



European College of Veterinary Surgeons

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ECVS STANDARD OPERATING PROCEDURE:

Board Meetings

The following parameters and items are fixed for the three standard meetings of the Board of Regents throughout the year. Additional meetings can be called as required.

February Meeting

- Deadline for all items to be discussed at the February meeting: 15th January
- Dates: Thursday (starting at 11:00) and Friday immediately following the ECVS board-certifying examination.
- The Fiscal Committee meeting takes place on Thursday morning before the start of the Board meeting (usually 09:00 – 11:00).
- Location: at the location of the ECVS board-certifying examination.
- Standing agenda items:
 - Approval of the minutes of the previous (September) Board meeting and outstanding action points
 - Treasurer's preliminary report on the previous year's financial result and budget proposal for current year; report on outstanding membership fees of the previous year (if any)
 - Exam Committee report on the board-certifying examination
 - Credentials Committee report
 - President Elect's confirmation of candidates for election (from previous September)
 - Programme Committee's proposal for the scientific programme of the ASM of the following year (17 months later) (transmitted via Board liaison)
 - Resident Research Grant Committee's proposal for research projects to be funded.
 - President's report from the ACVS Surgery Summit and Business Meeting

July Meeting

- Deadline for all items to be discussed at the July meeting: 15th June
- Dates: Wednesday (starting at 09:00) and Thursday (until early afternoon) immediately prior to the start of the ASM
- Location: at the location of the ASM
- Standing agenda items:
 - Approval of the minutes of the previous (February) Board meeting and outstanding action points

- Results of new Board Officer(s) and Regents election
- Treasurer's final report on the previous year's financial result; report on outstanding membership fees of the current year
- Ratification of written exam reports from the previous examination
- Credentials Committee report (incl. ratification of new incoming CC member(s))
- Programme Committee's final proposal for the scientific programme of the following year (12 months later) (personal report)
- Alignment of information to be given to the membership at the ABM
- Varia

September Meeting

- Deadline for all items to be discussed at the September meeting:
15th August
- Dates: A Thursday (starting at 09:00) and Friday (until early afternoon) between mid and end of September as agreed by the BoR members at a previous meeting
- Location: at the ECVS headquarter in Zurich or another location as deemed appropriate and agreed upon by the BoR.
- Standing agenda items:
 - Approval of the minutes of the previous (July) Board meeting and outstanding action points
 - President Elect's proposal for candidates for next year's election (President Elect, 1 SA, 1 LA Regent).
 - Proposal for election candidates for Treasurer and Executive Secretary (when applicable).
 - Treasurer's report on outstanding membership fees of the current year (if any)
 - Credentials Committee report with special focus on credentials and candidates to be accepted to sit the exam
 - Recertification Committee report
 - Selection of new member of Resident Research Grant Committee
 - Programme Committee's final confirmation of the scientific programme of the ASM of the following year (9 months later) plus proposal for the scientific programme of the ASM almost 2 years (22 months) later (transmitted via Board liaison)
 - Recap (statistics / financial) of previous ASM
 - Suggestions for changes / updates to the Book of Procedures received by the Executive Secretary
 - College business to be addressed by the President at the ACVS Surgery Summit and / or ACVS Business Meeting in October

Recurring items to be discussed when applicable:

The following items will be added to the agenda of any meeting when applicable:

- ACVS Diplomate applications
- EBVS matters (e.g. reports from general assemblies, typically in April and November)
- Proposals for future ASM destinations
- IT / website update
- Office / administrative matters
- All committees are always welcome to submit additional items for discussion by the BoR by the indicated deadline per meeting.