

### **Member Services Coordinator**

- Term of office shall be two years
- Annually review member benefits, brochure and recruitment
- Shall maintain a written and pictorial history of the *Association*
- Shall attend all meetings and functions and record acknowledgments of their significance to the progress of the *Association*
- Shall submit an annual year-end statement on the accomplishments of the *Association* to be reported in the *Association* newsletter and posted on the website, as well as filed in the VALVT yearbooks
- Shall serve as a Liaison to the Virginia Veterinary Technology programs, including communication with the programs and their student representatives on a regular basis
- Shall serve as a Liaison, Membership and Awards Committees
- Shall serve in the absence of the Secretary/Treasurer

***Approximate time commitment: 4-6 hours / month***