are reviewed annually.
- H. Annually update the Board of Directors on the committee leadership.
- I. Work with the administration to ensure that the work of the committee is carried out.
- J. Report to the committee on decisions of the Board of Directors that affect the committee's work or activities.
- K. Where appropriate, make policy recommendations to the Board of Directors.

19 Drugs and Antimicrobials Committee

19.1 Mission Statement

The Drugs and Antimicrobials (D&A) committee of AAAP functions on the "frontlines" of the interface between the public's opinions and perceptions of the poultry industries and the realities of its practices. The D&A committee frequently engages in crafting position statements, whitepapers, point-counterpoint comparisons, and scientific rebuttals to misinformation that is commonly found in the printed media or on the web. The committee enjoys the position of being able to impact public perceptions positively and accurately by being a "go-to" source for the science supporting poultry as the world most widely consumed source of animal protein.

19.2 Committee Composition

The Drugs and Antimicrobial committee of the AAAP consists of volunteers from AAAP membership who have an interest in staying abreast and/or want to help provide rational, scientific input on the antimicrobial usage issues as they arise and pertain to poultry production in the professional, legislative, and public debate forums. Positions include a Chair and Chair Elect, both of which are nominated by asking for any volunteers willing to serve in these capacities from among the membership. The committee affirms these nominees at the committee meeting during the AAAP annual meeting. The Chair will be serving for two years. The Chair Elect will become the Chair and a new Chair Elect will be identified. There is an "informal" core committee which consists of those members who regularly contribute comments and/or help to author responses as needed. At times, a formal sub-committee will be formed to respond to certain needs and requests as dictated by priorities.

19.3 Key Roles and Responsibilities

19.3.1 D&A Committee Key Roles and Responsibilities

The D&A committee frequently is involved with drafting statement papers, preparing scientific responses, or making recommendations on the various antimicrobial related issues which arise in the public and political domains. This often comes at the request of the AAAP Board of Directors, an allied industry organization, or consumer group. As such, this is a very active and nimble committee. While many of the recent activities of the committee have tended to be “reactive” in nature, it is looking to become more proactive in the future. We are the authors for AAAP antimicrobial position and policy statements and documents, thus serve as the organization’s voice on these matters. This is appropriate as the committee includes in its membership a diverse and experienced group of professionals who understand our industry practices and are uniquely trained to address poultry specific antimicrobial related matters with accurate and unbiased opinion.

19.3.2 Committee Chair Key Roles and Responsibilities.

The duty of the Chair is to “herd the cats.” *Expand on this to incorporate the Chair duties as described in this manual section 12.6.*

20 Education Committee

20.1 Mission Statement

The mission of the Education Committee is to develop, evaluate and provide educational materials for people preparing for careers in poultry health, their instructors, and for the continuing education of AAAP members.

20.2 Committee Composition

The Education Committee membership is composed of individuals who are members of AAAP and interested in actively serving on the Education Committee. Any AAAP member is welcome to join the Education Committee. The Education Committee has a Chair (appointed by the AAAP President), Chair Elect, board liaison, core committee members, subcommittees and additional committee members who assist with the review of educational materials. The core committee members are determined during the annual meeting of the AAAP and usually serve 1 to 3-year terms. The Education Committee meets once every year in conjunction with the AAAP annual meeting. Communication at other times of the year may be done via teleconferencing, electronic mail, or U.S. mail.

20.3 Key Roles and Responsibilities

20.3.1 Education Committee key roles and responsibilities

- A. To propose new educational materials.
- B. To review educational materials submitted for publication.
- C. To discuss currently available educational materials and the need to update them.
- D. To ensure a consistent format is used when soliciting study sets.

INSTRUCTIONS FOR AAAP SLIDE STUDY SETS.

1. AAAP slide study sets should have a text with relevant information about the disease(s) and slides containing mostly figures and short texts.
 - a) Text
Submit a Word document (short - less than 10 pages) with the topics below.
Title Page: Title of the study set, author(s) name(s), affiliation(s), and contact information.

- b. Subsequent pages:
- Introduction about the disease (s)
 - Etiology
 - Epizootiology/Disease Transmission
 - Clinical Signs
 - Gross Lesions
 - Histopathology
 - Pathogenesis
 - Diagnosis/Diagnostic tests
 - Prevention and control
 - References

Provide only relevant information since the textbooks already cover these topics in depth.

2. Slides

Submit PowerPoint slides. Topics present in the text should be included in the slides in a summarized format and be more didactic in a visual way. Summarize the information in the form of tables, graphs, figures, and flowcharts. Slides should have mostly images and little text.

3. Figures

Good quality figures showing clinical signs, gross pathology and microscopic lesions should be included. Also include figures showing diagnostic test findings if applicable such as immunohistochemistry, immunofluorescence, in-situ hybridization, virology findings (cytopathic effect in cell culture, lesions in chicken embryos, hemagglutination assay), electron microscopy, bacteriological findings (colony morphology, Gram staining, biochemical test results), fungal culture (colony morphology, hyphae and conidiophore morphology) serology (ELISA, plate tests, hemagglutination inhibition assay, immunodiffusion), PCR and sequencing results, etc. If phylogenetic trees are included use only one example/branch and refer to a reference for complete information. Can also include schematic representation of the virus and its genome if applicable. AAAP will only consider original figures not published or submitted for publication elsewhere.

1.3.2 Education Committee Chair Key Roles and Responsibilities

- A. To develop a work plan for committee review of educational materials submitted for publication.
- B. To develop a work plan for committee review of published educational materials that need to be updating.
- C. To submit proposals of new educational materials to the AAAP BOD.
- D. To submit educational materials to the AAAP for publication.
- E. To ensure a consistent format is used for book proposals.

PROPOSAL TEMPLATE FOR A NEW BOOK OR NEW EDITION OF AN EXISTING BOOK

1. Overview

- a) A summary (200-300 words) of the book's aims and scopes and in case of a new edition the general changes you envision.
- b) Some points to consider for a new book:
 - Why is a new book needed and how will it fulfill that need?
 - What is your target audience for the proposed new book?
 - Based on your target audience can you provide an estimated number of copies needed?
- c) Some points to consider for a new edition.

- Why is a new edition needed and how will a new edition fulfill that need?
 - How has the market changed or what major developments in the field have taken place since the previous edition was published?
 - In what ways should the book be altered or updated to reflect these changes?
 - Are there any negative aspects of previous edition(s) that should be improved upon in the new edition?
 - Identify any significant changes in content, organization, target audience or level at which the book would be aimed.
- d) If you are proposing a major revision of the text, please explain in further detail what is required and how the reader will benefit.
2. Contents
- a) Provide a preliminary list of the contents with chapter titles and subheadings where appropriate.
 - b) In the case of a new edition: please use this opportunity to specifically highlight what new chapters or sections will be added.
3. Readership
- A realistic assessment of the intended readership. Consider the following:
- What level is the book pitched at?
 - If applicable to students, for which course(s) would it be used?
 - Is its appeal international or confined to a particular geographic region?
 - Are there any professional societies or groups that the book should be specially promoted to?
4. Competition
- a) Provide a description of the book in relation to competing titles. This should include:
 - b) The author or editor(s), title, publisher, publication date, price, and number of pages of the main competing titles.
 - c) An assessment of how your book differs from the competition.
5. Schedule
- When would you anticipate the final manuscript being completed?
6. Specifications
- Provide an idea of the approximate extent of the proposed new book or edition and estimate the number and type (i.e., radiographs, histological pictures, clinical photographs, etc.) of photographs, line drawings and tables to be included.
7. Author/Editor Team
- a) Provide some brief information about yourself and your co-editors/authors, including degrees, honors, affiliations, and contact details.
 - b) In case the new book or new edition consists of chapters authored by others than the editors provide information if the authors have been approached and agreed to author a specific chapter.
 - c) Provide names of potential reviewers of the proposed book or new edition excluding potential authors.
8. Return your proposal to:
- AAAP Business Office
aaap@aaap.info

- F. To prepare the agenda and conduct the annual Education Committee meeting
- G. To report Education Committee tasks to the AAAP BOD at the AAAP BOD annual meeting
- H. To submit a written report to the AAAP office by August 15 each year, including a committee roster with terms.

21 Enteric Diseases Committee

21.1 Mission Statement

The AAAP Enteric Disease committee mission is to acquire, interpret and communicate current information concerning gastrointestinal health issues of commercial poultry (broilers, egg layers, turkeys, breeders) to the poultry veterinarians.

21.2 Committee Composition

The Committee has a Chair and Chair Elect. The term for each position is 3 years. The Chair Elect is voted on by the committee members on nomination and majority election by the membership. The Chair Elect assumes the Chair position when the 3-year term of the Chair expires. The Committee membership is determined on a volunteer basis and is totally at the discretion of the general AAAP members.

Committee members must be active AAAP members and in good standing with the organization. Those members that participate at the annual Committee meeting are considered members. Additionally, any active AAAP member that expresses a desire to be a member of the Committee is included on the roster.

There is no “core” committee. Currently, the vision and execution of the Committee functions are coordinated by the Chair and Chair Elect. Subcommittees are formed as needed within the general Committee membership. The Sub-committees perform specific functions for the Committee at-large. This provides structure and empowerment to specific members of the Subcommittee to perform specific tasks, i.e., the formation of a Symposium Program Subcommittee. Subcommittee Chair positions are generally appointed through mutual agreement of Subcommittee members. The term of the Subcommittee Chair position continues until the specific project is completed.

21.3 Key Roles and Responsibilities

21.3.1 Enteric Disease Committee Key Roles and Responsibilities

- A. The principal task of the Committee is to communicate information on enteric diseases of poultry to the AAAP Membership at-large and to persons interested in poultry enteric health.
- B. Meet annually to discuss relevant poultry enteric disease topics.
- C. Seek additional methods to serve the AAAP membership regarding the communication of enteric disease information.
- D. Annually review the necessity of organizing a Symposium as part of a future scientific program of the AAAP.

21.3.1 Enteric Disease Committee Chair Key Roles and Responsibilities

- A. Oversees the function and execution of the Committee and its initiatives.
- B. Organizes and conducts the annual Committee meeting during the annual AAAP general membership meeting.
- C. Communicates with the Chair Elect regarding initiatives and vision of the Committee.
- D. Reports to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 - a) Activities of the Committee.
 - b) Participation of Committee members.

- c) Present or propose future Committee initiatives or events.
- E. Submits a written report to the AAAP office by August 15 each year, including a committee roster with terms.

22 Epidemiology Committee

22.1 Committee Charge

To promote the application of epidemiological principles and methods for the purpose of solving poultry health, welfare, and food safety issues. The committee will support the AAAP by promoting topics and symposiums for which epidemiology offers a significant contribution. The committee will also promote epidemiological research by encouraging oral and poster presentations at annual meetings, making sure that such research is properly considered when awards are given. The committee also supports AAAP by producing or participating in editing documents relevant to the AAAP membership. The committee assists AAAP in providing research priorities by identifying research topics that should include an epidemiological component and comment on specific epidemiological studies when it is considered advisable. The committee also provides an epidemiological perspective to other AAAP committees, upon request for collaboration.

22.2 Committee Composition

All members of the AAAP with the desire to advance the committee's primary mission are welcome to part of the group. Committee leadership is as follows:

- A. Chair
 - a) The person recommended for committee Chair is selected by a simple majority of all committee members who attend the Epidemiology Committee meeting at the AAAP Annual Meeting. This person must be officially appointed Chair by the AAAP President per AAAP Bylaws. That appointment is normally made at the Annual Meeting when the Chair meets with the AAAP Board of Directors. Both Past Chair and selected Chair will attend the meeting.
 - b) The term of office is two years.
- B. Chair Elect
 - a) The Chair Elect serves as the incoming committee Chair once the tenure of the current Chair expires. The Chair Elect shall be elected during the same election year as the Chair.
 - b) The term of office is two years.

22.3 Key Roles and Responsibilities

22.3.1 Epidemiology Committee Key Roles and Responsibilities

The committee will serve as a platform from which epidemiological principles and methods for the purpose of solving poultry health, welfare and food safety issues can be launched. The activities can be, but are not limited to, the following:

- A. Promoting topics and symposiums related to epidemiological research.
- B. Blogging (and other social media vehicles, such as podcasts) on epidemiological research and related areas of interest.
- C. Encouraging oral and poster presentations at annual meetings.
- D. Participating in editing documents relevant to the AAAP.
- E. Assisting AAAP in providing research priorities by identifying research topics.
- F. Providing an epidemiological perspective to other AAAP committees.
- G. Conducting surveys on poultry health, welfare, and food safety.

H. Analyzing and interpret survey results on poultry health, welfare, and food safety.

22.3.2 Epidemiology Committee Chair Key Roles and Responsibilities

The committee Chair has the following responsibilities:

- A. Plan, organize and implement the committee's focus and activities during his/her term, as well as lay the foundation for future activities.
- B. Coordinate with the AAAP Board Liaison with regards to the committee's focus and activities.
- C. Appraise all committee members of the direction and activities of the group via regular updates and committee reports.
- D. Organizing symposia undertaken by the committee during his/her tenure and any and all similar projects.

23 Food Safety Committee

23.1 Mission Statement

To remain current on new intervention strategies, regulatory actions and management practices related to food safety and diseases of public health significance in association to all aspects of the commercial poultry production chain which includes commercial meat-type turkeys and chickens and commercial egg production and processing.

23.2 Committee Composition

The Food Safety committee organization structure is as follows.

- A. Committee Chair 3-Year term
- B. Chair Elect 2-Year term
- C. Food Safety Symposium Co-Chair 2-year term
- D. Chair of Subcommittees 3-year term
- E. Each subcommittee will have a Chair whose term is 1 year. Subcommittees are:
 - a) Turkey Live Production
 - b) Chicken Live Production
 - c) Egg layer Live Production
 - d) Poultry Meat Processing
 - e) Poultry Egg Processing
 - f) Innovation and Technology

The Chair of the committee is appointed by the AAAP President per AAAP Bylaws.

All subcommittee Chair positions are filled by volunteers from the members of the Food Safety committee, the request is presented by the Food Safety committee Chair. The subcommittees will be determined by all the members of the Food Safety committee to account for all core areas in the poultry industry which are relevant impact on ensuring food safety.

23.3 Key Roles and Responsibilities

23.3.1 Food Safety Committee Key Roles and Responsibilities

- A. Make recommendations to the AAAP Board of Directors for official action.
- B. Interact with government agencies to provide guidance on regulatory issues pertaining to food safety and diseases of public health significance.
- C. Serve as a scientific resource for poultry trade associations on issues pertaining to food safety and diseases of public health significance.

- D. Provide an open forum for sharing information pertaining to food safety and diseases of public health significance.
- E. Provide an open forum for education and sharing of current information and emerging technology pertaining to food safety in the areas of poultry production, meat-type turkey and chicken and egg production and processing.
- F. Stay abreast on Salmonella and Campylobacter issues and regulations and interventions strategies.
- G. Stay abreast on current information and critical food safety issues related to commercial poultry production and share that information to the AAAP board, National Turkey Federation, the National Chicken Council, and committee members.
- H. Participate in the organization of the AAAP meeting pertaining to the preparation of the scientific content.
- I. Identify relevant topics for discussions within the committee to address the industry main concerns in food safety.
- J. Propose food safety issues resolution alternatives.
- K. Facilitate poultry industry access to knowledge on innovative and state-of-the-art technologies for addressing food safety concerns.

23.3.2 Food Safety Committee Chair Key Roles and Responsibilities

Encourage and provide avenue for involvement of committee members.

- A. Lead the initiatives for the interaction with other organizations.
- B. Coordinate the formation and direction of subcommittees.
- C. Oversee the execution of action plans and facilitate communication among members and subcommittees.
- D. Submit a written report to the AAAP office by August 15 each year, including a committee roster with terms.
- E. Annually review the committee's entry in the AAAP Procedures Manual and submit any changes with the annual report.

24 History of Avian Medicine Committee

24.1 Mission Statement

The mission of the History of Avian Medicine Committee is to collect, permanently preserve, organize, and publicize information concerning the history of the AAAP and poultry health in order to advance the profession through an appreciation of its heritage.

24.2 Committee Composition

The History of Avian Medicine Committee leadership consists of a Chair and Chair Elect. The term of the Chair is typically 2 years but has been extended to 3 or more years as needed and as approved by the BOD. The Chair Elect is identified as early in the two-year term as possible, but no later than 1 year prior to the end of the current Chair's term. There is no core committee. There are currently 4 subcommittees related to several of the principal tasks. Each has a Chair, but there are no set terms for these Chair s. The 4 subcommittees are:

1. Biography Project Subcommittee
2. Avian Diseases (AD) Cover Project Subcommittee
3. Lasher-Eckroade
4. Archive

24.3 Key Roles and Responsibilities

24.3.1 Roles and Responsibilities of Subcommittees

A. Biography Project subcommittee

The subcommittee's duties include:

- a) maintaining a master list of persons who have been contacted (or should be contacted) and their status as far as willingness to write an autobiography or assist in writing a biography of a deceased person.
- b) maintain contact with the authors of autobiographies or biographies.
- c) assist in editing drafts to comply with the standard format for biographies including photos,
- d) send updates to the AAAP Business office to update the website and to the archive subcommittee,
- e) participate in the History committee and keep the Chair updated.

B. Avian Diseases (AD) Cover Project subcommittee

The subcommittee's duties include:

- a) maintaining a master list of persons who have been used and their status, including volume, number, and year of publication,
- b) bring up and add names for discussion to be voted on and approved by the History committee for future issues of AD,
- c) identify and assign History committee members to contact family members or colleagues for a good quality photo and write-up of the candidate,
- d) send photo and write-up to the AD editor,
- e) participate in the History committee and keep the Chair updated.

C. Lasher-Eckroade History Lecture and Historical Articles subcommittee

The subcommittee's duties include:

- a) maintaining a list of recent and upcoming lectures including lecture topic and speaker,
- b) bring up and add potential topics for discussion and assign speaker to be voted on and approved by the History committee, paying attention to alternate disease topic with another category of topic (person, issue, institution, industry, etc.) if possible,
- c) contact speaker for the lecture and continue to maintain contact to have him/her to submit a historical article for AD based on the History lecture participate in the History committee and keep the Chair updated.

D. Archives subcommittee

The subcommittee's duties include:

- a) to interact with the AAAP business office twice a year (after the annual AAAP meeting and the BOD meeting in January/February) to ensure that original materials of importance to the history of the AAAP and the field of poultry medicine are submitted to an appropriate archive venue (currently at Iowa State University in the Special Collections Department) so that they can be permanently preserved, catalogued, and retrieved as needed. These items include, but are not limited to, newsletters, annual meeting materials, BOD correspondence, biographies and the like that are deemed important for the historical collection. In addition to and as needed, the History Committee will keep track of news of deceased members and post available tributes and obituaries on the web site and if deemed appropriate facilitates the publication of obituaries in Avian Diseases.

24.3.2 History of Avian Medicine Committee Chair Key Roles and Responsibilities

The committee Chair responsibilities include:

- A. Prepare agendas and conduct the annual committee meeting (and interim meetings as needed.) about the progress of ongoing tasks and/or special projects. Communicate with members in the interim as needed.
- B. Meet with the BOD at each annual meeting about the activities of the committee and ask for support to achieve goals if needed. At this meeting, the Chair presents the proposed Lasher-Eckroade History Lecture topic(s) and speakers (generally for ~ 2 years in advance) for vote by the BOD.
- C. Submit a written report to the AAAP office by August 15 each year, including a committee membership roster.

25 Legislative Advisory Committee (LAC)

25.1 Mission Statement

The Legislative Advisory Committees' task is to communicate the AAAP's needs and priorities for poultry, health, welfare, and food safety. This committee interacts with federal, state, and executive branch groups to communicate the AAAP's priorities. They also communicate and work with the Outreach Committee to collaborate with other food animal advocacy groups.

25.2 Committee Composition

This is a unique committee in that the Chair is the AAAP Executive Vice President with the term limit being the same. A Vice-Chair is appointed by the AAAP President with a term of three years. There is no core committee. Sub-committees to develop messaging statements are formed as needed.

25.3 Legislative Advisory Committee Key Roles and Responsibilities

25.3.1 LAC Committee Key Roles and Responsibilities

- A. Prepare, participate and follow-up on activities related to the AVMA Government Relations Division (GRD) Fly-In.
 - a) Attend the AVMA GRD hosted Washington D.C. Fly-In to meet with executive branch groups (US Department of Agriculture (USDA), the Federal Drug Administration (FDA), etc.)
 - b) Communicate and follow-up with requests from the National Chicken Council, the National Turkey Federation, etc., regarding AAAP's positions regarding food safety, bird health and welfare.
 - c) Respond to requests from other organizations or AVMA regarding poultry health issues as needed.
- B. Prepare for the AVMA GRD Fly-In.
 - a) Communicate with the AVMA-GRD regarding important AAAP issues.
 - b) Appoint a committee member to serve as the AAAP Liaison on AVMA-LAC (The AVMA-LAC meets twice a year and has monthly conference calls.)
 - c) Poll species groups for items and areas of interest to discuss in Washington D.C.
 - d) Organize and schedule the annual Washington D.C. Fly-In with the AVMA-GRD.
 - e) Write one-page position statements and information sheets for the Fly-in.
- C. Prepare and participate at USAHA meetings.
 - a) Schedule participants to USAHA meetings.
 - b) Prepare position statements.

25.3.2 LAC Committee Chair Key Roles and Responsibilities

- A. Create Subcommittees as needed for one-page information sheets and position statements.
- B. Communicate and collaborate with other AAAP committees on topic specific issues.
- C. Organize committee conference calls to prepare for AVMA Fly-In's and as needed.
- D. Organize annual in person meeting at the AAAP annual meeting.
- E. Add review language.
- F. Submit Fly-In materials (position statements, fact sheets, etc.) to the AAAP archives.
- G. Annual report should include the include a listing of the issues brought to the agencies and GRD.
(Package with report language.)
- H. Annually review the LAC Committee entry in the Procedure Manual and update as needed.

26 Program Advisory Committee

26.1 Committee Charge

The Program Advisory Committee is charged with organizing and presenting the AAAP Scientific Program at its annual meeting each year.

26.2 Committee Composition

The committee consists of a Chair, Chair Elect, and an Associate Member. The term for each position is 3 years. The Chair Elect assumes the role of Chair when his/her term ends. The Chair Elect and Associate Member are appointed by the AAAP President with the advice of the AAAP Board of Directors. Committee members may be reappointed.

26.3 Key Roles and Responsibilities

26.3.1 Program Advisory Committee Key Roles and Responsibilities

The committee is responsible for organizing and implementing the Scientific Program portion of the annual meeting. They work closely with the AAAP office who has developed a standard operating procedure to assist the committee. Specific tasks include:

- A. Organizing a call for papers.
- B. Assembling the program. The committee meets in early December to review abstracts and organize the program.
- C. Coordinating with the Board of Directors and the AAAP office on events and meetings that are included in the Scientific Program.
- D. Filling in vacancies in the Scientific Program.
- E. Reviewing the printed program.
- F. Monitoring the progress of the Scientific Program during the annual meeting and troubleshooting any issues that arise.

26.3.2 Program Advisory Committee Chair Key Roles and Responsibilities

- A. In addition to the committee responsibilities stated above, the Chair serves on the AVMA Convention Management and Program Committee.
- B. The chair is responsible for submitting a written report to the AAAP office by August 15 each year.

27 Research Priorities Committee

27.1 Mission Statement

To advance the application of science-based knowledge in the poultry industry by ensuring that the practical research needs of the industry are communicated to researchers and research funding agencies.

27.2 Committee Composition

The Research Priorities Committee is comprised of the Committee Chair, the AAAP Board of Directors Liaison, and the Presidents of the Association of Veterinarians in Broiler Production (AVBP), Association of Veterinarians in Egg Production (AVEP), Association of Veterinarians in Turkey Production (AVTP), and the Association of Poultry Primary Breeder Veterinarians (APPBV). Two members of the committee are selected by the Committee Chair to represent researchers (currently a researcher conducting applied poultry research) and research funding agencies (currently the Director of Research, US Poultry and Egg Association). The invitation of additional committee members is at the discretion of the Committee Chair.

Committee Terms: The Presidents of the AVBP, AVEP, AVTP and APPBV are invited to be committee members for the duration of their leadership of these associations. The terms of the Committee Chair and other committee members is normally three years.

27.2.1 Considerations When Selecting a Chair and Chair Elect.

Acceptable candidates for the position of Chair and vice-Chair include:

- A. Poultry veterinarian employed by a university or government agency who does not have a significant research FTE (work is extension/service/diagnostic)
- B. Poultry veterinarian working in production (consultant or employed by poultry production company)
- C. Acceptable candidates do not have a conflict of interest such as:
 - a) Researcher or research program director who applies for grant funding and/or has
 - b) significant research FTE
 - c) Individual employed by allied/pharmaceutical/biologics company.
 - d) Research funding agency/entity/organization representative

27.3 Key Roles and Responsibilities

27.3.1 Research Priorities Committee Key Roles and Responsibilities

- A. Design survey instruments to survey the memberships of the AVBP, AVEP, and AVTP in order to determine the research priorities of each allied association group. Presidents of the allied association groups are responsible for distributing the surveys to their members and sending regular reminders, in order to ensure good survey response rates.
- B. Analyze survey responses and generate annual ranked lists of research priorities for each association. For each allied association, generate ranked lists of:
 - a) Research priorities under different categories (Health/Disease, Vaccines & Pharmaceuticals, Diagnostic Tools, Food Safety, Animal Welfare, Management & Environment) and
 - b) Overall research priorities.
- C. Communicate research priority lists to poultry researchers and research funding agencies through various means, including:
 - a) Presentation of research priorities at regional, national, and international poultry meetings (including the annual meetings of the AAAP and USAHA).

- b) Distribution of research priority lists to agencies funding poultry research.
- c) Mass distribution of research priority lists via e-mail to AAAP membership and to researchers in identified pre-existing e-mail groups. Posting of research priority lists on the AAAP website.

27.3.2 Research Priorities Committee Chair Key Roles and Responsibilities

- A. Develop a yearly work plan for committee tasks.
- B. Plan, call, and Chair committee meetings, including conference calls as required, and the annual Research Priorities committee meeting during the annual AAAP meeting.
- C. Coordinate communication of AAAP Research Priorities lists to target audiences, including presentation of lists at the Research Priorities committee meeting, and at other regional, national, or international meetings.
- D. Ensure that the committee follows the work plan, meets deadlines, and achieves objectives.
- E. Report to the AAAP Board of Directors at the annual Board of Directors meeting.
- F. Submit the annual written Research Priorities Committee report to the Board of Directors before the deadline.

28 Respiratory Diseases Committee

28.1 Mission Statement

The mission of the AAAP Respiratory Diseases Committee is to provide a forum for the discussion of the diagnosis and control of avian respiratory diseases. This is accomplished via volunteered and invited presentations to the committee at its annual committee meeting, by communicating continuing or emerging concerns to the members of AAAP, and by serving as coordinators for special programs on respiratory diseases when appropriate for the general session of the annual meeting.

28.2 Committee Composition

The AAAP Respiratory Diseases Committee has a Chair, a Chair Elect, and a core committee. The Chair and Chair Elect positions are for 2 years each. The Chair Elect serves for 2 years, then serves as Chair for the following 2 years. The Past Chair is encouraged to continue as a committee member. The Chair Elect is selected or elected by the members of the Core committee. The Chair and Chair Elect are recommended to the AAAP President every two years by the core members. The AAAP President must appoint all committee Chair as per the AAAP Bylaws.

Core committee members are selected by self-nomination or invitation from the committee. The limit to serve as a core member is three years, and the core committee roster will be reviewed and updated every year during the Annual Meeting, based on attendance and involvement within the committee.

28.3 Key Roles and Responsibilities

28.3.1 Respiratory Diseases Committee Core Members Key Roles and Responsibilities

- A. Attend the committee meeting held during the Annual Meeting.
- B. Collaborate in the preparation of educative or informative materials.
- C. Collaborate in the planning of courses or symposia organized by the committee.
- D. Collaborate in the preparation of minutes and reports to be submitted to the BOD and AAAP office.

28.3.2 Respiratory Diseases Committee Chair Key Roles and Responsibilities

- A. Prepare an agenda and conduct the committee meeting held during the Annual Meeting.
- B. Prepare the minutes of the committee's annual meeting.
- C. Prepare and present a report to the AAAP BOD.

- D. Coordinate the preparation of educative or informative materials related to respiratory diseases.
- E. Play a leading role in the planning and organization of courses or symposia organized by the committee.
- F. Submit a written report to the AAAP office by August 15 each year, including a committee roster.
- G. Review and update the core member roster annually.
- H. Promote the participation of new AAAP members in this committee.

29 Small Flock Committee

29.1 Mission Statement

The Small Flock Committee is currently tasked with defining and developing the role of the AAAP in relationship to non-commercial and small flock poultry medicine. The goal is to provide our veterinary colleagues, both poultry and non-poultry, with a credible information resource and pool of technical expertise for all small flock poultry health-related issues.

29.2 Committee Composition

All positions (Chair, Chair Elect & members) are for a defined term of 3 years. Members are asked to affirm their commitment to the committee each year. Self-nominated new members are added upon formal request to the Chair and subsequent approval of the President. Following discussion with the committee members, the Chair identifies the Chair Elect and then solicits approval from the AAAP President. The Chair Elect functions as a co-Chair during their tenure until the Chair steps down after 3 years. The Past Chair is encouraged to continue as a committee member and may be re-appointed as Chair Elect.

There is no specific core committee as all members are encouraged to contribute to the various committee tasks. Specific tasks with defined objectives are developed by the Chair and task leaders with the appropriate skill set and interest are identified from within the committee.

29.3 Key Roles and Responsibilities

29.3.1 Small Flock Committee Key Roles and Responsibilities

- A. Attend all distance and in-face committee meetings, as practical.
- B. Participate in document review, when requested.
- C. Identify the appropriate active committee task(s) and offer to lead, or assist, as appropriate. Define and communicate task resource needs to the Chair.
- D. Present potential task proposals to the Chair for consideration.

29.3.2 Small Flock Committee Chair Key Roles and Responsibilities

- A. Develop a work plan with defined and prioritized tasks. Specify objectives and timelines for each task. Appoint a task leader and solicit committee member volunteers to assist them. Provide an annual task progress assessment to the BOD.
- B. Maintain an active liaison role with AVMA and AAV.
- C. Conduct committee tele-meetings as required.
- D. Prepare the agenda and conduct the annual Small Flock Committee in-face meeting during the AAAP annual meeting.
- E. Provide a committee activity summary report to the AAAP BOD and President at the annual BOD meeting.
- F. Submit a written report to the AAAP office by August 15 each year, including a current committee roster.

30 Tumor Virus Committee

30.1 Mission Statement

To inform the AAAP membership about tumor virus episodes in poultry, and to educate on the strategies for accurate diagnosis, prevention, and control.

30.2 Committee Composition

The committee has a Chair and Chair Elect, both positions are for 2 years each. The Chair Elect serves for 2 years, then serves as Chair for the following 2 years. Core committee membership is based on attendance and involvement within the committee. There are no official Subcommittees, only ad hoc Subcommittees for special projects.

30.3 Key Roles and Responsibilities

30.3.1 Tumor Virus Committee Key Roles and Responsibilities

- A. Inform members of scientific meetings focused on tumor virus diseases.
- B. Inform members on worldwide current status of tumor virus diseases.
- C. Discuss research priorities and issues to bring before general membership and BOD.
- D. Develop and maintain association resources on avian tumor virus diagnosis, prevention, and control.
- E. Provide review articles to Avian Diseases on current topics.
- F. Organize periodic symposium for general membership.

30.3.2 Tumor Virus Committee Chair Key Roles and Responsibilities

- A. Prepare the agenda and conduct the annual Tumor Virus Committee meeting during the annual meeting.
- B. Report to the AAAP BOD at the AAAP BOD annual meeting.
- C. Submit a written report to the AAAP office by August 15 each year, including a committee roster with terms.
- D. Manage ad hoc Subcommittees for special projects.

31 Toxic, Infectious, Miscellaneous and Emerging Diseases (TIME) Committee

31.1 Mission Statement

To inform the board and membership on issues relevant to toxic, infectious, miscellaneous, and emerging diseases not covered by other committees and advise the board on appropriate positions and actions to be taken.

31.2 Committee Composition

The TIME Committee consists of a Chair, vice Chair, and a secretary. All officers serve two-year terms. Although not mandatory, there is usually a transition from a vice Chair to Chair. The committee also has a core consulting subcommittee consisting of volunteer clinicians, field technicians, and company veterinarians, who provide insight into disorders and diseases related to TIME committee tasks.

31.3 Key Roles and Responsibilities

31.3.1 TIME Committee Key Roles and Responsibilities

- A. Discuss and select topics for discussion at the annual committee meeting during AAAP annual meeting.

- B. Discuss and select potential speakers for the annual committee meeting.
- C. Plan and generate proposal for symposia, papers, and annual meetings.

31.3.2 TIME Committee Chair Key Roles and Responsibilities

- A. Work with committee members to select topics for annual committee meeting.
- B. Develop an agenda for the annual committee meeting.
- C. Invite speakers to the annual committee meeting.
- D. Ensure proper election of new members and succession plan for the committee.
- E. Report to the AAAP Board of Directors.
- F. Submit a written report to the AAAP office each year.

32 AAAP Women’s Network

32.1 Mission Statement

The AAAP Women’s Network (AWN) is a welcoming and inclusive committee that aims to provide additional guidance and professional support to the increasing number of women who are entering the poultry industry. We believe that great leaders learn from the past, embrace the present and look to the future with resilience and optimism. To support the future leadership needs of AAAP and the poultry industry, this committee is primarily focused on leadership and development opportunities for women in the AAAP, but our overarching goal is to be supported by and to work collaboratively with all AAAP members.

Objectives:

- A. Provide a forum for active engagement and discussion for AAAP/AWN members regarding leadership, wellness, and professional development topics.
- B. Encourage women to embrace opportunities for leadership and personal growth within this profession and their personal lives.
- C. Motivate women to seek and actively achieve leadership, policy, and decision-making positions within the AAAP and the poultry industry.
- D. Proactively inspire members within the AAAP to have successful, productive, and fulfilling careers.

32.2 Committee Composition

Initial steering committee was borne out of a desire by a group of AAAP women to develop this stronger network. Moving into the future, our desire is that the positions would be limited to 1-3-year terms of service with new members from different facets of the industry and different generations would cycle onto the steering committee. The Chair will appoint the term limits on the remaining roles from D through I.

AWN Core Committee consists of:

- A. Chair: 1-year term and will move to Past Chair.
- B. Vice Chair: 1-year term and will move to Chair.
- C. Past Chair: 1-year term to be occupied by the previous AWN Chair for one-year.
- D. Secretary
- E. Newsletter Coordinator
- F. Website Master
- G. Facebook Lead
- H. Book Club Coordinator

I. Board Liaison

32.3 Key Roles and Responsibilities

32.3.1 Women's Network Key Roles and Responsibilities

- A. Produce a quarterly newsletter to ensure committee members are informed about leadership and personal growth topics, gain networking opportunities and to increase awareness about AAAP leaders and leadership opportunities and to inspire members about personal wellness. Administer the Facebook community with opportunities to connect, learn and grow their networks and to share their challenges and success with their colleagues.
- B. Host the annual AWN committee meeting in conjunction with AAAP annual meeting so that attendees can connect in-person for networking opportunities and benefit from professional speakers in the area of personal and professional development.
- C. Establish the AAAP AWN Scholarship to provide financial support for future students who are interested in a career in the poultry industry.
- D. Innovate and grow progressively as the interests and needs of our members evolve.
- E. Evaluate new opportunities to improve the wellbeing of our members and the poultry profession.

32.3.2 Women's Network Chair Key Roles and Responsibilities

- A. Develop and review the mission, vision, and goals for the AWN in conjunction with the committee.
- B. Establish the steering committee leadership needs and terms of service.
- C. Plan and execute the annual committee meeting including development of the AWN meeting program, sponsorship, and promotion of the event to members.
- D. Report to AAAP BOD at the annual meeting:
 - a) Annual activities and membership within the committee.
 - b) Committee Annual Meeting: Attendance, costs, and outcomes.
- E. Submit a written report to the Board of Directors of the AAAP by August 15 each year, including a committee roster with terms of service.

33 Outreach Committee

33.1 Mission Statement/Committee Charge

To foster relationships with external groups and organizations who interface directly with the media and public. AAAP endeavors to share its expertise as poultry health professionals with these groups as well as understand and support the work that these organizations do.

33.2 Committee Composition

Outreach Committee members will be the AAAP liaisons to affiliated group organizations plus a Chair and Chair Elect. The term for Chair is three years. The term for Chair Elect is a minimum of one year. Each liaison must fulfill his/her duties as an AAAP liaison and in addition serve on the Outreach Committee. Currently AAAP has liaisons for the following affiliated organizations: (See section 46 for descriptions of each affiliated organization.)

- A. Stakeholder Forum on Antimicrobial Resistance (S-Far)
- B. The Animal Agriculture Coalition (AAC)
- C. The Animal Agriculture Alliance (AAA)
- D. The Council for Agricultural Science and Technology (CAST)
- E. The Professional Animal Auditor Certification Organization (PAACO)
- F. The United States Health Association (USAHA)

- G. National Chicken Council
- H. National Turkey Federation
- I. United Egg Producers
- J. Centers for Disease Control and Prevention (CDC)

33.3 Liaison Selection Process

33.3.1 Timeline

A. As Openings Become Available.

Current liaisons leaving/expiring their membership at their allied organization will notify the committee Chair and EVP of the vacancy and the application deadline. If they are eligible for term renewal and interested in serving again, they should state so at that time.

B. Up to One Month Before the Application Deadline.

The AAAP office will advertise openings for liaison positions to the membership. An AAAP committee may also nominate a liaison if the position is under the scope of the committee (e.g., animal welfare, antimicrobials, etc.). If there are no applicants, the EVP will solicit candidates for BOD approval.

C. Up to 2 Weeks Before the Application Deadline.

The AAAP Board of Directors will evaluate the applications and select a liaison.

33.3.2 Application

AAAP members are invited to apply for and serve as the AAAP liaison for these allied organizations. A link to the application can be found on the AAAP website. The application is a jot-form and contains the above information and the form below.

Name _____
AAAP Member Number _____
Please list the organization(s) for which you would like to serve as AAAP liaison. _____
Please explain your interest in this position. _____
Upload CV: _____

33.4 Outreach Committee Liaison Key Roles and Responsibilities

- A. Outreach liaisons will serve on allied group committees as representatives of AAAP, with the purpose of conveying AAAP’s positions and interests as the leading organization on poultry health, welfare, and food safety. This includes travel to the liaison organization meetings and/or participating in video or conference calls as scheduled. Liaison travel expenses will be reimbursed by AAAP.
- B. Outreach liaisons will communicate their liaison organization’s positions and activities to the Outreach Committee Chair by May 1 each year. A link to upload the report, as needed, is provided by the AAAP office for this purpose. Issues that need immediate action should be brought directly to the committee Chair and EVP.
- C. Outreach liaisons will communicate AAAP positions including but not limited to, approved white papers, position papers, and research priorities lists.

33.5 Outreach Committee Chair Key Roles and Responsibilities

- A. Submit a summary report of all liaison reports to the Board of Directors.

- B. Submit a summary report for dissemination to the members at the AAAP Business Meeting and/or AAAP newsletter.
- C. Keep committee liaisons apprised of all current AAAP white papers, position papers and research priorities list as well as any other appropriate board approved documents.
- D. Facilitate communication between committee liaisons and the Board of Directors and AAAP membership. Facilitate communication of time sensitive issues from committee liaisons to the EVP and Board of Directors.
- E. Provide a written report on the year's activities by August 15 to the AAAP office which can include the summary liaison report.
- F. Annually review the committee's entry in the Procedure Manual and submit updates as needed in the annual report.

34 Committee Review Committee

34.1 Committee Charge

The Committee to Review Committees meets with the majority of the AAAP committee Chair s at least once yearly to 1) Support the work of the committee; 2) Communicate pertinent information to committees about AAAP activities, policies, procedures, and events; 3) Assess the health of the committee and offer solutions to problems; 4) Annually select the Top Performing Committee (See 8.2).

34.2 Committee Composition

The committee is composed of a Past President as Chair, AAAP President, AAAP President Elect, AAAP Executive Vice President and the Director of Member Services.

34.3 Key Roles and Responsibilities

Currently, 17 AAAP committees are reviewed yearly, the Research Priorities Committee, Toxic, Infectious, Miscellaneous & Emerging Diseases Committee, Enteric Diseases Committee, Epidemiology Committee, Membership Committee, Small Flocks Committee, Diseases of Public Health Significance, Food Safety Committee, Drugs and Antimicrobials Committee, Education Committee, History of Avian Diseases Committee, LAC Committee, Animal Welfare Committee, Respiratory Diseases Committee, Tumor Virus Committee, the AAAP Women's Network and the Diversity and Inclusion Committee. The committees not included in the review have very specific, time limited tasks that do not lend to the same review process. Committees not reviewed by the CRC committee are the Nominating Committee, Auditing Committee, Resolutions Committee, Bylaws Review Committee, Program Advisory Committee and Sponsorship Committee.

The Review Committee determines a short agenda that will be used for each meeting including time for discussion. Each meeting lasts approximately 20 to 30 minutes. The AAAP office sends out meeting invitations in April to set up the conference calls. After all the conference calls have been completed, the Review Committee meets to discuss the calls, determining if any committee needs additional help. The group also selects the committee to receive the "Top Performing Committee" award. The Committee Review Committee determines the winner as part of their yearly review of committees using the following criteria worksheet.

Committee:

Committee Chair:

Committee Tasks

1. Committee defines specific goals on a regular basis and actions to achieve them.
2. Committee work is shared among the committee members.
3. Committee produces products and/or services that benefit the AAAP and/or the wider community

Committee Organization and Communication

4. Committee submits reports to the AAAP Board of Directors.
5. Committee submits rosters to the AAAP Board of Directors.
6. Committee leadership rotates.
7. Committee invites new members.

Possible Points Points Given

2 pts.	
2 pts.	
2 pts.	
1 pt.	
1 pt.	
1 pt.	
1 pt.	

TOTAL POINTS (10 maximum).

Narrative of the work the committee has done the past year.

The winning committee is recognized at the Annual Business Meeting and their name is added to a perpetual plaque. The committee is also recognized in the fall newsletter and elsewhere as opportunities exist.

If the review group determines that a committee needs assistance, the Committee Review Committee may meet again to determine a process to assist the committee. The Committee Review Committee can also recommend to the AAAP President and the Board of Directors that the committee be dissolved after review and discussion with the committee.

34.3.1 Timeline

March	Review group creates an agenda for conference call meetings.
April	AAAP office sends meeting invitations.
May	Conference call meetings.
May	Review group meets to discuss conference call meetings. Findings will be submitted as a written report to the Board of Directors. They will also determine the top performing committee.
July/August	Report to the BOD.
August 15	Submit the written report.
Post Annual Meeting	Committee Review Committee is activated to help selected committees if needed.

34.3.2 Meetings with Committee Chair s

A 20 to 30-minute meeting is scheduled with each AAAP committee Chair (and Chair Elect if possible.) Currently there are 17 AAAP committees that are reviewed. One Committee Review Committee member is assigned as the lead for each meeting. The minimum attendees for each meeting are:

- A. The committee Chair.
- B. The BOD liaison to that committee.
- C. The Committee Review Committee member who is the lead for that meeting. Also highly encouraged to attend are:

- D. The committee Chair Elect.
- E. All other Committee Review Committee members.

The Committee Review Committee member leading the meeting must fill out the Top Performing Committee Criteria score sheet. All other Committee Review Committee members attending the meeting are highly encouraged to fill out the score sheet as well. The Committee Review Committee meets on the completion of all committee review meetings to determine the Top Performing Committee.

35 Auditing Committee

35.1 Committee Charge

The Auditing Committee is responsible for reviewing the end of the fiscal year financial reports for AAAP Inc. and the AAAP Foundation.

35.2 Committee Composition

The committee is composed of three AAAP members with financial experience appointed by the President. There are no specific terms for these positions.

35.3 Key Roles and Responsibilities

During the AAAP Annual Meeting but before the Annual Business Meeting, the committee meets with the Executive Vice President and the Executive Director. They review the end of the year compilation reports for both AAAP Inc. and the AAAP Foundation. The Executive Vice President and the Executive Director answer any questions regarding the financials. The Chair of the Auditing Committee gives an oral report to the membership at the Annual Business Meeting. The report can include recommendations from the committee.

36 Sponsorship Committee

36.1 Committee Charge

The committee is charged with procuring sponsorships for the AAAP Annual Meeting.

36.2 Committee Composition

The committee is composed of three members, each representing a different aspect of the industry—broilers, egg/layer, and turkeys. The term for committee members is three years with terms staggered so that one member will rotate off each year. Importantly, this is optional as members can renew for another 3 years when their term is up. All members are co-Chair s. All members are appointed by the AAAP President with advice from the Board of Directors.

36.3 Key Roles and Responsibilities

PROCESS/TIMELINE

The committee works closely with the AAAP office who is responsible for sending correspondence to prospective sponsors, collecting funds, and recording them on the sponsor spreadsheet. The spreadsheet is shared on the Cloud so that all committee members as well as the office can manipulate the data.

Work begins in the March timeframe.

- A. Each committee member is assigned a portion of the prospective sponsors listed in the sponsor spreadsheet. The assignments are mostly divided by industry type.
- B. Committee members add any new companies to the prospective sponsor list.

- C. Committee member review and update the list to make sure the correct contact person, email, and address is listed.
- D. The committee reviews the request letters and updates as needed. There is a first-time support letter and a returning sponsorship letter.
- E. The AAAP office sends out hard copies of the letters in the beginning of March.
- F. The AAAP office emails copies of the same letter two weeks later.
- G. The committee begins follow up calls after the emails are sent.
- H. The office updates the spreadsheet as sponsorship money comes in. Monies received that week will always be listed by Friday, end of day.
- I. The Scientific Program booklet is printed in the June/July timeframe depending on the date of the annual meeting. The committee's goal is to have sponsorship contributions in by then so that the companies can appear in the program.
- J. Submit a written report to the Board of Directors. Submit the same report to the AAAP office by August 15.

37 Diversity and Inclusion Committee

37.1 Mission Statement

The mission of the AAAP's Diversity and Inclusion Committee is to promote and encourage a climate supportive of all AAAP members regardless of age, gender, race, sexual orientation, physical ability, religion, socioeconomic or educational backgrounds in order that all members can fully participate in all aspects of the organization. We strive to ensure representation of all AAAP members receiving awards or scholarships, participating in committees, and receiving professional development appropriately represent our membership base. Additionally, the goals of the Diversity and Inclusion Committee will adapt as the AAAP membership evolves.

37.2 Committee Composition

The Diversity and Inclusion Committee of the AAAP consists of volunteers from AAAP membership who have an interest in promoting and encouraging a climate supportive of all AAAP members regardless of age, gender, race, sexual orientation, religion, physical ability, socioeconomic or educational backgrounds. Any AAAP member is welcome to participate. The core committee members are determined during the annual meeting of the AAAP and usually serve 1 to 3-year terms. The core committee members include a Chair, Chair Elect, Past Chair, and secretary. The Diversity and Inclusion Committee meets once every year in conjunction with the AAAP annual meeting. Communication at other times of the year may be done via teleconferencing, electronic mail, or U.S. mail.

37.3 Key Roles and Responsibilities

37.3.1 Committee Responsibilities

- A. To collect and provide demographics on the AAAP members at large and relay that information to the AAAP Board, while following appropriate guidelines for member privacy.
- B. To evaluate current AAAP procedures and identify areas of strength and weakness that need to be altered/addressed to promote diversity and inclusion.
- C. To assist in the development of AAAP's position statement on issues concerning diversity and inclusion with BOD approval.
- D. To encourage and guide policies to promote diversity and inclusion as the demographics of AAAP change.

- E. Advise BOD on best practices for diversity and inclusion for AAAP.

37.3.2 Chair Responsibilities

- A. Develop and review the mission, and goals for the Diversity and Inclusion Committee in conjunction with the committee.
- B. Develop a work plan that will allow the committee to discharge its responsibilities effectively and efficiently for the year, coordinating with the administrative staff as needed.
- C. Report to AAAP BOD at the annual meeting
- D. Call ad hoc meetings when necessary.
- E. Communicate with the BOD regarding initiatives and vision of the Committee.
- F. Submit a written report to the AAAP office by August 15 each year, including a current committee roster.

38 AAAP Interest Groups: Composition and Function

AAAP Interest Groups are formed by members who have a common interest in a specific area of avian medicine. They inform and educate the members of the group through discussion, presentations, and reporting. These groups serve an important function in AAAP by fulfilling the mission of “providing an open exchange of scientific and practical information.” Interest Groups meet at least once a year regarding some aspect of avian medicine. In addition, the AAAP Past Presidents Group serves as an interest group of present and Past leaders of AAAP interested in serving the interests of the organization.

39 Histopathology/Case Report Interest Group

39.1 Mission

The Histopathology/Case Report Interest Group provides a forum for review of histopathology from cases of spontaneous and experimental diseases of birds and provides a forum for discussion and exchange of avian histopathology slides and digital images for education and preservation.

39.2 Composition and Activity

The interest group meets once a year just prior to the AAAP Annual Meeting at the AAAP hotel or virtually. The group is member led and all interested parties are welcome.

39.3 Small Flock Interest Group

39.4 Mission

The Small Flock Interest Group provides a forum for review of small flock case reports and a forum for discussion.

39.5 Composition and Activity

The interest group meets once a year just prior to the AAAP Annual Meeting at the AAAP hotel or virtually. The group is member led and all interested parties are welcome.

40 Past Presidents Group

40.1 Mission

The Past Presidents Group continues their service to AAAP by taking on projects that support the AAAP and advising the Board of Directors.

40.2 Composition and Activity

The group is composed of AAAP Past Presidents and meets at least once a year during the Annual Meeting. The Past Presidents group is also responsible for selecting the Hall of Honor recipients.

41 Avian Diseases Journal

41.1 Journal Description and Mission

Avian Diseases is an international journal dedicated to publishing original basic or clinical research of the highest quality from various disciplines including microbiology, immunology, pathology, and epidemiology. Papers on avian diseases relevant to etiology, pathogenesis, diagnosis, treatment, and control are accepted. Manuscripts dealing with avian species other than poultry will be considered only if the subject is relevant to poultry health. The mission is to enhance scientific knowledge and promote avian health.

41.2 Terms and Selection of the Editor of Avian Diseases.

- A. The Editor's term is a five-year renewable term and until his/her successor has been selected and has qualified, or until his/her earlier death, resignation, or removal by the Board. Terms begin at the conclusion of the AAAP Annual Business Meeting. If the Editor does not complete his/her term and a vacancy is immediate, the Editor position will be filled by the Associate Editor.
- B. The Editor position includes an honorarium as determined by the AAAP Board of Directors. Office support is provided by the AAAP business office.
- C. In January, prior to end of his/her term as Editor, the Editor will indicate if he/she would like to be considered for an additional term. The Board will approve or disapprove an additional term by a majority vote.
- D. If in January, prior to the end of his/her term as Editor, the Editor does not want an additional term or is not approved for another term by the BOD, the Avian Diseases Advisory and Editorial Boards will nominate one to three qualified candidates for the position. The Executive Director will organize any meetings and/or correspondence to accomplish this task. Nominations may also come from the Board of Directors. Candidates must indicate they will accept the position to be nominated. In addition to the Editorial Board and Board of Directors nominations, the position will be announced to the membership. Self-nominations will be accepted.
- E. Selection Process: No later than 45 days before the Annual Meeting, the Board of Directors will interview qualified candidates and select an Editor by a majority vote.
- F. Responsibilities of the editor (Need the vision provided by Dr. Saif. One of the responsibilities is to select the PP Levine award together with the Awards committee) Update once associate editor position is filled.

41.3 Job Description, Terms and Selection of the Associate Editors of Avian Diseases.

- A. The Associate Editors will manage the editorial review process for a segment of submitted articles to Avian Diseases as assigned to him/her by the Editor. He/She will also encourage submission of articles (especially from AAAP committees) for the journal in consultation with the Editor. The

Associate Editors will also ensure journal processes such as manuscript submission, review processes and publication postings are working effectively and work with the Editor to further the mission of the journal.

- B. Each Associate Editor's term is a four-year renewable term and until his/her successor has been selected and has qualified, or until his/her earlier death, resignation, or removal by the Board. Terms begin at the conclusion of the AAAP Annual Business Meeting.
- C. The Associate Editor position includes an annual honorarium. The honorarium is contingent on the Associate Editor meeting metrics agreed upon by him/her, the Editor and the AAAP Executive Vice President.
- D. In January, prior to end of his/her term as Associate Editor, the Associate Editor will indicate if he/she would like to be considered for an additional term. The Board, with input from the Editor, will approve or disapprove an additional term by a majority vote.
- E. If in January, prior to the end of his/her term as Associate Editor, the Associate Editor does not want an additional term or is not approved for another term by the BOD, the Avian Diseases Editor will nominate two qualified candidates for the position to the BOD for approval. Nominations may also come from the Board of Directors.
- F. Selection Process: No later than 45 days before the Annual Meeting, the Board of Directors will interview qualified candidates and select replacement Associate Editor (if deemed appropriate) by a majority vote.
- G. If the Editor is unable to complete his/her term, the Associate Editor will assume the Editor position until a new Editor is elected.

41.4 Avian Diseases Editorial Board

The Editorial Board consists of the Editor and the Associate Editors.

41.5 Avian Diseases Advisory Board

The Avian Diseases Advisory Board consists of a small group of 5 to 6 individuals that advise the Editor and Associate Editors on journal issues. The Editor selects the members and gets approval from the AAAP Board of Directors.

41.6 Avian Diseases Reviewers Board

The Avian Diseases Reviewers Board is made up of ~50 experts in various aspects in poultry medicine who comprise the core group of reviewers for the journal. The Editor selects the members and gets approval from the Board of Directors. Each year prior to the Annual Meeting, current Reviewers Board members are asked if they wish to continue serving on the board. Those who do not are replaced and others at the discretion of the Editor with approval from the Board of Directors.

Reviewers Board members nominate candidates for the Editor position. See 40.1C.

41.6.1 Responsibilities of Reviewers Board (RB) members

A. Duties

Reviewers Board members are expected to review manuscripts maintaining confidentiality and in a timely manner which means within 4 to 6 weeks of accepting the invitation.

B. Conflicts of Interest

Reviewers Board members need to be cognizant of conflicts of interest and cannot accept invitations to review manuscripts from authors of their organization or from former graduate students or postdoctoral fellow within a 4-year period after the author has left their institute.

C. Declining reviews policy

Reviewers Board members regularly declining invitations to review a manuscript or are taking longer than 6 weeks may not be asked to renew their position on the Reviewers Board.

AAAP and Related Organizations

42 Definition of Terms

The AAAP interacts with a variety of other organizations which can be grouped in 5 categories:

A. Aligned Organizations

These are organizations that are legally separate from AAAP, but are intertwined through their membership, activities, histories, and purpose.

B. Allied Constituent Organization

AAAP is an Allied Constituent Organization to the AVMA which gives AAAP certain rights and privileges in the AVMA.

C. Allied Industry Groups

Allied Industry Groups are closely related to AAAP in that these allied organizations consist of subgroups of AAAP members organized by their poultry medicine specialties. They are financially independent to the AAAP. They meet annually at the AAAP meeting.

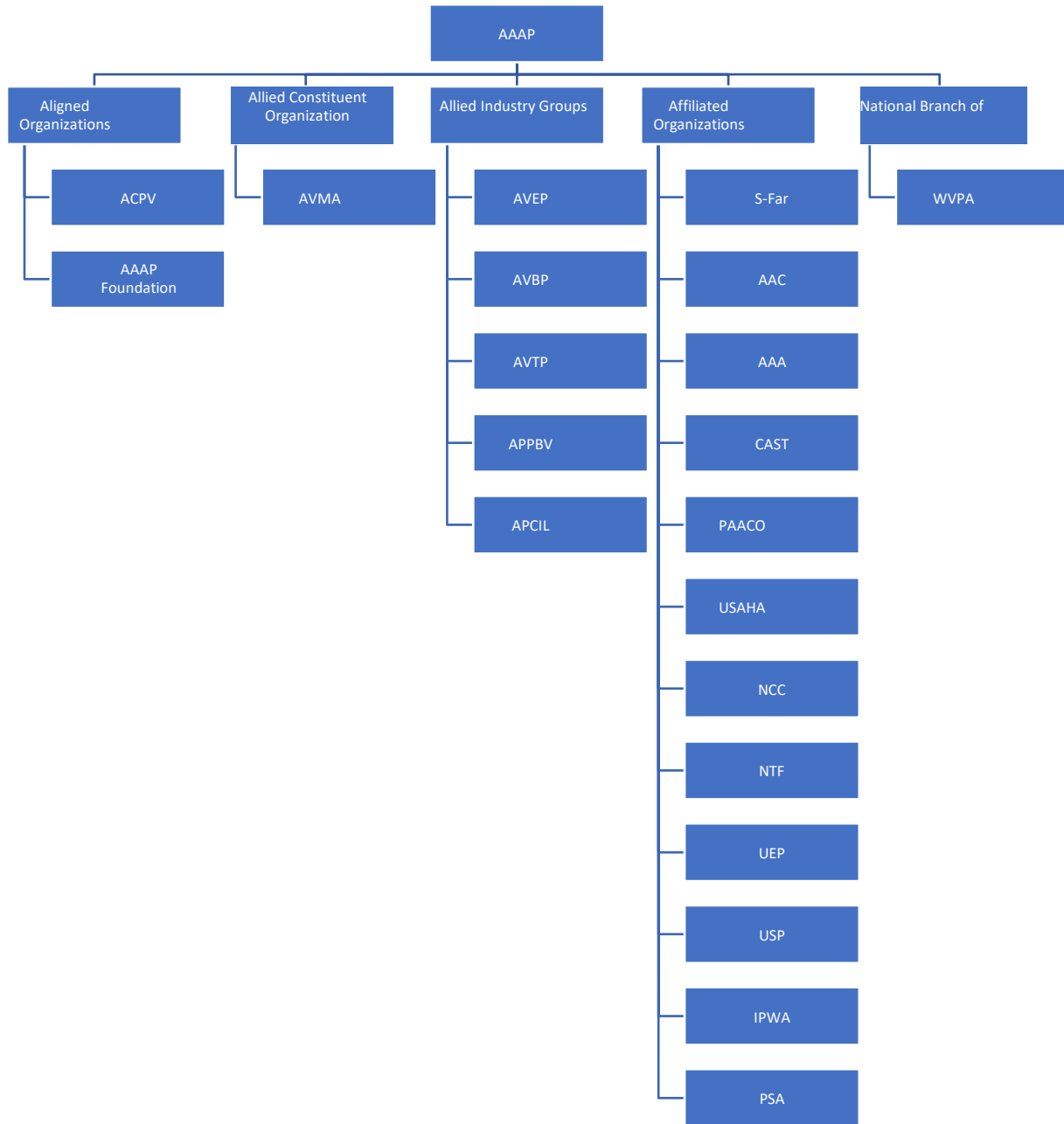
D. Affiliated Groups

These are organizations with similar or overlapping interests with AAAP.

E. Organization of which AAAP is a branch.

The World Veterinary Poultry Association is a federation of national poultry health organizations around the world. AAAP is a national branch of the World Veterinary Poultry Association.

The following chart lists the organizations with which the AAAP has a relationship.



43 Organizations Aligned with AAAP

43.1 American College of Poultry Veterinarians (ACPV)

The American College of Poultry Veterinarians (ACPV) is a veterinary specialty organization recognized by The American Board of Veterinary Specialties (ABVS) of the AVMA. A veterinary specialty organization

promotes advanced levels of competency in well-defined fields of veterinary medicine. Specifically, ACPV's purpose is to: 1) Further educational and scientific progress in the field of poultry veterinary medicine. 2) Promote the development of poultry veterinary medicine as a science. 3) Improve and strengthen the instruction in poultry veterinary medicine. 4) Establish publication, testing and continuing education requirements for the certification of poultry veterinarians to enhance the quality of poultry veterinary medicine and to provide an incentive for research, publication, improvement of residency and other educational programs, and continuing education in the field of poultry veterinary medicine 5) Provide guidance on the quality of and desirable levels of pre- and post-professional training, experience and continuing education for potential and current students and specialists in poultry veterinary medicine.

ACPV VISION AND MISSION

Vision: To define and set the gold standard in the veterinary specialty of poultry health and well-being.

Mission: To establish standards and implement the specialty certification of veterinarians who attend to poultry health and well-being by oversight of training programs and credentials, preparation and administration of the certification exam, and support of continuing education for recertification, with accountability to the American Board of Veterinary Specialties.

ACPV ALIGNMENT AND COORDINATION WITH AAAP

Leaders of the AAAP and ACPV agreed in 2014 that it would be desirable for the organizations to coordinate more closely and speak with one public voice and discussed a possible merger of the organizations. This was not possible due to several requirements imposed on the ACPV by the ABVS. In 2014 the Boards of both organizations voted to merge the management of the two otherwise separate organizations to accomplish the objective of better coordination between the two separate entities. According to the minutes of the ACPV Board meeting on July 27, 2014, ACPV would continue to be the same organization, but "fall under the umbrella of the AAAP just as the AAAP Foundation does."

ALIGNMENT DESCRIPTION

The AAAP shall serve as the umbrella organization and will provide for the business management of the ACPV, a Pennsylvania nonprofit corporation.

MANAGEMENT OF AAAP AND ACPV

The same association management company will be used by both AAAP and ACPV. A conference committee of selected members of the Boards of AAAP and ACPV will be convened if a change in management is desired.

EXECUTIVE VICE PRESIDENT OF AAAP AND ACPV

The AAAP Executive Vice President also shall be a diplomate in good standing of the American College of Poultry Veterinarians, and it is anticipated that the same individual will be EVP of ACPV. The AAAP Board of Directors will appoint a search committee whenever the EVP of the two organizations must be replaced. The committee will present their recommendation to both boards to be approved by both boards.

43.2 AAAP Foundation

The AAAP Foundation was incorporated in 1988 and the sole member of the corporation is the American Association of Avian Pathologists. The Foundation serves as the charitable arm of AAAP and recognizes excellence in AAAP members through its award and establishes and manages scholarship funds for students.

AAAP FOUNDATION MISSION

The AAAP Foundation encourages excellence and enables opportunity for those dedicated to nourishing the world with a sustainable abundance of healthy poultry.

ALIGNMENT DESCRIPTION

The AAAP Inc. shall serve as the umbrella organization for the AAAP Foundation, a Pennsylvania nonprofit corporation.

LEADERSHIP OF AAAP AND THE AAAP FOUNDATION

The Board of Directors for the AAAP Foundation consists of the AAAP Board of Directors plus a Foundation President, Past President and President Elect. The AAAP President, Past President and President Elect serve as Directors on the Foundation board.

EXECUTIVE VICE PRESIDENT OF AAAP AND THE AAAP FOUNDATION

The person serving as the Executive Vice President for AAAP will also serve as the Executive Vice President for the AAAP Foundation.

MANAGEMENT OF AAAP INC. AND AAAP FOUNDATION

The same association management company will be used by both AAAP Inc. and the AAAP Foundation.

44 AAAP is an Allied Constituent Organization of the American Veterinary Medical Association

44.1 American Veterinary Medical Association (AVMA)

The AVMA is the nation's leading advocate for the veterinary profession. Its purpose is to protect, promote and advance the needs of all veterinarians and those they serve. It develops positions on key issues and advocate for veterinarians. It provides educational accreditation and certification programs. It provides products and services to members and support them in protecting the health and welfare of animals in their care. It educates the public on the important and varied types of work that veterinarians do to advance both animal and human health.

AVMA HOUSE OF DELEGATES (HOD)

The AVMA House of Delegates is the principal body within the AVMA responsible for establishing policy and providing direction for matters relating to veterinary medicine. It is also the representative body of the Principal and Constituent Allied Veterinary Organizations of the AVMA. AAAP is a Constituent Allied Veterinary Organization to the AVMA. The House of Delegates a. Approves all changes to the AVMA's Articles of Incorporation; b. Amends, alters, or repeals the AVMA Bylaws; c. Approves all changes to the Veterinarian's Oath; d. Votes on all matters properly brought before the House of Delegates; e. Solicits, processes, and communicates membership needs to the AVMA Board of Directors; f. Participates in the AVMA's strategic planning; g. Elects members to serve on the AVMA's councils, with the exception of the Council on Education; h. Elects the AVMA President Elect and Vice President, and, when necessary, President; and i. Elects members to the committees established by the House of Delegates.

The House of Delegates consists of one (1) delegate and one (1) alternate delegate from each of the following: a. Principal Veterinary Organizations; b. Constituent Allied Veterinary Organizations; c. The Uniformed Services Organization; d. The Student American Veterinary Medical Association. AAAP as a Constituent Allied Organization of the AVMA has a delegate and an alternate delegate on the HOD.

REQUIREMENTS TO CONTINUE AS AN AVMA CONSTITUENT ALLIED ORGANIZATION ON THE AVMA HOUSE OF DELEGATES

With respect to the requirement regarding voting members of the AVMA set forth in Article VII, Section 4(a)(6) of the AVMA bylaws, the following requirements apply for purposes of maintaining status in the

House of Delegates: 1. Its U.S.-resident voting membership must include at least three hundred (300) voting members of the AVMA, and, in each calendar year, the percentage of its U.S. resident veterinarians who are voting members of the AVMA must exceed the percentage of U.S.-resident veterinarians who are voting members of the AVMA at the end of the calendar year two years previous, as determined by the Association, with the provision that this percentage will not exceed 85%; or 2. At least three hundred and fifty (350) of its U.S. resident voting members must be voting members of the AVMA.

TERMS AND SELECTION OF THE AAAP DELEGATES TO THE AVMA HOUSE OF DELEGATES

- A. The term of office for the AAAP delegate to the AVMA House of Delegates and the AAAP alternate delegate to the AVMA House of Delegates is 4 years.
- B. Every four years, an AAAP member will be selected by the AAAP Board of Directors to serve as the AAAP's alternate delegate to the AVMA House of Delegates.
- C. At the completion of an alternate delegate's four-year term, he/she will assume the position AAAP delegate to the AVMA House of Delegates.
- D. Should the delegate be unable to complete his/her term of office, the alternate delegate will assume the role to complete the term. Once the term is completed, the BOD may appoint the delegate for another four-year term.
- E. Should the alternate delegate be unable to complete his/her term of office, the BOD will appoint another AAAP member to complete the term. Once the term is completed, the alternate delegate will assume the role of AAAP Delegate to the AVMA House of Delegates.
- F. The AAAP alternate delegate and AAAP delegate to the AVMA House of Delegates shall be an AAAP member in good standing and shall reside in the United States and/or territory.
- G. Selection Process: The Board of Directors shall seek and interview suitable qualified candidates and shall nominate one candidate by majority vote of the Board. This candidate will be announced to the AAAP membership at least 90 days prior to the date of the annual meeting of the membership. Additional nominations of suitably qualified candidates may be made by mail or printable electronic correspondence signed by at least ten AAAP members, no later than 45 days prior to the annual meeting. All candidates will interview with the BOD and the current HOD delegate at their meeting just prior to the annual meeting. The BOD will select the alternate delegate by a majority vote at their meeting just prior to the AAAP annual meeting.
- H. Any AAAP member in good standing who has previously served in the AVMA House of Delegates is also eligible, provided he/she is re-nominated and re-elected to serve the AAAP alternate delegate to the AVMA House of Delegates.
- I. All candidates must have prior service in AAAP and/or AVMA. These candidates should have served on an AVMA committee or have served on the AAAP BOD.

AVMA COMMITTEES THAT HAVE AAAP REPRESENTATIVES AND THE PROCESS BY WHICH AAAP REPRESENTATIVES ARE SELECTED

- A. The following AVMA committees have AAAP representatives serving on them:

AVMA Animal Agriculture Liaison

AVMA Animal Welfare Committee

AVMA Clinical Practitioners Advisory Committee

AVMA Committee for Disaster and Emergency Issues

AVMA Convention Management and Program Committee

AVMA Food Safety Advisory Committee

AVMA Legislative Advisory Committee

AVMA Steering Committee on FDA Policy on Veterinary Oversight of Antimicrobials

B. Selection process for AAAP members to serve on AVMA committees is as follows:

- Nov 15 1. Announce to the AAAP membership the upcoming (following August) vacancies for AAAP representatives on AVMA committees.
2. Any member in good standing who is an AVMA member can apply. The application consists of submitting a current CV and submitting answers to the following questions: Question 1: Why are you interested in serving on this committee? (150-word limit.) Question 2: What attributes would you bring to this committee? (150-word limit.)
An online form is provided.
- Dec 31 Deadline for applications.
- At the same time
- Nov 15 1. Announce to the Board of Directors the upcoming (following August) vacancies for AAAP representatives on AVMA committees.
2. The President, Executive Vice President and any other board members will contact members who they feel would be good candidates and encourage them to apply.
- January Applications will be reviewed at the January Board of Directors meeting and a representative will be selected.
- February The AAAP member selected by the Board of Governors must apply to the AVMA. The application includes the two questions (see above) and recommendations by the BOD or AAAP leadership.

GOVERNMENTAL RELATIONS DIVISION

AVMA's Government Relations Division serves as the veterinary profession's voice before members of Congress and their staff. On behalf of its members, the AVMA monitors, reviews, and responds to proposals made by federal regulatory agencies and published within the Federal Register that impact the profession and the practice of veterinary medicine.

AVMA FELLOWSHIP PROGRAM

AVMA members can apply for the AVMA Fellowship Program which gives veterinarians the opportunity to shape public policy while enhancing their knowledge of the political process. AVMA Fellows serve for one year in Washington D.C. as scientific advisors to members of Congress or Congressional Committees. They play pivotal roles in shaping and influencing key legislation on a variety of issues. They receive a stipend of approximately \$91,232 and reimbursement for certain expenses incurred during the Fellowship year. They receive up to \$6,000 to offset the cost of health insurance premiums.

FUTURE LEADERS PROGRAM

The AVMA Future Leaders program is currently on hold.

45 Industry Groups Allied with AAAP

45.1 Association of Veterinarians in Egg Production

DESCRIPTION

The Association of Veterinarians in Egg Production (AVEP) was formed to promote communication among the veterinarians working with egg-type chicken production flocks. Membership is limited to veterinarians who provide significant veterinary service work to the egg layer industry.

MEETINGS

The AVEP meets at least twice a year, at the IPPE meeting and just prior to the AAAP Annual Meeting. The AAAP office coordinates with the AVEP President to secure a date, place and time for their meeting and provides contact information for hotel catering and AV.

RELATIONSHIP TO AAAP

Most AVEP members are also AAAP members. AAAP will call on the group to give their expertise and/or opinion on matters relevant to veterinarians in egg production. The President of the AVEP is a member of the AAAP Research Priorities Committee

45.2 Association of Veterinarians in Broiler Production

DESCRIPTION

The Association of Veterinarians in Broiler Production (AVBP) is a professional organization representing the nation's broiler industry and dedicated to the promotion and betterment of this industry. Membership is limited to veterinarians who are full-time employees of a broiler integrator. AVBP is committed to uniting the voices of the broiler veterinarians to meet the health and welfare needs of broiler chickens.

MEETINGS

The AVBP meets each year just prior to the AAAP Annual Meeting at the AAAP hotel. The AAAP office coordinates with the AVBP President to secure a date, place and time for their meeting and provides contact information for hotel catering and AV.

RELATIONSHIP TO AAAP

Most AVBP members are also AAAP members. AAAP will call on the group to give their expertise and/or opinion on matters relevant to veterinarians in broiler production. The President of the AVBP is a member of the AAAP Research Priorities Committee.

45.3 Association of Veterinarians in Turkey Production

DESCRIPTION

The Association of Veterinarians in Turkey Production (AVTP) is an organization whose purpose is to promote communication and education among its members. AVTP Membership is by invitation only and is extended to any individual who: 1) possesses a degree in veterinary medicine and 2) works for a production company raising market type turkeys and/or breeder type turkeys producing hatching eggs (primary breeder, multiplier breeder, or commercial), or works for one of the State or national turkey commodity groups.

MEETINGS

The AVTP meets each year just prior to the AAAP Annual Meeting at the AAAP hotel. The AAAP office coordinates with the AVTP President to secure a date, place and time for their meeting and provides contact information for hotel catering and AV.

RELATIONSHIP TO AAAP

Most AVTP members are also AAAP members. AAAP will call on the group to give their expertise and/or opinion on matters relevant to veterinarians in turkey production. The President of the AVTP is a member of the AAAP Research Priorities Committee.

45.4 Association of Poultry Primary Breeder Veterinarians

DESCRIPTION

The Association of Poultry Primary Breeder Veterinarians (APPBV) is limited to representatives from the poultry primary breeders in North America representing meat-type chicken, egg-type chicken, and

turkey breeding stock. The group works to address issues related to bird health and welfare, international trade of poultry breeding stock, food safety, and public health.

MEETINGS

The APPBV meets each year during the AAAP Annual Meeting at the AAAP hotel. The AAAP office coordinates with the APPBV President to secure a date, place and time for their meeting and provides contact information for hotel catering and AV.

RELATIONSHIP TO AAAP

Most APPBV members are also AAAP members. AAAP will call on the group to give their expertise and/or opinion on matters relevant to veterinarians in broiler production. The President of the APPBV is a member of the AAAP Research Priorities Committee.

45.5 Association of Poultry Consultants and Independent Laboratories

DESCRIPTION

The Association of Poultry Consultants and Independent Laboratories (APCIL) is composed of AAAP members who work as private consultants in poultry health or who represent an independent poultry laboratory, and AAAP student members who are interested in these career tracks. The purposes are to exchange scientific information on poultry health, food safety and well-being; foster professional networking and mentoring of poultry consultants and independent laboratory investigators; and support business and career development.

MEETINGS

The APCIL meets each year just prior to the AAAP Annual Meeting at the AAAP hotel. The AAAP office coordinates with the APCIL President to secure a date, place and time for their meeting and provides contact information for hotel catering and AV.

RELATIONSHIP TO AAAP

APCIL members are AAAP members.

46 Groups Affiliated with AAAP

A member of AAAP serves as a liaison in each of the groups affiliated with AAAP. These liaisons also serve on the AAAP Outreach Committee. (See 33 Outreach Committee.)

46.1 Stakeholder Forum on Antimicrobial Resistance (S-Far)

The Stakeholder Forum on Antimicrobial Resistance is an organization of partners, from medical societies to policy and community groups, to pharmaceutical companies, to the individual programs working in communities to combat the rising threat of antimicrobial resistance. S-FAR membership is open to national, international, state, and local-based groups that have an interest in antimicrobial resistance policy at the federal level. AAAP is a member organization.

46.2 The Animal Agriculture Coalition (AAC)

The AAC is DC based coalition comprised of the major animal and animal-related commodity organizations as well as allied organizations representing veterinary medicine, animal science and various livestock or animal agricultural interests in the U.S. AAAP is an allied animal agriculture member. It has traditionally met to discuss issues related to animal welfare, Farm bill, appropriations, and other issues impacting animal agriculture. It has also met with the agencies as a group, and have weighed in with Congress on key issues such as depopulation, antimicrobial use, etc. In 2006, it formalized the structure, mission, etc. Currently its main work product is the annual appropriations letter.

The Chair is always a member of the producer groups. AVMA GRD staff have held the position of vice-Chair. AAAP participates and usually signs on to AAC letters as approved by the AAAP Board of Directors.

46.3 The Animal Agriculture Alliance (AAA)

The Animal Agriculture Alliance (Alliance) is a non-profit organization that organizes, coordinates, and promotes the interests of some of the largest corporations and trade associations in the business of animal livestock, animal drugs, genetically engineered foods and crops and other related issues.

The organization states that it:

- A. educates consumers, teachers, and the media.
- B. serves as a resource for those who seek information about animal production.
- C. monitors emerging issues.
- D. mobilizes emergency response if a member requests assistance.
- E. promotes the development of animal care guidelines and third-party verification and programs that are consistent with the Alliance Animal Care Principles.
- F. conducts media and crisis management workshops upon request.

46.4 The Council for Agricultural Science and Technology (CAST)

The Council for Agricultural Science and Technology (CAST) is a nonprofit 501 (c)(3) organization composed of scientific societies and many individuals, student, company, nonprofit, and associate society members. CAST's Board is composed of representatives of the scientific societies, commercial companies, and nonprofit or trade organizations, and an executive committee. CAST was established in 1972 as a result of a 1970 meeting sponsored by the National Academy of Sciences, National Research Council. CAST assembles, interprets, and communicates credible, science-based information.

AAAP has given financial support for CAST publications.

46.5 The Professional Animal Auditor Certification Organization (PAACO)

The mission of the Professional Animal Auditor Certification Organization is to promote animal welfare through auditor training and audit certification. PAACO's Vision is to be the authority on animal welfare auditing by providing high quality training and certification credential for auditors and audits.

AAAP has published PAACO auditing guides.

46.6 The United States Animal Health Association (USAHA)

The United States Animal Health Association is a forum for communication and coordination among State and Federal governments, universities, industry, and other concerned groups for consideration of issues of animal health and disease control, animal welfare, food safety and public health. It is a clearinghouse for new information and methods, which may be incorporated into laws, regulations, policy, and programs. It develops solutions for animal health-related issues based on science, new information and methods, public policy, risk/benefit analysis and the ability to develop a consensus for changing laws, regulations, policies, and programs. Its mission is to develop and promote sound animal health solutions for public good.

46.7 National Chicken Council (NCC)

The National Chicken Council is the trade association, based in Washington, DC, for the companies that raise broiler chickens and make and market chicken products. Member companies of NCC provide about 95 percent of the chicken products on America's table. NCC's primary purpose is to serve as an advocate for the chicken industry in Washington, D.C, keepings its members informed on important legislative and regulatory developments; educating policymakers about the industry, communicating the industry's

positions to Washington officials; and working to improve legislation, regulations, and government programs that affect the chicken industry.

46.8 National Turkey Federation (NTF)

The National Turkey Federation serves as the national advocate for America's turkey farmers and producers. NTF represents more than 95 percent of the turkey industry, including growers, processors, hatchers, breeders, distributors, allied services, and state associations.

46.9 United Egg Producers (UEP)

The United Egg Producers (UEP) is a Capper-Volstead cooperative of U.S. farmers working collaboratively to address legislative, regulatory and advocacy issues impacting egg production.

*Capper-Volstead Act (P.L. 67-146), the Co-operative Marketing Associations Act (7 U.S.C. 291, 292) was adopted by the United States Congress on February 18, 1922. It gave "associations" of persons producing agricultural products certain exemptions from antitrust laws.

46.10 US Poultry and Egg Association (USPoultry)

The U.S. Poultry & Egg Association is a non-profit organization and is the largest and most active of poultry organizations in the world. It represents the entire industry as an "All Feather" association. Membership includes producers and processors of broilers, turkeys, ducks, eggs, and breeding stock, as well as allied companies. Its mission is to progressively serve its poultry and egg members through research, education, communications, and technical services.

46.11 International Poultry Welfare Alliance (IPWA)

The International Poultry Welfare Alliance (IPWA) is a multi-stakeholder initiative that supports sustainable poultry production that is ethically, socially, scientifically, and economically responsible. Its mission is to advance global poultry welfare standards by engaging diverse stakeholders in open dialogue, transparent communication and through the support of research. IPWA has five "pillars" that help define the outreach of the organization, the attainable goals, and the efforts to continuously improve poultry welfare. 1. Improving the humane handling, care, and treatment of poultry throughout their life 2. Optimizing food safety and food security through changes and innovation without compromising poultry welfare 3. Providing a platform for open and transparent communication among all stakeholders. 4. Facilitating a collaborative, proactive atmosphere which provides a platform for innovation in animal welfare practices that improve poultry sector sustainability and production efficiency 5. Supporting and promoting scientific research and innovation to advance the understanding and improvement of poultry welfare.

46.12 Poultry Science Association (PSA)

The Poultry Science Association (PSA) is a professional organization consisting of approximately 1,800 educators, scientists, extension specialists, industry researchers, administrators, producers, and college students who are committed to advancing the poultry industry.

PSA's Objectives

- A. To stimulate the discovery, application, and dissemination of knowledge.
- B. To create a forum for the exchange of information among various segments of the poultry industry.
- C. To publish original research, reviews, and timely information in the official PSA publications: Poultry Science® and the Journal of Applied Poultry Research.
- D. To recognize outstanding professional achievement.

Some AAAP members are also members of the PSA. AAAP and PSA have met jointly for their annual meetings.

47 AAAP is a Branch Organization of the World Veterinary Poultry Association

47.1 World Veterinary Poultry Association (WVPA)

The World Veterinary Poultry Association (WVPA) is a global professional association for poultry veterinarians and other avian health professionals. WVPA is run by an elected Executive and holds a Global Congress every two years. Its members come from all around the world and are in academia, research, government, industry, and practice. WVPA currently has 47 national branches. AAAP is the branch for the United States. Any country with twenty or more WVPA members is entitled to one representative on the Bureau, elected by the national members. This Bureau member also acts as the Corresponding Secretary for that country. The Executive Vice President has traditionally held this role for AAAP. The duties of the Corresponding Secretary are to maintain a contact with the WVPA parent body, to keep national members informed of all the WVPA matters which concern them, and to collect annual subscriptions. The annual renewal form for AAAP membership includes the choice to also select membership in the WVPA. Members of the WVPA can nominate candidates to the WVPA Hall of Honour.