



# 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.

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

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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 foster collaboration, expand scientific knowledge, build expertise and provide education on poultry health, welfare and food safety to members and poultry affiliated organizations. We achieve this mainly through scientific meetings, publications and outreach to poultry professionals and students. 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, pathology, and epidemiology. 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.

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. Because of this affiliation and history with the AVMA, AAAP members who are veterinarians and living in the United States are required to be members of the AVMA in order to have the designation of Member in the AAAP.

## 2. Vision and Mission

### 2.1 Vision Statement

*Approved by the AAAP Board of Directors December 2023.*

AAAP will be the premier organization for the advancement and dissemination of science-based knowledge 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 December 2023.*

AAAP is committed to foster collaboration, expand scientific knowledge, build expertise and provide education on poultry health, welfare, and food safety to members and poultry affiliated organizations. We achieve this mainly through scientific meetings, publications and outreach to poultry professionals and students.

## 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.

1. Chapters must be a membership organization and have a meaningful extent of membership support, either by way of member dues and/or member involvement.
  2. Chapters must not be organized for profit.
  3. No part of a Chapter's net earnings may inure to the benefit of any private shareholder or individual.
  4. 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 select the option to receive access to the online version of *Avian Diseases* (as a member benefit) - *Avian Diseases print copies for individual issues can be purchased online. Print subscriptions ended in 2023.*

#### *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 a two-thirds vote by the AAAP Board of Directors.

#### *4.4.3 Retired Members and Retired Associate Members*

An AAAP retired member application form can be found in the "Member Services" sidebar 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 chairs.
- C. Presentation of the plaque to the committee selected for the Top Performing Committee award.

- D. AAAP Foundation Report by the AAAP Foundation President.
- E. AVMA House of Delegates Report by the AAAP Representative on the House of Delegates.
- F. Report on *Avian Diseases* by the Editor-in-Chief 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 Symposium 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 AAAP support (travel, registration, etc.) symposium speakers must submit an abstract for presentation in the AAAP program by February 1st the year of 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 meeting 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.
February	Year of symposium. Submit abstracts to the AAAP program.
April/May	Year of symposium make any special requests for symposium equipment/room set to the AAAP office.
June/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. A copy of the completed submission form is provided to the Chair of the History Committee.

## AAAP Organizational Structure

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

# AAAP Board of Directors

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

## Constitutional Committees

- Financial Auditing Committee
- Nomination Committee
- Bylaws Review Committee
- Resolutions Committee
- Committee Review Committee
- Program Committee
- Annual Meeting Sponsorship Committee

## Interest Groups

- Small Flock
- Histopathology/Case Report
- Past Presidents

## Food Safety, Animal Welfare, and Regulatory Committee

- Food Safety Committee
- Animal Welfare Committee
- Therapeutics, Biologics, and Bioprotection Committee

## Membership Committee

- Membership Committee
- Student Engagement Committee
- Wellness Committee
- Diversity and Inclusion Committee
- Women's Network Committee

## Educational Resources Committee

- Educational Resources Committee
- History of Avian Medicine Committee
- Outreach Committee
- Legislative Advisory Committee
- Research Priorities Committee

## Poultry Diseases Committee

- Enteric Diseases Committee
- Respiratory Diseases Committee
- Tumor Virus Committee
- Emerging Diseases Committee
- Epidemiology Committee

*Avian Diseases Boards: Advisory Board, Editorial Board, and Reviewers Board*

## 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 International Production & Processing Expo (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 the 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. Following the Bylaws, consecutive terms are not allowed. 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 (2024)	Dir F			*	+						
New Associate Member											
Sellers (2024)	Dir G										

\* No 2nd director elected in 2022.

+ Director F elected for 3-year 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. 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. The Student Director can succeed him or herself for one additional term provided that they meet the qualifications of a Student Member, as defined in the bylaws at the time of their re-election.

## 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 chairs.
- 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 the Nominating Committee. He or She will preside at meetings in the 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 43.1 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.

### 11.8.1 Association Management Company Responsibilities

The Association Management Company's primary mission is to assist the Executive Vice President in carrying out the duties conferred to that office. These duties can vary from year to year depending on the needs of the association. In general, the Association Management Company's responsibilities include but are not limited to the following tasks for the AAAP, the AAAP Foundation and the ACPV. A

detailed listing of the tasks can be obtained from the AAAP office.

#### 11.8.1.1 AAAP

Plan and conduct the Annual Meetings (Current year meeting as well as planning needed to arrange for meetings up to 4 years in advance.); Plan and participate in Board of Directors meetings; Manage the work of the Board of Directors between meetings; Manage AAAP Investments; Collect membership dues and *Avian Diseases* subscriptions; Work with the *Avian Diseases* Journal Editors to manage the journal; Conduct the Quality Control portion of the *Avian Diseases* manuscript submission process; Support AAAP committees; Manage the AAAP website; Manage the AAAP Bookstore; Manage the AAAP accounts and taxes; Maintain relationships with Allied Organizations; Maintain business registrations and insurance policies; Retain AAAP, AAAP Foundation and ACPV documents; Work with the AAAP History Committee to maintain AAAP archives.

#### 11.8.1.2 AAAP Foundation

Manage AAAP Foundation accounts and taxes; Manage Foundation Investments, Plan and participate in Board of Directors meetings; Manage the work of the Board of Directors between meetings; Manage student awards; Manage scholarships; Manage professional awards; Support Foundation committees. Maintain business registrations and insurance policies.

#### 11.8.1.3 American College of Poultry Veterinarians (ACPV)

Work closely with each ACPV committee to accomplish yearly tasks; Plan and participate in ACPV Board of Governors meetings; Manage the work of the Board of Governors between meetings; Plan and conduct the ACPV Annual Business Meeting; Report to the ABVS; Collect continuing education submissions and annual dues; Manage ACPV accounts and taxes. Maintain business registrations and insurance policies.

#### 11.8.2 Contract Renewal

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 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.

### 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. Duties of the Committee Directors

The AAAP Board of Directors have created 4 overarching committee groups. They are:



1. Membership Committee
2. Poultry Diseases Committee
3. Educational Resources and Outreach Committee
4. Food Safety, Animal Welfare, and Regulatory Committee

In accordance with the [Committee Director SOP](#), the directors will be chosen by the AAAP president and serve 3-year terms. The committee directors will have the responsibilities of:

- Participating annually with the Committee Review Committee evaluation of committees with the CRC chair
- Acting as a liaison between their assigned committees and the AAAP Board of Directors.
- Gathering and submitting at least one symposium proposal per committee director per year for the BOD to review.
- Ensuring timely submission of committee reports.
- Assisting committees in filling leadership gaps and supporting transitions.
- Encouraging collaboration and shared initiatives among committees.
- Completing other tasks assigned by the AAAP Board of Directors.

## 13. AAAP Committees and Interest Groups: Structure and Responsibilities

### **Constitutional Committees**

- [Financial Auditing Committee \(Formerly Auditing Committee\)](#)
- [Nomination Committee](#)
- [Bylaws Review Committee](#)
- [Resolutions Committee](#)
- [Committee Review Committee](#)
- [Program Advisory Committee](#)
- [Annual Meeting Sponsorship Committee \(Formerly Sponsorship Committee\)](#)

### **Membership Committee**

- [Membership Subcommittee](#)
- Student Engagement Subcommittee
- Wellness Subcommittee
- [Diversity and Inclusion Subcommittee](#)
- [Women's Network Subcommittee](#)

### **Educational Resources Committee**

- [Educational Resources Subcommittee \(Formerly Education Committee\)](#)
- [History of Avian Medicine Subcommittee](#)
- [Outreach Subcommittee](#)
- [Legislative Advisory Subcommittee](#)
- [Research Priorities Subcommittee](#)

## Food Safety, Animal Welfare, and Regulatory Committee

- [Food Safety Subcommittee](#)
- [Animal Welfare and Management Practices Subcommittee](#)
- [Therapeutics, Biologics and Bioprotection Subcommittee](#)

## Poultry Diseases Committee

- [Enteric Diseases Subcommittee](#)
- [Respiratory Diseases Subcommittee](#)
- [Tumor Virus Subcommittee](#)
- [Emerging Diseases Subcommittee \(Formerly TIME Committee\)](#)
- [Epidemiology Subcommittee](#)

## Interest Groups

- [Small Flock](#)
- [Histopathology/Case Report](#)
- [Past Presidents](#)

### 13.1 Committee Composition

All committees except for the Nominations, Resolutions, Bylaws Review, Auditing, Sponsorship, and Legislative Advisory, 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.

### 13.2 Chair and Chair Elect, and Past Chair Positions

Committee Chairs 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.

### 13.3 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.

### 13.4 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.

## 13.5 Duties of the Committee Chair

### *13.5.1 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.

### *13.5.2 Committee Reports*

Committee Chairs 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.

### *13.5.3 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.

## 14. Nominating Committee

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

### 14.1 Committee Charge

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

### 14.2 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 Sections 4-08 and 5-01(a).

### 14.3 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.

#### *14.3.1 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 Directors.

#### *14.3.2 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:
    - 1. Geographic Location: This has become especially important since eliminating the previous regions for Board positions.
    - 2. Professional role, i.e., production, technical service, academia, government, etc.
    - 3. 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 their own expense, at minimum to the Annual Meeting BOD meeting. Board service includes but is not limited to:
    - 1. All day meeting one day before the annual meeting
    - 2. ½ day meeting during the annual meeting.
    - 3. Fall conference call meeting.
    - 4. All day meeting before the IPPE meeting.
    - 5. Two spring conference call meetings with committee Chairs.
    - 6. Multiple electronic votes and other communications throughout the year.
    - 7. 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 shall select a minimum of 2 qualified candidates from among all the Student Members (SM) of AAAP.

## 15. Membership Committee

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

### 15.1 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 of Directors to ensure that member voices are heard, and communicating the benefits of AAAP membership all members.

### 15.2 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 commit to a

three-year appointment. The membership committee utilizes subcommittees to lead most of the Membership Committee projects. Subcommittees have a Chair. The position of Subcommittee Chair is a volunteer position, with undefined terms.

### 15.3 Key Roles and Responsibilities

#### 15.3.1 Membership Committee Key Roles and 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 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. Social Media Subcommittee: This subcommittee is responsible for maintaining the AAAP member Facebook page and starting and maintaining an AAAP LinkedIn page. The goals of this subcommittee are to increase exposure of the organization to both members and prospective members and increase engagement.
- G. Other tasks: The Membership Committee has been charged with additional tasks including:
  - a. Planning the Annual Meeting Poultry Professionals Networking Event as needed
  - b. Planning the Student Symposium
  - c. Providing onboarding and guidance to the Student Director on roles and responsibilities of this position

#### 15.3.2 Membership Committee Chair Key Roles and Responsibilities

- A. Attends 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. Maintains regular communication with the AAAP office and the Board of Directors and organizes any action items coming from these two sources.
- D. Prepares the agenda and conducts the annual Membership Committee meeting during the AAAP annual meeting.
- E. Reports to the AAAP Board of Directors at the AAAP BOD annual meeting as requested.
- F. Participate in annual spring Committee Review Committee meeting and submit a follow-up report to the Board of Directors within two weeks.

- G. By August 15 each year, provides the following to the AAAP office:
1. Activities report for the past year.
  2. List of members and email addresses, including terms, position, or role, if applicable.
  3. The Membership Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 16. Resolutions Committee

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

### 16.1 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.

### 16.2 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.

## 17. Bylaws Review Committee

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

### 17.1 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.

### 17.2 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.

### 17.3 Key Roles and Responsibilities

#### 17.3.1 *Bylaws Review Committee Key Roles and Responsibilities*

##### 17.3.1.1 Bylaws

This committee reviews the Bylaws at least once every 3 years including during the fall of the first year of the committee's term. The following timeline and procedure will be followed:

October-December: The committee meets and determines if a change is needed. If there are no changes needed: no further action needs to be taken. If a change is warranted, it is written as a proposed amendment and signed by the Bylaws Committee

	members.
January:	Submit the proposed amendment to the business office prior to the January Board of Directors (BOD) meeting for finalization and inclusion in the information packet for the BOD. It will be on the agenda for discussion and vote by the BOD at the January meeting.
Prior to July*:	If approved by the BOD, post the proposed amendment to the AAAP website with the recommendation of the BOD and alert the membership by email that a proposed amendment of the Bylaws has been posted.
July/August*:	Discuss the proposed amendment of the Bylaws during the Annual Business meeting.
August*:	The membership as defined in the Bylaws, Article III, Section 3-04, receives a ballot outlining the proposed amendment by providing the text of the old version and the proposed amendment. The amendment is approved by an affirmative vote of two-thirds of the membership voting as defined in Article IX 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.

\* Timeline Governed by Article IX of the Bylaws.

Article IX of the Bylaws stipulates that amendments can be proposed by the membership. Such a proposal will be submitted to the Bylaws Review Committee for guidance. The proposed amendment must be signed by at least three voting members in good standing as defined in Article IX which can include the members of the Bylaws Review Committee and is forwarded to the business office for discussion by the BOD following the basic timeline outlined above.

#### 17.3.1.2 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 the 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 Editors.
March-April:	Forward any changes to the BOD for approval, highlighting the proposed changes in yellow.
May:	After approval by the BOD, post the updated document on the AAAP website.

#### 17.3.1.3 Other responsibilities

- A. Verify BOD approved changes.
- B. If any changes in the Bylaws or the Manual are approved by the BOD, the committee will verify that the documents are updated.
- C. Monitor that most recent versions are posted for membership.
- D. 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.

#### 17.3.2 Bylaws Review Committee Chair Key Roles and Responsibilities

- 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 mentioned 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. By August 15 each year, provides the following to the AAAP office:
    - 1. Activities report for the past year.
    - 2. List of members and email addresses, including terms, position, or role, if applicable.
    - 3. The Bylaw Review Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.
  - G. 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.

## 18. Animal Welfare and Management Practices Subcommittee

### 18.1 Mission Statement

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.

### 18.2 Committee Composition

The committee is composed of the leadership, core committee and general committee members. The leadership includes the Chair (1-year term), Chair Elect (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. Past Chair position: The Past Chair serves for a minimum of 1 year after completing a 1-year term as Chair. Past Chair provides 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.

### 18.3 Key Roles and Responsibilities

#### 18.3.1 Animal Welfare and Management Committee Key Roles and Responsibilities

- A. Communicate information on welfare and management related topics of poultry to the AAAP Membership at-large and to persons interested in poultry welfare and management.



- B. Meet bi-annually to discuss relevant poultry welfare and management topics.
- C. Attend virtual and in-face committee meetings, as practical.
- D. Participate in document review, when requested.
- E. Identify the appropriate active committee task(s) and offer to lead, or assist, as appropriate. Define and communicate task resource needs to the Chair.
- F. The core committee members represent the major stakeholder groups. Members represent their sector in discussions and decisions on issues pertaining to committee activities.
- G. The core committee serves as reference group for AVMA and AAAP as needed on specific and urgent issues.

#### *18.3.2 Animal Welfare and Management Committee Chair Key Roles and Responsibilities*

- A. Provides primary leadership for the committee.
- B. Responds to AAAP BOD on behalf of the committee.
- C. Develops agendas and conducts committee meetings as warranted.
- D. Submits proposals for welfare standard.
- E. Submits new educational white papers on welfare focused topics to the AAAP BOD.
- F. Submits new education materials to the Education Committee.
- G. Reports to the Board of Directors at designated times during the Annual Meeting.
- H. Provides a written annual report to the Executive Vice President by August 15 each year. This 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.
- I. Reviews and updates as necessary the committee entry in the AAAP Policies and Procedures Manual.
- J. 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.

## 19. Therapeutics, Biologics & Bioprotection Subcommittee

### 19.1 Mission Statement

- 19.2 The Therapeutics, Biologics and Bioprotection (TBB) Committee of AAAP integrates science and regulations to support the proper use of antimicrobials, alternatives to antimicrobials, vaccines, disinfectants, and other compounds on poultry farms. Committee Composition

### 19.3 Committee Composition

- 19.3.1 The Therapeutics, Biologics & Bioprotection committee of the AAAP includes a Chair and Chair Elect. The terms for the Chair and Chair Elect are 3 years each. When the three-year term of the Chair Elect ends, the Chair Elect becomes the Chair, and a new Chair Elect is identified. Members of the committee nominate candidates to serve as the new Chair Elect. The committee affirms these nominees at the committee meeting during the AAAP annual meeting. The nominees for chair-elect are submitted to the AAAP President for approval. The committee is comprised of three subcommittees (Therapeutics, Biologics and Bioprotection), and volunteers to lead these subcommittees are chosen at the AAAP annual meeting. There are no term limits to these volunteer subcommittee chair appointments. Key Roles and Responsibilities

#### *19.3.2 Therapeutics, Biologics & Bioprotection Committee Key Roles and Responsibilities*

- A. The Therapeutics, Biologics & Bioprotection Committee helps keep the AAAP membership apprised of new science and changes to policies and regulations regarding the use of antimicrobials, and alternatives to antimicrobials,

vaccines, disinfectants and other compounds to manage the health and disease of poultry in pre-harvest settings. The committee is frequently tasked with drafting position statements, whitepapers, preparing scientific responses, or making recommendations, often at the request of the AAAP Board of Directors, an allied industry organization, or consumer group. 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 Board of Directors at the annual AAAP meeting.

E. By August 15 each year, provides the following to the AAAP office:

1. Activities report for the past year.
2. List of members and email addresses, including terms, position, or role, if applicable.
3. The Therapeutics, Biologics & Bioprotection Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 20. Educational Resource 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.

### *20.3.2 Education Committee Chair Key Roles and Responsibilities*

- Develops a work plan for committee review of educational materials submitted for publication.
- Develops a work plan for committee review of published educational materials that need to be updating.
- Submits proposals of new educational materials to the AAAP BOD.
- Submits educational materials to the AAAP for publication.
- Ensures a consistent format is used for book proposals.

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

#### 1. Overview

- A summary (200-300 words) of the book's aims and scopes and in case of a new edition the general changes you envision.
- 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?
- 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](mailto:aaap@aaap.info)
- F. Prepares the agenda and conduct the annual Education Committee meeting
- G. Reports Education Committee tasks to the AAAP BOD at the AAAP BOD annual meeting
- H. By August 15 each year, provides the following to the AAAP office:
1. Activities report for the past year.
  2. List of members and email addresses, including terms, position, or role, if applicable.
  3. The Education Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 21. Enteric Diseases Subcommittee

### 21.1 Mission Statement

The AAAP Enteric Diseases 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 health professionals.

### 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. Currently, the vision and execution of the committee functions are coordinated by the Chair and Chair Elect. There is a core committee composed of members that express interest in participating. The core committee meets with the Chair and Chair Elect monthly for discussions of the committee's goals. Subcommittees can be formed as needed within the general committee membership. The subcommittees 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. The general 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.

### 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 BOD at the AAAP annual meeting.
  - 1. Activities of the committee.
  - 2. Participation of committee members.
  - 3. Present or propose future committee initiatives or events.
- E. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.

3. The Enteric Diseases Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 22. Epidemiology Subcommittee

### 22.1 Mission Statement

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
  1. 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. 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.
  2. The term of office is two years.
- B. Chair Elect
  1. 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.
  2. The term of office is two years.
- C. Core committee
  1. The Past Chair, Chair, Chair Elect and industry liaison form the informal core group of the committee. They collaborate on the direction and activities of the committee.

### 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.

- ### 22.3.2 Epidemiology Committee Chair Key Roles and Responsibilities

- A. Plans, organizes and implements the committee's focus and activities during his/her term, as well as lays the foundation for future activities.
- B. Coordinates with the AAAP Board Liaison with regards to the committee's focus and activities.
- C. Apprises all committee members of the direction and activities of the group via regular updates and committee reports.
- D. Organizes symposia undertaken by the committee during his/her tenure and any and all similar projects.
- E. By August 15 each year, provides the following to the AAAP office:
  1. Activities report for the past year.
  2. List of members and email addresses, including terms, position, or role, if applicable.
  3. The Epidemiology Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 23.1 Mission Statement

## 23.2 Committee Composition

- 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:
  - 1. Turkey Live Production
  - 2. Chicken Live Production
  - 3. Egg layer Live Production
  - 4. Poultry Meat Processing
  - 5. Poultry Egg Processing
  - 6. Innovation and Technology

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. Leads the initiatives for the interaction with other organizations.
- B. Coordinates the formation and direction of subcommittees.
- C. Oversees the execution of action plans and facilitate communication among members and subcommittees.
- D. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Food Safety Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 24. History of Avian Medicine Subcommittee

### 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 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 6 subcommittees related to several of the principal tasks. Each has a Chair, but there are no set terms for these Chairs. The 6 subcommittees are:

1. Biography Project Subcommittee
2. *Avian Diseases* (AD) Cover Project Subcommittee
3. Lasher-Eckroade History Lecture Subcommittee
4. Obituary Subcommittee
5. Develop and update website for the covers of *Avian Diseases*
6. Archives Subcommittee

## 24.3 Key Roles and Responsibilities

### 24.3.1 *Roles and Responsibilities of Subcommittees*

#### A. Biography Project subcommittee

The subcommittee's duties are to:

1. Maintain 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.
2. Maintain contact with the authors of autobiographies or biographies.
3. Assist in editing drafts to comply with the standard format for biographies including photos.
4. Send updates to the AAAP Business office to update the website and to the archive subcommittee.
5. Participate in the History committee and keep the Chair updated.

#### B. *Avian Diseases* (AD) Cover Project Subcommittee

The subcommittee's duties are to:

1. Maintain a master list of persons who have been used and their status, including volume, number, and year of publication.
2. Bring up and add names for discussion to be voted on and approved by the History Committee for future issues of AD. Selection of candidates is based on the following three criteria (approved by the Board of Directors of the AAAP, January 2022): 1) Researchers with a significant impact on research of avian health topics and or involvement with the AAAP, 2) Candidates for selection are deceased or retired, and 3) Candidates for selection can be from any part of the world. Furthermore, a Doctor of Veterinary Medicine degree and/or membership in the AAAP are not required to be selected. If a retired candidate is selected for the front cover, he or she must be contacted to give permission for being on the front cover and preferably provide some photos from which the History Committee in consultation with the Editor of *Avian Diseases* chooses the best one. Any AAAP member can submit names to the AAAP History Committee for candidates to be considered for the front cover.
3. Identify and assign History Committee members to contact family members or colleagues for a good quality photo and write-up of the candidate.
4. Send photo and write-up to the AD editor.
5. Participate in the History committee and keep the Chair updated.

#### C. Lasher-Eckroade History Lecture and Historical Articles subcommittee

The subcommittee's duties are to:

1. Maintain a list of recent and upcoming lectures including lecture topic and speaker.
2. 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.

3. 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
  4. Participate in the History Committee and keep the Chair updated.
- D. Obituary Subcommittee
- The BOD approved the development of a webpage where obituaries can be posted.  
The subcommittee's duties are to:
1. Ensure that the obituaries are relevant to the professional activities of the diseased person.
  2. Ensure that the family of the deceased person approves the submitted information. This is important because obituaries may be submitted by others than family members.
  3. Communicate with the AAAP office to post the obituaries on the website.
- E. Develop and update website for the covers of Avian Diseases
1. Work with the AAAP office to develop the website link and archive front covers from previously published volumes with the inside stories on the website. Add links to obituaries and/or autobiographies if available.
  2. Add new covers of the website when a new issue of Avian Diseases is published.
  3. Update links as needed when (auto)biographies and or obituaries are added to the appropriate sections
- F. Archives subcommittee
- The subcommittee's duties are to:
1. 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

#### *24.3.2 History of Avian Medicine Committee Chair Key Roles and Responsibilities*

The committee Chair:

- A. Prepares 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. Meets with the BOD at each annual meeting about the activities of the committee and asks 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. By August 15 each year, provides the following to the AAAP office:
  1. Activities report for the past year.
  2. List of members and email addresses, including terms, position, or role, if applicable.
  3. The History Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 25. Legislative Advisory Subcommittee (LAC)

### 25.1 Mission Statement

The Legislative Advisory Committee's 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. It also communicates and works 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. Subcommittees 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.
  - 1. 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.)
  - 2. 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.
  - 3. Respond to requests from other organizations or AVMA regarding poultry health issues as needed.
- B. Prepare for the AVMA GRD Fly-In.
  - 1. Communicate with the AVMA-GRD regarding important AAAP issues.
  - 2. 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.)
  - 3. Poll species groups for items and areas of interest to discuss in Washington D.C.
  - 4. Organize and schedule the annual Washington D.C. Fly-In with the AVMA-GRD.
  - 5. Write one-page position statements and information sheets for the Fly-in.
- C. Prepare and participate at USAHA meetings.
  - 1. Schedule participants to USAHA meetings.
  - 2. Prepare position statements.

### 25.3.2 LAC Committee Chair Key Roles and Responsibilities

- A. Creates Subcommittees as needed for one-page information sheets and position statements.
- B. Communicates and collaborates with other AAAP committees on topic specific issues.
- C. Organizes committee conference calls to prepare for AVMA Fly-In's and as needed.
- D. Organizes annual in person meeting at the AAAP annual meeting.
- E. Adds review language.
- F. Submits Fly-In materials (position statements, fact sheets, etc.) to the AAAP archives.
- G. Submits an annual report that includes a listing of the issues brought to the agencies and GRD.
- H. Annually reviews the LAC Committee entry in the Procedure Manual and updates as needed.
- I. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The LAC's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 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. Investigates future meeting sites.
- B. Organizes committee meetings.
- C. By August 15 each year, provides the following to the AAAP office:
  - a. Activities report for the past year.
  - b. List of members and email addresses, including terms, position, or role, if applicable.
  - c. The Program Advisory Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 27. Research Priorities Subcommittee

### 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 Chair Elect include;

- A. A poultry veterinarian employed by a university or government agency who does not have a significant research FTE. (Work is extension/service/diagnostic.)
- B. A poultry veterinarian working in production (consultant or employed by poultry production company).
- C. Candidates who do not have a conflict of interest such as;
  - 1. A researcher or research program director who applies for grant funding and/or has significant research FTE.
  - 2. An individual employed by allied/pharmaceutical/biologics company.
  - 3. A 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 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, 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:
  - 1. Research priorities under different categories (Health/Disease, Vaccines & Pharmaceuticals,
  - 2. Diagnostic Tools, Food Safety, Animal Welfare, Management & Environment) and
  - 3. Overall research priorities.
- C. Communicate research priority lists to poultry researchers and research funding agencies through various means, including:
  - 1. Presentation of research priorities at regional, national, and international poultry meetings (including the annual meetings of the AAAP and USAHA).
  - 2. Distribution of research priority lists to agencies funding poultry research.
  - 3. 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. Develops a yearly work plan for committee tasks.
- B. Plans, calls, and chairs committee meetings, including conference calls as required, and the annual Research Priorities committee meeting during the annual AAAP meeting.
- C. Coordinates 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. Ensures that the committee follows the work plan, meets deadlines, and achieves objectives.
- E. Reports to the AAAP Board of Directors at the annual Board of Directors meeting.

- F. Submits the annual written Research Priorities Committee report to the Board of Directors before the deadline.
- G. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Research Priorities Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 28. Respiratory Diseases Subcommittee

### 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 chairs as per AAAP policy.

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. Prepares an agenda and conduct the committee meeting held during the Annual Meeting.
- B. Prepares the minutes of the committee's annual meeting.
- C. Prepares and presents a report to the AAAP BOD.
- D. Coordinates the preparation of educative or informative materials related to respiratory diseases.
- E. Plays a leading role in the planning and organization of courses or symposia organized by the committee.
- F. Promotes the participation of new AAAP members in this committee.
- G. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Respiratory Diseases Committee's current entry in the Policies and Procedures Manual

indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 29. Tumor Virus Subcommittee

### 29.1 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.

### 29.2 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.

### 29.3 Key Roles and Responsibilities

#### 29.3.1 Tumor Virus Committee Key Roles and Responsibilities

- A. Inform members of scientific meetings focused on tumor virus diseases.
- B. Inform members on worldwide 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.

#### 29.3.2 Tumor Virus Committee Chair Key Roles and Responsibilities

- A. Prepares the agenda and conduct the annual Tumor Virus Committee meeting during the annual meeting.
- B. Reports to the AAAP BOD at the AAAP BOD annual meeting.
- C. Manages ad hoc subcommittees for special projects.
- D. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Tumor Virus Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

### 29.4 Emerging Diseases Subcommittee 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.

### 29.5 Committee Composition

The Emerging Diseases Committee consists of a Chair, Vice Chair Elect, and a secretary. All officers serve two-year terms. Although not mandatory, there is usually a transition from the Vice Chair Elect 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 Emerging Diseases Committee tasks.



## 29.6 Key Roles and Responsibilities

### *29.6.1 Emerging Diseases 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.

### *29.6.2 Emerging Diseases Committee Chair Key Roles and Responsibilities*

- A. Works with committee members to select topics for annual committee meeting.
- B. Develops an agenda for the annual committee meeting.
- C. Invites speakers to the annual committee meeting.
- D. Ensures proper election of new members and succession plan for the committee.
- E. Reports to the AAAP Board of Directors.
- F. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Emerging Diseases Committee current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 30. AAAP Women's Network Subcommittee

### 30.1 Mission Statement

The AAAP Women's Network (AWN) is a welcoming and inclusive committee that aims to provide guidance and professional support to the increasing number of women 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 identified by the 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. Inspire all members within the AAAP to have successful, productive, and fulfilling careers.

### 30.2 Committee Composition

The 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 cycling onto the steering committee. The Chair will appoint the term limits on the remaining roles from D through H.

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 Leads (2)
- H. Membership engagement coordinator
- I. Board Liaison

### 30.3 Key Roles and Responsibilities

#### 30.3.1 Women's Network Key Roles and Responsibilities

- A. Produce a quarterly newsletter to inform members about leadership and personal growth topics, foster networking opportunities, highlight AAAP leadership opportunities and serve as a resource for personal wellness. The Facebook community will also serve as a primary platform of engagement among members to provide opportunities to connect, learn and grow their networks and share challenges and successes 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 well-being of our members and the poultry profession.

#### 30.3.2 Women's Network Chair Key Roles and Responsibilities

- A. Develops and reviews the mission, vision, and goals for the AWN in conjunction with the committee.
- B. Establishes the steering committee leadership needs and terms of service.
- C. Plans and executes the annual committee meeting including development of the AWN meeting program, sponsorship, and promotion of the event to members.
- D. Reports to AAAP BOD at the annual meeting:
  - 1. Annual activities and membership within the committee.
  - 2. Committee Annual Meeting: attendance, costs, and outcomes.
- E. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.
  - 2. List of members and email addresses, including terms, position, or role, if applicable.
  - 3. The Women's Network's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 31. Outreach Subcommittee

### 31.1 Mission Statement

The mission of the Outreach Committee is 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.

## 31.2 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. International Poultry Welfare Alliance (IPWA)
- H. National Chicken Council (NCC)
- I. National Turkey Federation (NTF)
- J. Poultry Science Association (PSA)
- K. United Egg Producers (UEP)
- L. US Poultry and Egg Association (USPEA)
- M. Centers for Disease Control and Prevention (CDC)
- N. US Food & Drug Administration (FDA)
- O. World Poultry Veterinary Association (WPVA)

## 31.3 Liaison Selection Process

### 31.3.1 Timeline

- A. As Openings Become Available.

Current liaisons leaving/expiring their membership at their allied organization will notify the committee Chair, EVP and AAAP office 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.

### 31.3.2 Application

AAAP members are invited to apply for and serve as AAAP liaisons as positions become available. The AAAP office will notify members of an opening and provide a link to an online application form. The application asks for the following information:

- A. Name
- B. AAAP Member Number
- C. Name organization(s) interested in serving as liaison
- D. Explanation of interest in the position
- E. Curriculum Vitae

## 31.4 Key Roles and Responsibilities

### 33.4. 1 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.

#### *33.4.2 Outreach Committee Chair Key Roles and Responsibilities*

- A. Submits a summary report of all liaison reports to the Board of Directors.
- B. Submits a summary report for dissemination to the members at the AAAP Business Meeting and/or AAAP newsletter.
- C. Keeps 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. Facilitates communication between committee liaisons and the Board of Directors and AAAP membership. Facilitates communication of time sensitive issues from committee liaisons to the EVP and Board of Directors.
- E. By August 15 each year, provides the following to the AAAP office:
  - a. Activities report for the past year.
  - b. List of members and email addresses, including terms, position, or role, if applicable.
  - c. Outreach Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## **32. Committee Review Committee**

### **32.1 Committee Charge**

The Committee Review Committee meets with the majority of the AAAP committee Chairs 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).

### **32.2 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.

### **32.3 Key Roles and Responsibilities**

#### *32.3.1 Committee Review Committee Key Roles and Responsibilities*

Currently, 15 AAAP committees are reviewed yearly, the Research Priorities Committee, Emerging Diseases Committee, Enteric Diseases Committee, Epidemiology Committee, Membership Committee, , Food Safety Committee, Therapeutics, Biologics and Bioprotection Committee, Educational Resources Committee, History of Avian Diseases Committee, LAC Committee, Animal Welfare and Management Practices 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 Committee 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 March to set up the virtual meetings. The virtual meetings are held the month of April. After all the meetings have been completed, the Committee 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:		
	Possible Points	Points Given
<b>Committee Tasks</b>		
1. Committee defines specific goals on a regular basis and actions to achieve them.	2 pts.	
2. Committee work is shared among the committee members.	2 pts.	
3. Committee produces products and/or services that benefit the AAAP and/or the wider community	2 pts.	
<b>Committee Organization and Communication</b>		
4. Committee submits reports to the AAAP Board of Directors.	1 pt.	
5. Committee submits rosters to the AAAP Board of Directors.	1 pt.	
6. Committee leadership rotates.	1 pt.	
7. Committee invites new members.	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 reorganized, refocused, combined or inactivated after review and discussion with the committee.

### 32.3.2 Timeline

March	Review group creates an agenda for virtual meetings.
March	AAAP office sends meeting invitations.
April	Virtual meetings.
May	Review group meets to discuss virtual 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.

### 32.3.3 Meetings with Committee Chairs

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 member of the Committee Review Committee 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.

#### *32.3.4 Committee Review Committee Chair Key Roles and Responsibilities*

- A. Arranges and leads a CRC meeting after all the committee review meetings are complete. The purpose of the meeting is to assess the health of the committees and select the Top Performing Committee recipient.
- B. Reports to the AAAP BOD at the annual meeting.
- C. By August 15 each year, provides the following to the AAAP office:
  - 1. A written assessment of the AAAP committees reviewed.
  - 2. The Committee Review Committee's current entry in the Policies and Procedure manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

## 33. Financial Auditing Committee

### 33.1 Mission Statement

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

### 33.2 Committee Composition

The committee is composed of three AAAP members with financial experience appointed by the President. The chair is one of the three members of the committee selected by the President. Members serve three-year terms and may be reappointed for one additional term. New member selections and chair appointments are made by the President each July. Committee members will rotate off the committee at 3 years, with their last year on the committee serving as the chair.

### 33.3 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.

## 34. Annual Meeting Sponsorship Committee

### 34.1 Committee Charge

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

### 34.2 Committee Composition

The committee is composed of three members appointed by the President with the advice of the Board of Directors. Each member represents a different aspect of the poultry 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. However, members can renew for another 3 years when their term is up. All members are co-Chairs and the AAAP office is an active member of the committee.

### 34.3 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 electronically 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 members 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. By August 15, a written report is submitted to the Board of Directors.
- K. By September 30, the AAAP office will review the Annual Meeting Sponsorship Committee's current entry in the Policies and Procedures Manual. They will send any revisions to the Bylaws Review Committee to accurately describe the current work or procedures of the committee or notify the Bylaws Review Committee that the entry should remain the same.

## 35. Diversity and Inclusion Subcommittee

### 35.1 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 to appropriately represent our membership base. Additionally, the goals of the Diversity and Inclusion Committee will adapt as the AAAP membership evolves.

### 35.2 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.

### 35.3 Key Roles and Responsibilities

#### *35.3.1 Diversity and Inclusion Committee Key Roles and 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.

#### *35.3.2 Diversity and Inclusion Chair Key Roles and Responsibilities*

- A. Develops and reviews the mission, and goals for the Diversity and Inclusion Committee in conjunction with the committee.
- B. Develops 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. Reports to AAAP BOD at the annual meeting
- D. Calls ad hoc meetings when necessary.
- E. Communicates with the BOD regarding initiatives and vision of the Committee.
- F. By August 15 each year, provides the following to the AAAP office:
  - 1. Activities report for the past year.

2. List of members and email addresses, including terms, position, or role, if applicable.
3. The Diversity and Inclusion Committee's current entry in the Policies and Procedures Manual indicating any revisions made to accurately describe the current work or procedures of the committee or stating that the entry remains the same.

### 36. 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.

### 37. Histopathology/Case Report Interest Group

#### 37.1 Mission Statement

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.

#### 37.2 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.

### 38. Small Flock Interest Group

#### 38.1 Mission Statement

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

#### 38.2 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. Past Presidents Group

#### 39.1 Mission Statement

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

#### 39.2 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.



## 40. Avian Diseases Journal

### 40.1 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.

### 40.2 Terms and Selection of the Editor-in-Chief 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 one of the Associate Editors.
- 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, Editorial and Reviewers 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, Advisory, Reviewers Boards 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.

### 41.3. Responsibilities and functions of the Editor-in-Chief of Avian Diseases

*41.3.1. The editor-in-chief and associate editors must avoid all conflicts of interest, for example in assigning manuscripts to reviewers or any other business related to the journal.*

*41.3.2. Review of materials for publication in Avian Diseases*

The Editor-in-Chief has the overall responsibility for all material published in *Avian Diseases* (AD) ensuring that all articles are published with the highest scientific, ethical, and animal care standards. He or she will review all material submitted for consideration to be published in AD, assign reviewers or request one of the associate editors to assign reviewers. Based on the reviews, he or she makes recommendations to the corresponding author, considers the rebuttal made by the author, and makes final decisions on the suitability of manuscripts for publication in AD. If the associate editor was requested to assign reviewers, the associate editor may continue the process of evaluation of the manuscript, but the final decision will be the responsibility of the Editor-in-Chief.

*41.3.3. Managerial responsibilities.*

*41.3.3.1 Editorial Board consisting of the Editor-in-Chief and Associate Editors*

The Editor-in-Chief will work with the Associate Editors to develop the specific responsibilities of each Associate Editor and, in addition, will ensure that all Associate Editors become familiar with all processes of publishing *Avian Diseases*. These processes include working with the publisher's (currently Allen Press) Managing Editor on scheduling and proofreading material to be published in forthcoming issues of AD, and maintaining contact with the AAAP office to facilitate the management of AD.

#### 41.3.3.2. Advisory Board

- A. The Editor-in-Chief will nominate members for the Advisory Board for approval by the Board of Directors of the AAAP.
- B. The Editor-in-Chief will work with the Advisory Board to establish or modify policies for managing AD.
- C. The Editor-in-Chief will work with the AAAP office to set the agenda for the annual meeting with the Advisory Board, which occurs during the Annual meeting of the AAAP.

#### 41.3.3.3. Reviewers Board

- A. The Editor-in-Chief will nominate members for the Reviewers Board for approval by the Board of Directors of the AAAP.
- B. The Editor-in-Chief will work with the AAAP office to set the agenda for the annual meeting with the Reviewers Board, which occurs during the Annual meeting of the AAAP.

#### 41.3.3.4. Contact with the Publisher of *Avian Diseases*

The Editor-in-Chief will maintain contact with the Managing Editor of the publisher of *Avian Diseases* for scheduling and proofreading of materials to be published in AD. Allen Press is currently the publisher of AD. In the case that the publisher needs to be changed the Editor-in-Chief will work with the BOD to select a new publisher.

#### 41.3.4. Other responsibilities of the Editor-in-Chief

- A. The Editor-in-Chief will work with the AAAP Awards Committee to select the recipient of the P.P. Levine Award.
- B. The Editor-in-Chief will work with the AAAP history committee on selection of individuals to be recognized on the cover of AD.
- C. The Editor-in-Chief will work closely with the AAAP business office for all aspects related to publishing AD and report to the BOD during the annual meeting, the meeting in January and as requested by the BOD.
- D. The Editor-in-Chief will report on the status of *Avian Diseases* during the annual business meeting of the AAAP.

### 41.4 Job Description, Terms and Selection of the Associate Editors of *Avian Diseases*.

- A. The Associate Editors must avoid all conflicts of interest, for example in assigning manuscripts to reviewers or any other business related to the journal. 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-in-Chief. 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-in-Chief 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-in-Chief is unable to complete his/her term, an Associate Editor will serve as interim Editor until the position is filled.

#### 41.5 Avian Diseases Editorial Board

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

#### 41.6 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.

#### 41.7 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. Each year the Editor selects the members and gets approval from the Board of Directors at the Annual Meeting. Each year prior to the Annual Meeting current Reviewers Board members may express their intent to serve for an additional term. However, the Editor-in-Chief reserves the right to recommend removal of Reviewers who are not meeting their obligations.

##### 41.7.1 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

## 41. 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 health specialties. They are financially independent to the AAAP. They meet annually at the AAAP meeting.

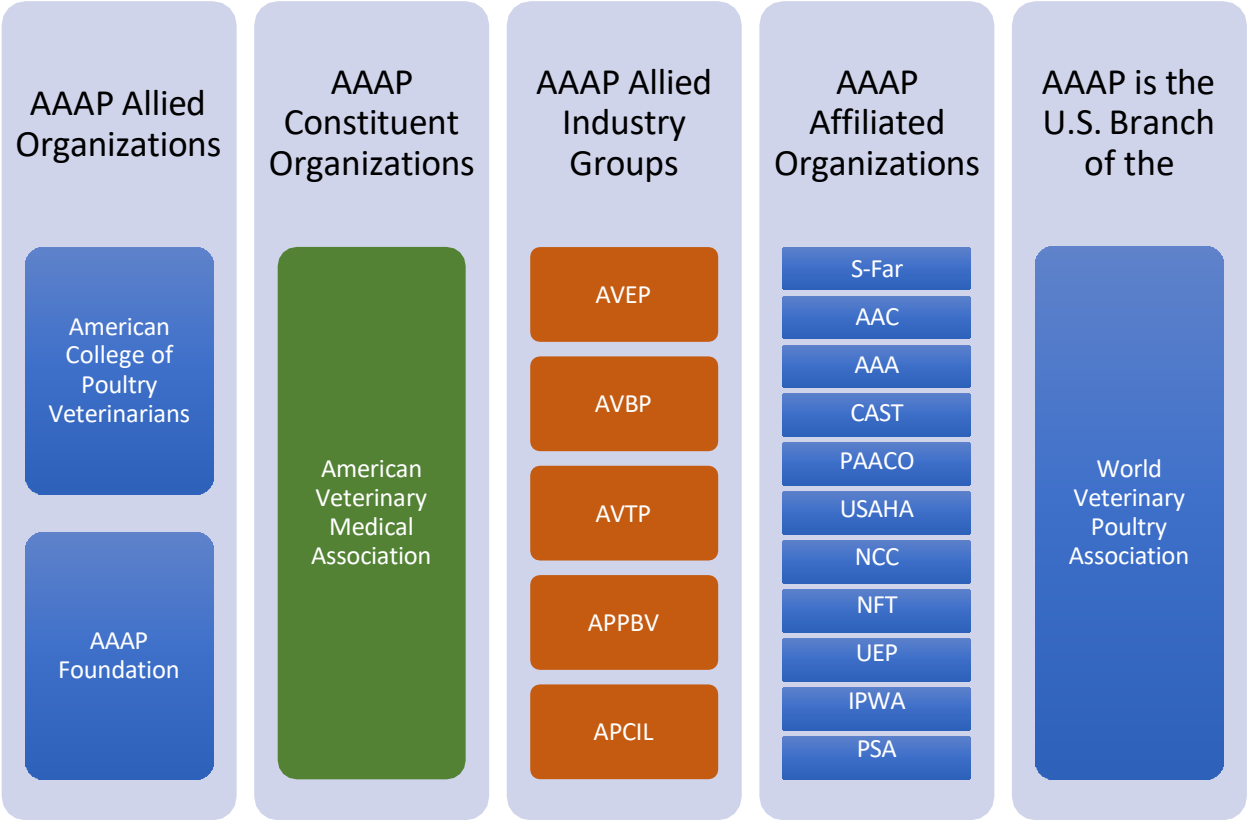
D. Affiliated Groups

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.

Organizations in Which the AAAP has a Relationship \* Update Affiliated Groups chart



## 42. Organizations Aligned with AAAP

### 42.1 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 ExVP of ACPV. The AAAP Board of Directors will appoint a search committee whenever the ExVP of the two organizations must be replaced. The committee will present their recommendation to both boards to be approved by both boards.

### 42.2 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 Inc. and 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.

#### *AAAP Foundation Committees*

- Avian Bioscience Travel Scholarship Committee
- Awards Committee
- Financial Engagement Committee
- Kenneth Eskelund Externship Committee
- Nominations Committee
- Scholarships Committee

#### *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.

## **43. AAAP is an Allied Constituent Organization of the American Veterinary Medical Association**

### **43.1 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 of 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 and panels 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 on Antimicrobials
- AVMA Committee for Disaster and Emergency Issues
- AVMA Committee on Environmental Issues
- AVMA Convention Management and Program Committee
- AVMA Food Safety Advisory Committee
- AVMA Legislative Advisory CommitteePanel on Depopulation
- Panel on Euthanasia
- Panel Humane Slaughter

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

Nov 15	<p>Call for Applicants</p> <ol style="list-style-type: none"> <li>1. The Executive Director will announce to the AAAP membership the upcoming (following August) vacancies for AAAP representatives on AVMA committees and include a link to an online application form. The vacancies and the online form are posted on the website</li> <li>2. The Executive Director will notify the Board of Directors of the upcoming (following August) vacancies for AAAP representatives on AVMA committees. 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</li> <li>3. 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.)</li> </ol>
Dec 31	Deadline for applications.
January	<p>Selection of Representative</p> <ol style="list-style-type: none"> <li>1. The AAAP BOD will review applications at the January Board of Directors meeting and a representative will be selected.</li> </ol>
February	<p>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.</p>

#### *Governmental Relations Division*

AVMA's Governmental 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.



## 44. Industry Groups Allied with AAAP

### 44.1 Association of Veterinarians in Egg Production (AVEP)

#### *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

### 44.2 Association of Veterinarians in Broiler Production (AVBP)

#### *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.

### 44.3 Association of Veterinarians in Turkey Production (AVTP)

#### *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.

#### 44.4 Association of Poultry Primary Breeder Veterinarians (APPBV)

##### *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 the primary breeder industries. The President of the APPBV is a member of the AAAP Research Priorities Committee.

#### 44.5 Association of Poultry Consultants and Independent Laboratories (APCIL)

##### *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 with AAAP*

APCIL members are AAAP members.

### 45. 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 section 33 Outreach Committee.)

#### 45.1 Stakeholder Forum on Antimicrobial Resistance (S-Far)

The Stakeholder Forum on Antimicrobial Resistance is an organization of partners, including medical societies, policy and community groups, pharmaceutical companies, and 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.

## 45.2 The Animal Agriculture Coalition (AAC)

The AAC is Washington D.C. 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 coalition 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.

## 45.3 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:

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

## 45.4 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.

## 45.5 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.

## 45.6 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.

#### 45.7 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, keeping its members informed on important legislative and regulatory developments; educating policymakers about the industry, communicating the industry's positions to federal officials; and working to improve legislation, regulations, and government programs that affect the chicken industry.

#### 45.8 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, hatcheries, breeders, distributors, allied services, and state associations.

#### 45.9 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.

#### 45.10 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.

#### 45.11 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.

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

##### 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.

### 46. AAAP is the U.S. Branch of the World Veterinary Poultry Association

#### 46.1 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 Honor.