



**AUSTRALIAN AND NEW ZEALAND
COLLEGE OF
VETERINARY SCIENTISTS**

“CHAPTER GUIDELINES”

2017/2018

Welcome to Chapter Guidelines

This information booklet for Chapters has been developed by the College Council to present, in a user-friendly format, all the information required for College Chapters to understand the general College structure and their own role, obligations and administration. The College Council, Board of Examiners, Executive Officer and College Manager are all at your service to assist you with managing your Chapter.

The College has become the premier postgraduate veterinary science institution in Australia because of the support and activities of College Chapters. The activities of Chapters are greatly valued and encouraged by Council. We thank you and look forward to working with you.

*Dr Amanda Burrows
President*

BOARD OF EXAMINERS

Dr T Muurlink, BVSc. FANZCVS (Equine Surgery) Chief Examiner
Dr C Guy BVSc MANZCVS (Epidemiology) Assistant Chief Examiner (Examinations)
Dr P Bennett BVSc FANZCVS (Canine Medicine) DACVIM (Oncology, Small Animal Internal Medicine)
Assistant Chief Examiner (Training and Credentials)
Dr S Raidal BVSc FANZCVS (Equine Medicine)
Dr K Briscoe BVSc (Hons 1) MVetStud (Small Animal Clinical Studies) FANZCVS (Feline Medicine)
Dr L Abraham BSc BVetMed PhD MACVSc (Small Animal Medicine) FACVSc (Canine Medicine)
Dr G Musk BSc BVMS PhD CertVA DipIECVAA
Dr S Atkinson BVSc DipContEd MANZCVS (Animal Welfare)
Dr J. Carter DVM, GCUT, DACVAA
Dr A Burrows BSc, BVMS FANZCVS (Dermatology) President

COUNCIL

Dr A Burrows BSc, BVMS FANZCVS (Dermatology) President
Dr C Mansfield BSc BVMS MVM PhD MANZCVS DECVIM-CA (Small Animal Medicine) Past President
Dr B A Smith BVSc, MS FANZCVS (Small Animal Surgery) Dip ACVS Honorary Treasurer
Dr W Ricketts BVSc, MANZCVS (Animal Welfare), B Ag Sci, Dip Ag Sci, Dip. Animal Welfare, Honorary Secretary
Dr Z Lenard BVSc (Hons) FANZCVS (Radiology) Awards Convenor
Dr P A Moses BVSc Cert SAO FANZCVS (Small Animal Surgery)
Dr T Muurlink, BVSc. FANZCVS (Equine Surgery) Chief Examiner

ADMINISTRATION

Mr K. Hudson, Executive Officer
Dr M. Hiscutt, College Manager
Dr R. Tan, Project Officer
Ms R. Pettigrew, Examinations Officer
Ms S. Tinsley, Assistant College Manager

© 2015 Australian and New Zealand College of Veterinary Scientists ABN 00 50 000894 208

This publication is copyright. Other than for the purposes of and subject to the conditions prescribed under the Copyright Act, no part of it may in any form or by any means (electronic, mechanical, microcopying, photocopying, recording or otherwise) be reproduced, stored in a retrieval system or transmitted without prior written permission. Enquiries should be addressed to the Australian and New Zealand College of Veterinary Scientists.

INDEX

	PAGE
PART 1: MANAGEMENT OF THE COLLEGE	4
PART 2: OBLIGATIONS OF CHAPTERS	6
PART 3: CHAPTER SUPPORT.....	12
PART 4: CHAPTER WEB PAGES.....	13
PART 5: CHAPTER OFFICE BEARERS	14
PART 6: CEC TERMS OF REFERENCE	15
APPENDIX 1: COLLEGE POLICIES AND GUIDELINES OF PARTICULAR RELEVANCE TO CHAPTERS	17
APPENDIX 2: CHAPTER INCOME RECORD.....	25
APPENDIX 3: CHAPTER EXPENSE RECORD.....	26
APPENDIX 4: CHAPTER GST RECONCILLATION	27
APPENDIX 5: DRAFT BUDGET	28
APPENDIX 6: CHAPTER DESCRIPTIONS	31
APPENDIX 7: SPONSORSHIP AGREEMENT TEMPLATE.....	40

PART 1. MANAGEMENT OF THE COLLEGE

The College is a Company limited by guarantee. Copies of the College Constitution are made available to all new members and are available to all members on the College website.

COUNCIL

The College is administered by an elected Council comprising six members, two being elected each year by Members of the College for a three year term. Councillors are obliged to retire after three full terms.

Council is the governing body of the College. Council members deliberate on changes in policy and strategically plan the future direction of the College. College Council shapes the future of the College and therefore influences the future of the veterinary profession in Australia and New Zealand.

Council each year elects the College office bearers, namely the President, Honorary Secretary and Treasurer. Council appoints the Chief Examiner who, if not an elected Councillor, is automatically an additional member of Council. Council may appoint additional officers such as an Honorary Assistant Secretary (New Zealand), Honorary Public Relations Officer, Returning Officer, Honorary College Historian and Chairman of the Awards Committee.

Four staff members have been appointed by Council to assist the elected office bearers in the administration of the College:

- The Executive Officer, Mr Kim Hudson is available through the College Office five days per week between 9:00 am and 3:00pm.
- The College Manager, Dr Mary Anne Hiscutt, manages the operations of the College Office and is available Mondays to Wednesdays 8am to 4pm. and Friday 8.00 am to 2.00 pm.
- The Project Officer, Dr Rachel Tan, undertakes projects on behalf of the Board of Examiners and works remotely from the College Office on Tuesdays and Wednesdays.
- The Examination Officer, Ms. Robyn Pettigrew manages the examination process and is available Monday to Thursday 8.00 a.m. to 4.00 p.m. and Friday 8.00 a.m. to 2.00 p.m.
- The Assistant College Manager, Ms Sharon Tinsley is employed to assist Mary Anne and Kim with office administration and is available Monday to Friday 8:30 a.m. to 3.00 p.m.

Council meets four times per year including a joint meeting of the old and new Councils at the time of the College Annual General Meeting at Science Week.

Two of the six places on Council are available for election each year. Nominations are made by individual College members, not Chapters. Councillors represent the membership at large not individual Chapters – although Councillors are nominated to liaise between specific Chapters and Council to facilitate communication.

CHAPTERS

The College is made up of Chapters of expertise which are as autonomous as possible in the conduct of their own affairs, within the framework of the College administration. Chapters may conduct courses of instruction for veterinarians who are candidates for College examinations. They are also encouraged to conduct continuing education events for members of the Chapter, members of the College generally and non- member veterinarians.

Chapter Membership is available to all members who have gained entry to the College by examination in the Chapter's field of expertise, or who have been invited to join due to an interest in the field of expertise.

Chapters provide advice to the Council, Chief Examiner and Board of Examiners on course guidelines, training criteria and examination issues.

CORPORATE GOVERNANCE

Corporate Governance is the system by which companies like the College are directed and controlled to meet:

- The expectations of members,
- The obligations of Australian law,
- The requirements of the relevant regulatory body, namely ASIC (Australian Security and Investment Commission), and
- The specifications of the company Constitution (previously known as the Memorandum and Articles).

The College Council or Board of Directors of the College is appointed by the members of the College to act on their behalf to be responsible for the College's overall business performance and conduct, day to day management and compliance with regulatory and legal obligations. All seven elected Councillors are appointed as Directors of the College and are responsible for upholding modern corporate governance laws. The President of the College Council is the Chairman of the Board of Directors.

The College is a Public Company Limited by guarantee. As such, certain obligations and duties are imposed on the College Councillors (as Directors) and other College Officers from a number of sources. Like all companies in Australia, the College is ruled by Laws and regulations, the principal one being the *Corporations Act 2001*. Other laws and regulations include the common law, equity, statute, taxation and (sometimes) contract law. In addition, and of prime importance, the College's composition and conduct is determined by its Constitution.

Councillors operate within a complex and rapidly changing evolving environment. They must ensure that the College develops and implements a suitable strategy for successful attainment of its objectives in the current professional, economic, regulatory, technological and competitive environments. They are responsible for establishing and maintaining an appropriate system of corporate governance taking into account the expectations of College members, the law, regulators, and the profession.

In order to meet its constitutional and legal obligations, Council may make, vary and repeal regulations for the proper conduct and management of the College. Such regulations are known as policies and are binding on **all members** of the College, including Chapters.

The Councillors (as Directors) delegate the tasks of management of the College to the College staff, the Board of Examiners and the College Chapters. All delegates of responsibility are compelled to comply with the regulations and directions given by Council, including but not limited to College policy. If Councillors delegate a power to Chapters, they are legally responsible for the exercise of that power as if the power had been exercised by the Councillors themselves. (Delegation does not excuse a director from duty of care and diligence).

PART 2: OBLIGATIONS OF CHAPTERS

CHAPTER COMPLIANCE

The College Chapters have a degree of autonomy, within the operational framework of the College administration. The College Council has governing rights over Chapters, and a legal obligation to ensure their compliance with the Constitution of the College, Australian taxation and other relevant laws and Council resolutions. It is imperative that Chapters are aware of Council's obligation to ensure compliance by Chapters.

It must be noted that Chapters are not separate legal entities; while the College Council affords them a degree of autonomy in their activities, the College itself is still the legal entity which Chapters represent. Therefore, when a Chapter enters into a contract, receives income or incurs a debt, it is the College that is the legal entity which does so.

Any proposed decisions or resolutions associated with regulations and the day to day management of the College will be passed on to Chapters for their comment if appropriate, or otherwise for their information only. When a Policy is adopted by Council it relates to all committees including Chapters as well as individual members and is binding on all.

MANAGEMENT OF CHAPTER FINANCES

The following advice has been prepared to assist those with responsibilities for managing components of the College's finances. It will be amended and reissued as necessary to ensure widespread understanding of the College's policy and management arrangements.

Background

The ANZCVS is a company limited by guarantee and is registered under the national *Corporations Law (Corporations Act 2001)*.

The Constitution outlines the basic requirements of financial management including the necessity to hold appropriate bank accounts and manage signatories for all transactions. The Constitution and the *Corporations Law* require the Council to keep proper accounting records and provide reports to members on the status of the Colleges finances.

The College Council is in law the Board of Directors of the company, and the directors' responsibilities are defined by the Australian Securities and Investment Commission (ASIC). In summary they must ensure that sound contemporary financial management applies and all aspects of financial management comply with existing law.

In addition to the stated requirements, the College Council can as necessary determine the manner in which the company's finances are managed and the Council has from time-to-time introduced practices aimed at facilitating financial management.

Current arrangements for managing Chapter finances are the same as those applying to College finances and are based on decisions of the College Council that ensure appropriate management of the College's funds.

The College accounts are complex because of the nature, size and method of operation of the College. There are centralized General, Examination and Science Week accounts involving both Australian and New Zealand components. In addition there are over 20 separate Chapter operating accounts and several separate investment accounts. The College Council works through Chapters in managing the funds that Chapters may hold for the purpose of improving the knowledge and expertise of their members. It is long standing practice for Chapters to maintain separate accounts for these funds raised via separate

Chapter subscriptions and from activities such as scientific meetings and Science Week. While day-to-day operation of these accounts is a responsibility of the individual Chapter, the College Council remains ultimately responsible for ensuring that the organisation fulfils its financial responsibilities to the membership, ASIC and the Australian Tax Office (ATO). Chapters should note that the College is now subject to a compulsory audit each financial year and hence the College Council relies on Chapters to provide timely information so that these responsibilities can be fulfilled.

It should be noted that if a Chapter were to dissolve for any reason its assets remain with the College.

This document aims to provide information to assist Chapters in the management of their finances and to ensure that the College Office and Council can fulfil their respective responsibilities. The information in this document is based on experience and advice from the College's auditors. It is designed to facilitate a harmonious working relationship between those with financial responsibilities, the College Office and Council.

Role of the College Office

The College Office has a key role in ensuring that the day to day management of College affairs conforms to the above requirements.

Financial management is a major activity and day to day financial transactions, preparation and submission of quarterly reports to the ATO, preparation of quarterly and annual financial statements to the College Council and discussions with auditors are key roles. Staff jointly ensure that the College Council is kept informed of all relevant transactions and activities and that College Council resolutions are implemented.

In addition, the College Office manages contact with Chapters as they independently manage finances that are a significant part of the College's overall financial responsibilities.

Role of the Honorary Treasurer

The Honorary Treasurer has overall responsibility to Council for ensuring that the overall financial management of the College adheres to legal requirements and Council resolutions. In this regard the Hon. Treasurer communicates regularly with the College's Executive Officer and College Manager, approves (as one of two signatories) internet transactions, monitors expenditure, resolves issues, and prepares advice to Council on financial management including the status of General, Examination and Science Week accounts, investments, Profit and Loss statements and the Balance Sheet.

Responsibilities of Chapters

Chapter Treasurers can assist the College office fulfil its requirements for timely reporting to the College Council and the ATO by providing quarterly GST reports on time and responding promptly to requests for information.

The timely provision of end of financial year information is particularly important as the College is now subject to a compulsory financial audit each year. Therefore the College staff and Council rely heavily on Chapter officers to ensure that College financial obligations are fulfilled and completed in a timely and accurate manner.

The existing responsibilities of Chapter Treasurers have evolved with experience in managing the accounts over the last 20 years. Introduction of the GST and clearer definition of the responsibilities of Company Directors have resulted in increased responsibilities for Chapter Treasurers.

Taxation Status

The College is exempt from the payment of income tax and therefore Chapter Treasurers must ensure that institutions they deal with and especially banks are advised of this status in writing to avoid the deduction of withholding tax and subsequent time consuming recovery action.

Purpose of Investment Funds

It is College policy that investments are maintained with sufficient reserves to cover a full year's expenditure from the General account. It is College policy that all College investments must be in bank guaranteed debentures or term deposits. The College Council monitors College investments ensuring that the interest return on investments is maximised. Interest earned from investments is an important component of annual income and has assisted in keeping subscription fees at reasonable levels.

College policy on Chapter investments is that they must conform to the above requirements (be in the form of bank guaranteed debentures or term deposits). Chapters are encouraged to use investment accounts (including fixed term investments as set out below) where appropriate to maximise the return to members. Chapter Treasurers should monitor the amount of their Chapter's funds held in accounts and adjust it periodically so that only necessary operational funds are held in such accounts.

Chapters should ensure that the bank chosen for an investment and the nature of the investment is such that the interest return on investments is maximised.

Requirement to invest excess funds

Each Chapter should regularly review their expected income and expenditure for (at least) the next 12 months.

Where a Chapter holds funds in excess of its reasonably anticipated expenditure, it should invest that excess in a manner which maximises the return to the Chapter while maintaining financial security (ie invest consistent with College policy in high yielding fixed term investment account(s) or bank guaranteed debentures).

Chapter Treasurers should note that consistent with the requirements of "Managing Bank Accounts" below, the Office Manager must be notified of the details of these investments, both:

- on an annual basis (ie when end of financial year financial information is submitted), and
- when entering or exiting (fully or partially) an investment.

Where the Office Manager does not have this information or otherwise believes some form of clarification is required, they will contact the Chapter Treasurer. Where the matter is not resolved to the Office Manager or Chapter Treasurer's satisfaction, it will be escalated to Council level for resolution.

(Chapters should also note the notification requirements under 'Managing Bank Accounts' set out below.)

The College Council also expects Chapters to ensure that there is a clear documented purpose for invested funds and as part of annual reporting Chapters will be asked to confirm the nature of accounts and in the case of investment accounts the purpose of holding the funds. Suggestions for using funds include (but not limited to):

- Support internationally recognized speakers to participate in Science Week and/or act as examiners
- Grants for members to attend conferences
- Prizes to successful membership candidates
- Development of an interactive list serve or online discussion forum

- Workshops at Science Week or elsewhere
- Present seminar series
- Membership study groups
- Fellowship training scholarships
- Membership candidacy scholarships
- Produce a regular Chapter newsletter
- Network with overseas counterparts to promote international recognition of Fellowship training and reciprocal recognition of Fellowship qualifications
- Financial support for interest groups
- Research grants at universities
- Financial incentives for Chapter members to publish in the scientific literature
- Hold an annual Chapter social event.
- Provide training courses

Protocol for Expenditure of Chapter Funds

- 1 Chapter expenditure will be according to budgets prepared by the Chapter Treasurer and adopted by the Chapter Executive, and approved by the Council. Budgets should be prepared for the same financial year as the College: 1 March-end Feb. All proposed budgets should be sent for Council approval in time for its February meeting each year. **No expenditure should be incurred until a budget has Council approval.**
- 2 Variations to a budget previously approved by Council with value between \$100 and \$500 must be approved by the Chapter Treasurer and the other signatory on the account.
- 3 Variations to a budget previously approved by Council with value above \$500 must be approved by all members of the Chapter Executive (usually Chapter Treasurer, Chapter President and Chapter Secretary).
4. Variations to a budget previously approved by Council with value \$1000 or more (across the entire budget, not just one item) must be approved by Council prior to any expenditure being incurred. Chapters should use the ‘Application for Variation to Budget Greater than \$1000’ form in Appendix 5.
5. Chapters may at any time apply for reimbursement of funds (of any amount) expended on the examination process from the Examination Development Fund. Whether this is included in the yearly budget approved by Council or is submitted at a later time, the form ‘Application for Reimbursement for Expenditure relating to Examination Development Fund’ in Appendix 5 should be used. Chapter should note that an approval of reimbursement from the Examination Development Fund is at Council’s discretion and Chapters should not incur any expenditure until this decision has been made.

Managing Bank Accounts

Council resolved in 2005 that all of the College’s primary accounts including Chapter accounts should be held at Westpac Bank and that College Office staff should have internet read access to these accounts to facilitate quarterly reconciliation and reporting obligations.

The College Council also resolved that the details of all investment accounts (including fixed term investments) held by Chapters should be reported to the College on an annual basis and every time there is any material change in status (including any withdrawal of the investment or transfer to the primary operating account).

It is a requirement of the Constitution that the College bank accounts must have **two members** of the Council as signatories. In the case of Chapters, Council has resolved that **two members** of the Chapter be nominated to manage this requirement.

Managing the GST

The College is registered for GST and is required to provide a Business Activity Statement (BAS) at the end of July, October, January and April to the ATO. To fulfil this obligation all transactions whether by the College itself or its Chapters must be recorded and a GST reconciliation completed. Depending on the balance of GST received and paid, there may be a requirement for a GST payment to the ATO or alternatively an application for a refund.

The following summarises the GST obligations of Chapter Office bearers.

1. Where money is collected from a person or entity a tax invoice must be issued. A Chapter Income slip (Appendix 2) must be completed and submitted with tax invoices before the end of the relevant quarter.
2. On paying for an expense (goods and services) a tax invoice must be collected. A Chapter Expense slip (Appendix 3) must be completed and both the tax invoice and the Chapter expense slip submitted to the College before the end of the relevant quarter.
3. Every quarter a GST reconciliation form must also be completed (Appendix 4). This is used to calculate how much GST must be paid to the College, or alternatively how much the College must reimburse to the Chapter. A record of GST reconciliations should be maintained for the end of the year.

Where a Chapter collects more GST than is paid, the difference must be paid by the Chapter to the College. If a Chapter pays more GST than it collects, the difference will be paid from the College to the Chapter. However, normally the amounts for reimbursement by the College are so small that payment is made for all quarters at the end of the financial year. Where an amount of GST to be reimbursed to a Chapter is significant the College Office will on application make an immediate payment.

4. The College Office consolidates all GST transactions and remits the net GST to the ATO.
5. At the end of each quarter – July, October, January and April, Chapters must forward to the College a record of any income or expenses. Submission must be done promptly as the consolidated BAS return must be submitted within 21 days of the beginning of the new quarter and **MUST** include all transactions carried out by Chapters.
6. A tax invoice is not necessary for GST free expenses such as scholarships, prizes or donations, however, an entry in the expense claim form is still required. This entry must clearly indicate that the payment was GST free.
7. Documentation is not required to support bank fees as these are noted in bank statements.

Stale Cheques

This term is used to describe cheques issued by the College that are not subsequently banked by the recipient.

Council has adopted a policy to limit the impact of such events that require:

- a. Creditors to be routinely advised that cheques issued by the ANZCVS should be banked promptly; and

- b. Creditors that fail to present a cheque within 60 days being requested to advise in writing of their intentions with respect to prompt presentation with all cheque liabilities being extinguished if un-presented after 15 months.

Chapters are required to follow this policy in relation to “stale” cheques.

PART 3: CHAPTER SUPPORT

INCREASED COMMUNICATION

Council continuously attempts to strengthen its support of Chapters, regardless of size, to ensure they remain supportive and active integral parts of the College. Examples of ways of achieving this objective are:

- Establishment of chapter liaisons with Councillors. These chapter liaisons will attend chapter AGM and communicate/meet informally as needed throughout the year.
- Communication about College and Council activities to be distributed to chapters on a frequent basis throughout the year.
- Promoting dialogue with the ACRVS (Advisory Committee on the Registration of Veterinary Specialists) re the MSD (Minimum Standards Document) to improve applicability to some training situations in Australia/New Zealand.

EXAMINATION DEVELOPMENT FUND

The Council has established an Examination Development Fund of \$100,000 funded both by the College and Chapters with the aim of improving the standards of examinations conducted by the College. Each year any annual expenditure will be replaced to maintain the fund at \$100,000 as follows:

- in 2015 College 85% Chapters 15%
- in 2016 College 80% Chapters 20%
- in 2017 and beyond College 75% Chapters 25%.

The College will invoice Chapters for a proportion of this total contribution based on the number of examination candidates from the Chapter in the year of the payment. This invoice will be sent to Chapter treasurers at the end of February.

Chapters can choose to pay the invoice before the end of March, or, for those chapters that have a program at the following Science Week, the amount invoiced can be deducted from the disbursements paid to Chapters after Science Week. The amount of the invoice will also be adjusted if candidates withdraw before the examination period.

If chapters conduct their own examination improvement initiatives **that are pre-approved by Council**, (see point 5 of '*Protocol for Expenditure of Chapter Funds*' above) the costs of these initiatives will also be deducted from the amount to be paid into the Examination Development Fund. If these costs exceed the amount for which the Chapter has been invoiced, then the Chapter will not contribute to the Examination Improvement Fund for that year. However, any amount in excess of that owed by the Chapter will not be carried over to subsequent years.

PART 4: CHAPTER WEB PAGES

The new College web page has taken the entire College member database online as a single centralised resource. Further to this it boasts a full featured content management system that allows College staff to maintain and update all content on the site. In addition the new site provides a secure payment gateway for the payment of fees and other monies via the website.

Chapters now have the ability to maintain their own Chapter sites using the content management system of the main site. Each Chapter has been provided with their own page whereby appropriate people within each Chapter are able to login and manage all the content of this site.

The College website has provided usernames and passwords for all members to access site content 'for members only'. This functionality provides Chapters with the ability to restrict viewing of materials to members only, for specific admin personnel, or make available to the public.

Chapters wanting to liaise directly with the web site developer should first go through the Executive Officer eo@anzcvs.org.au

PART 5: CHAPTER OFFICE BEARERS

All Chapter Office bearer positions are strictly honorary.

Chapter Office bearers may be reimbursed for expenses incurred undertaking their roles. Expense claims must be supported by appropriate documentation.

President

The President is an officer of the Chapter who is appointed or elected to preside over the Chapter. The President chairs Chapter meetings and manages all Chapter activities.

Secretary

The Chapter Secretary conducts correspondence, takes minutes of meetings, keeps records and performs secretarial duties for the Chapter.

Treasurer

The Chapter Treasurer is in charge of receipting and caring for the funds of the Chapter. Chapter Treasurers must ensure Chapter accounts are managed according to the College directions (Part 2 Obligations of Chapters) in relation to budgeting, banking, GST activity reporting and auditing requirements.

Chapter Science Week Coordinator

The Chapter Science Week Coordinator develops the Chapter's stream at Science Week and presents a program to the College Office for inclusion in the overall College Science Week Program. Coordinators are requested to arrange the lectures in 20, 40, or 60 minute blocks. This is to facilitate those delegates that wish to move between different sessions within the overall program. It is important that Chapters adhere to the printed program circulated to all members and delegates.

The Chapter Science Week Coordinator organises the chairing of the Chapter's Science Week Stream. Coordinators must ensure that the program runs strictly to time, once again to ensure delegates are able to coordinate talks in different sessions within the program. The main complaint received relates to programs not being coordinated.

Chapter Science Week Coordinators are encouraged to seek sponsorship for Science Week streams but are reminded of the College's Sponsorship Policy (Appendix 1).

PART 6: CHAPTER EXAMINATION COMMITTEE (CEC) TERMS OF REFERENCE

The CEC is composed of three members of a Chapter; ideally one member of the CEC shall be a Fellow. Each CEC member will be appointed by the Chapter for a term of three years at the Chapter AGM. It is recommended that there be a rotation of members, one new member replacing one retiring member at each AGM. In the event of a casual vacancy in the CEC, the position will be appointed from within the Chapter membership by the Chapter Executive (President, Treasurer and Secretary). CEC members may be existing Chapter office holders, however, chapters should attempt to appoint CEC members from the body of the Chapter membership to represent the interests of the entire Chapter, and to spread the workload.

Although members of the CEC should have experience as examiners, it is preferable that they do not act as examiners during their term on the CEC. However if the Chief Examiner determines that:

- in all the circumstances, it is not reasonably feasible to use an alternate examiner; or
- it is in the best interests of the Chapter to use a CEC member as they possess experience which is significantly superior to other possible examiners, or
- a previously appointed examiner is no longer available and the circumstances preclude the appointment of a suitably qualified alternate examiner

The Chief Examiner may appoint a member of the CEC to undertake any aspect of examining, assessing Activity Log Statements and Credentialing.

If a member of the CEC is appointed by the Chief Examiner to be an examiner:

- the CEC member must immediately cease acting as a member of the CEC, and
- the Chief Examiner must advise all Candidates to be examined by the CEC member that the CEC member has been appointed as an examiner, and
- what (if any) contact the CEC member has had with any Candidate being assessed by the CEC member. which could form grounds for a conflict of interest allegation.

If a Candidate, after receiving such notice from the Chief Examiner, continues to sit an examination, have their Activity Log Statement assessed or submit Credentials for assessment, then no appeal based on a conflict of interest concerning the CEC member will be permitted.

If a member of the CEC has/had Candidate(s) under supervision that are submitting credentials and sitting the Fellowship exams, the CEC member must not be involved in the selection of either alternative credentials assessors or examiners.

Roles of the CEC

1. Education and Training

- 1.1. To review the Chapter's Subject Guidelines for Membership and Fellowship, using the templates provided by the College office.
- 1.2. To be consulted by the Board of examiners Training and Credentials Committee regarding the content of proposed training programs when specific points relevant to the subject guidelines require clarification.
- 1.3. To nominate two members of the CEC to review the Activity Log Submission and Credentials Document of Fellowship candidates and advise the Assistant Chief examiner (Training and Credentials) on the acceptability of these documents. These CEC members will not undertake the examiner liaison role described in 2.2 for these candidates' examinations.

2. Examinations

- 2.1. To call for nominations for examiners from the Chapter, to pre-select Membership and Fellowship examiners from these nominations, and to then nominate the potential examiners to the Chief Examiner by November 30 for ratification.
- 2.2. To nominate one member of the CEC to the Head Subject Examiner who will liaise with him/her about written, practical and oral examinations and marking schemes regarding their consistency with the Subject Guidelines and *Examiner Handbook*. This CEC member must not have reviewed the Activity Log Submission and/or Credentials Document of examination candidates (as described in 1.3) and must not be an examiner or supervisor/mentor of any examination candidates in that year.
- 2.3. To liaise with the Board of Examiners Examination Committee to review and take appropriate action (e.g. modify Subject Guidelines; modify examination format) following the candidate feedback (comments and suggestions) collated by the College office after the annual examinations at Science Week.
- 2.4. To liaise with the Board of Examiners Examination Committee and examiners to produce a document that offers broad advice to mentors about candidate performance in the examinations

3. Reporting.

- 3.1. To report to the Chapter Annual General Meeting at Science Week about the year's activities of the CEC.
- 3.2. To report all CEC decisions to the relevant College officers via the College Office.

APPENDIX 1

COLLEGE POLICIES AND GUIDELINES OF PARTICULAR RELEVANCE TO CHAPTERS

1. ASSOCIATE MEMBERSHIP

Definition

Associate Members will be restricted to veterinarians who:

- have successfully completed UK, European or US Diplomate examinations;
- are likely to contribute to the College;
- are proposed and seconded by Members of the College;
- pay the College's annual subscription fee.

Implementation

Applications for Associate Membership shall be made to the Council in writing from qualified veterinarians who reside in Australia or New Zealand and shall include the following:

- documentary evidence of place of residence;
- documentary evidence of successful completion of UK, European or US Diplomate examinations;
- an outline of how the applicant has or will contribute to the College;
- a proposer and seconder, both of whom must be Members;
- payment of the College's annual subscription fee.

Applicants will be notified within 14 days following the next scheduled Council meeting at which their application is considered.

Associate Members will be required to pay annual membership subscriptions. They are allowed full voting rights and the ability to stand for Council and other positions of office, (such as Chapter office bearers) and will be entitled to use the letters MANZCVS after their name.

2. AFFILIATE MEMBERSHIP OF CHAPTERS

Definition

An Affiliate Member of a Chapter is a non-veterinarian who may participate in Chapter activities and contribute to the aims and activities of the Chapter.

An Affiliate Member of a Chapter may attend and take part in meetings of that Chapter but not vote thereat.

An Affiliate Member of a Chapter may receive a copy of all Chapter News and Information.

Criteria

Affiliate Membership of a Chapter is available by invitation to non-veterinarians who have demonstrated a strong interest and service in some sphere associated with the Chapter.

Implementation

- College Chapters must invite an individual to become an Affiliate Member of a Chapter. This invitation must be in writing from the relevant Chapter Executive
- Chapters must maintain a full list of affiliate members with all relevant details
- If Chapters charge affiliate members a subscription, they need to reflect this in their accounts –and appropriately manage the GST
- The College Office does not collect subscription fees from affiliate members (as they are not College members)
- The College Office may assist with maintaining the list of affiliate members and collecting affiliate member subscription fees, but a fee will be charged for this service.
- Many people confuse ‘Associate’ Membership with ‘Affiliate’ Membership. Associate members in contrast to affiliates are veterinarians who are registered specialists due to overseas qualifications. They are members of the College.

3. SCALE OF CHARGES FOR CHAPTERS

Chapters will be charged for services provided by the College office as follows:

- Secretarial time at the current hourly rate may be negotiated
- Photocopy charge 5c per page
- Postage at the current rate

4. PROTOCOL FOR APPROVING THE USE OF CHAPTER FUNDS.

Chapter expenditure will be according to budgets approved under the ‘Protocol for Expenditure of Chapter Funds’ (see *Part 2: Obligations of Chapters*).

5. POLICY ON CONTINUING EDUCATION ALLIANCES

The College may, through Chapters, offer support for seminars or courses conducted by organisations that share its objectives, provided there are clear benefits through doing so for the College, its members or College examination candidates. Support will be in the form of assistance with advising on course content and identifying speakers.

Participation in a seminar/course supported by the College and its Chapters shall not be a prerequisite for sitting College examinations and shall not be taken as assuming success at College examinations.

Cooperation with organisations who share the College objectives shall not be exclusive.

The College and its Chapters shall remain autonomous at all times.

The College and its Chapters shall not endorse or promote a company or its products.

Seminar content, College activities and College standards shall not be influenced by commercial issues or commercial considerations.

6. PRIVACY GUIDELINES

The Australian College of Veterinary Scientists is committed to respecting the privacy of its members and examination candidates. The College collects and holds personal information about its members and examinations candidates for a primary purpose only, to meet the objectives of the College (as outlined in the Constitution).

The kinds of personal information the College holds may be:

- Names
- Addresses & other contact details
- Details of qualifications
- Dates of birth
- CVs or statements of experience in veterinary science
- Veterinary Surgeons' Board registration details
- Membership application forms
- Fellowship Training programmes
- Records of College examination performance
- Correspondence to & from candidates and members
- Candidates' examination papers (kept for 6 months only)
- Subscription renewal payment details (kept for two years only)
- Credentials documents (kept for two years only)

The main purposes for which the College holds this information are:

- To communicate with examination candidates and College members about College activities.
- To assess eligibility for candidacy for examinations.
- To assess Fellowship training programmes.
- To monitor Fellowship training programmes.
- To keep an accurate record of communications and interactions between examination candidates, College members and the College administration.
- Other purposes that enable the College to meet its objectives.

The College does not collect personal information from individuals who access the College web site www.anzcvs.org.au.

The College and its Chapters will not disclose personal information to any person not carrying out a College activity for which the information was collected without the consent of the individual whose personal information is to be disclosed.

Individuals wishing to request access to personal information should contact the Executive Officer.

7. SPONSORSHIP POLICY

1. The College and its Chapters may accept sponsorship from organisations that share its objectives, provided there are clear benefits through doing so for the College, its members or examination candidates.
2. The College and its Chapters shall maintain autonomy from the sponsoring organisation at all times.

3. The College and its Chapters are able to acknowledge sponsorship by a company but shall not endorse or promote a company or its products.
4. Seminar content, College activities and College standards shall not be influenced by commercial issues or commercial considerations.
5. Sponsorship agreements may be exclusive for individual specific activities only. Sponsorship agreements shall not be generally exclusive. The College and its Chapters may accept sponsorship from more than one sponsor for an individual activity.
6. Sponsorship agreements shall not automatically recur, but can be for a specified period of time.
7. Sponsorship for events or products developed by the College and its Chapters, including acknowledgement of the sponsorship, may be accepted on a case by case basis on prior written approval by:
 - a. The Chapter Treasurer for sponsorship with value up to \$499.
 - b. All members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary for sponsorship with value from \$500 to \$999.
 - c. The College President and Treasurer for Sponsorship with value equal to or greater than \$1000. Submissions are to be made on the approved template available from the College office.
 - d. Following approval individual sponsorship agreements with Chapters may be managed by the relevant Chapter according to points 1 – 6 above.
8. A formal sponsorship agreement must be signed by one representative each from the sponsor and the Chapter and a copy of all signed sponsorship agreements must be circulated to the College Office for records. A suggested pro-forma example of the minimum requirements for a sponsorship agreement is included in Appendix 8.

8. MEDIA POLICY

Preamble

The following Policy applies when a request is received from the media or another organisation asking for the opinion of the College or one of its Chapters on an issue relating to veterinary science, **OR** when the College or one of its Chapters elects to voice a scientific position on an issue to the media or another organisation.

Policy

College members are entitled to express an opinion **on their own behalf** at any time. When doing so they are entitled to state their expertise in the area, which may include their College qualification.

College members must not make a public statement **on behalf of the College** or its Chapters unless they follow the following guidelines:

Guidelines

The statement of opinion must have sufficient information for persons not expert in that particular field to understand the issues.

The statement must have the majority support of the relevant Chapter Executive.

The Chapter must send notification detailing the issue to the Executive Officer of the College for review and approval.

The statement may be released by the relevant Chapter Executive following approval by the Executive Officer.

A copy of all correspondence issued to the media/other organisation associated with the statement of opinion must be provided to the College office.

9. HOSPITALITY EXPENDITURE POLICY

General College expenditure on hospitality and catering must be approved by the Honorary Treasurer, if this is not possible then by the President, in accordance with these policy guidelines. Chapter expenditure on hospitality and catering must be approved by the Chapter Treasurer, if this is not possible then by the Chapter President, in accordance with these policy guidelines. Wherever practicable, approval should be obtained prior to the incurrence of the expenditure.

The expenditure must be for official purposes, must not be excessive, and should be able to withstand public scrutiny. All hospitality expenditure must be incurred for a specific outcome that can be demonstrated to be of benefit to the College. These outcomes should be documented at the time of approval.

Appropriate documentation to substantiate expenditure for hospitality must be maintained.

While it is recognised that the cost of hospitality varies appreciably depending upon the venue and the nature of the function, there is an obligation to ensure that expenditure is not excessive. Expenditure associated with formal dining (i.e. "sit-down" meal) situations can be approved up to \$125 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

For events involving finger food and drinks, the expenditure per head should be no more than \$25 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

Expenditure associated with alcohol consumption will only be approved in formal dining (i.e. "sit-down" meal) or formal finger-food-and-beverage situations which take place in evenings.

Expenses associated with hospitality include expenditure required for official visitors (where the College has an interest in, or a specific obligation towards, facilitating the visit).

The College will not fund entertainment or attendance of staff or officers' partners, unless approved by the President.

The costs of morning and afternoon teas and working lunches of a moderate nature and consisting of finger food only (eg sandwiches) are not classed as official hospitality and are not subject to the procedural requirements of this policy. The College's definition of hospitality and official functions is based on the definition of Entertainment Expenditure contained in the Income Tax Assessment Act 1997 (s.32-10) and related guidelines.

The College will not meet the costs of tipping, unless dictated by national custom.

Meal limits will be adjusted each financial year by the last 12 months' CPI for Australia.

10. ESTABLISHMENT OF NEW MEMBERSHIP SUBJECTS

Approval of a new Membership Subject involves:

Interested persons submitting to the Board of Examiners

- a. A case in support of the proposed subject which establishes
 - i. An interest amongst members of the profession for the subject
 - ii. A significant body of knowledge as evidenced by a body of scientific peer-reviewed literature and which is not catered for by another subject
- b. A set of Guidelines for Membership

Board of Examiners making a recommendation to Council

Council granting approval of new Membership Subject

11. ESTABLISHMENT OF NEW FELLOWSHIP SUBJECTS

Approval of a new Fellowship Subject involves:

Interested persons submitting to the Board of Examiners

A case in support of the proposed Fellowship subject which establishes

- i. An interest amongst members of the profession for the subject which is not catered for within existing Fellowship subjects.
- ii. A significant body of knowledge as evidenced by a body of scientific peer-reviewed literature.
- iii. The public/professional need for the Fellowship subject and the professional specialisation.
- iv. Sufficient depth and breadth of the discipline to warrant a Fellowship subject in its own right.
- v. Overseas Colleges' position on this subject: Are there specialist qualifications in the discipline available overseas?
- vi. Availability of supervisors and examiners of Fellowship Candidates in the discipline.

A set of proposed Guidelines for Fellowship

Board of Examiners making a recommendation to Council

Council granting approval of a new Fellowship Subject.

On approval of the new Fellowship subject, the College may then approach the ACRVS requesting recognition of the Fellowship subject as a suitable prerequisite for specialist registration in the discipline.

12. BIENNIAL SUBJECTS

On a case-by-case basis, biennial subjects with high interest in sitting annual examinations, as evidenced by candidate numbers of at least twelve for two consecutive examination periods would be eligible to offer examinations annually. Annual subjects with low interest in sitting annual examinations, as evidenced by candidate numbers of less than five for four consecutive annual examination periods will revert to offering examinations biennially.

13. COPYRIGHT POLICY FOR AUTHORS OF SCIENCE WEEK PROCEEDINGS MANUSCRIPTS

1. Unless authorised by the Commonwealth *Copyright Act* (such as a fair dealing for the purposes of research) the author must obtain a license from any third-party copyright holder consistent with clause 2 over any material that the author does not own copyright to. The author must also acknowledge another third-party's ownership of copyright material used in the manuscript.
2. The author grants to the College a royalty-free* and non-exclusive licence# to use the manuscript for any purpose consistent with the objects set out in the Constitution of the Australian and New Zealand College of Veterinary Scientists. The licence includes both hard-copy reproduction and digital reproduction, within Australia or anywhere else in the world. Any reproduction will acknowledge the copyright ownership of the author and any third parties notified by the author under clause 1.
3. The College may proof manuscripts for editing purposes but will not otherwise change the meaning and nature of the manuscript.

*"royalty-free" means that the College can reproduce the manuscripts without having to pay a fee

#"non-exclusive" means that the original author(s) of the manuscript can grant licenses to reproduce to other parties, and may continue to reproduce the material themselves

14. EMAIL GUIDELINES

1. Use caution when writing emails. Because of the inability to control dissemination once an email is sent and the ease with which an email can be inadvertently sent to unintended recipients, email content should be written always in the expectation that it could become public at some stage in the future.
2. Be particularly careful when replying to emails to ensure that there is no material below your writing that may offend or embarrass either the recipient(s) or one of the previous senders. Options for managing this include sending new emails and checking the content of emails.
3. Very delicate matters and opinions with the potential to adversely impact on a person if released, are better not communicated by email. If there is a need to discuss such matters then a direct, confidential telephone conversation may be more appropriate.

15. USE OF THE COLLEGE COAT OF ARMS

The purpose of the policy is to provide specifications for the use of the Coat of Arms. The guidelines must be observed when reproducing the Australian and New Zealand College of Veterinary Scientists Coat of Arms in any format, including print, web, electronic or other promotional accessories.

1. The Australian and New Zealand College of Veterinary Scientists Coat of Arms is the foremost visual expression of the College's authority. Consistent use of the Coat of Arms projects a consistent image of the College.
2. The College Coat of Arms is described in the College Information Brochure pp 21-22.
3. The College Coat of Arms must be reproduced correctly and, where possible, in full colour. The College Coat of Arms in the correct College colours is available from the College Office.

A black and white version is also available. No alterations to the Coat of Arms whatsoever may be made wherever they are reproduced.

4. The College Coat of Arms is to appear at the top centre of College material.
5. Crest Size: A4 and A5: 20mm width
6. For electronic documents, the Arms should appear on the equivalent of the first 'page'.
7. The College Coat of Arms should be used on all official College material, printed and promotional, including the College website. 'Official' College material encompasses – all printed and promotional material, including letters, emails from the College Office, memos, envelopes, staff business cards, website and publications.
8. In collaborative ventures where more than one logo is required, the presentation of the Coat of Arms must be equal in size to the presentation of the logo of the partnership organisation.
9. College Council will provide authorisation on the use of the College Coat of Arms by College Members. Permission to use the College Coat of Arms is granted for the purposes agreed to by the authorising Council and is provided on the understanding that no other use shall be made of the College Coat of Arms, nor should it be distributed contrary to this purpose, misused, stored, copied or manipulated.
10. The College Coat of Arms is not allowed to be replicated on:

Individual members' personal materials (i.e. personal letterheads or business cards)
Materials which are not authorised or published by the College.

**APPENDIX 2:
CHAPTER INCOME RECORD**

CHAPTER NAME	
DATE	
RECEIVED FROM	
FOR	
AMOUNT INCLUDING GST	
GST FREE AMOUNT	

CHAPTERS MUST ISSUE A TAX INVOICE FOR EVERY ITEM OF CHAPTER INCOME OTHER THAN INCOME RECEIVED FROM THE COLLEGE OFFICE.

CHAPTERS MUST SUBMIT THIS FORM TO THE COLLEGE OFFICE ALONG WITH A COPY OF THE TAX INVOICE FOR EVERY ITEM OF CHAPTER INCOME.

FORMS MUST BE SUBMITTED EVERY QUARTER.

**APPENDIX 3:
CHAPTER EXPENSE RECORD**

CHAPTER NAME	
DATE	
CHEQUE NO.	
PAID TO	
FOR	
AMOUNT INCLUDING GST	
GST FREE AMOUNT	

CHAPTERS MUST COLLECT A TAX INVOICE FOR PURCHASE OF ALL ITEMS WHICH INCLUDE GST. ITEMS NOT INCLUDING GST SHOULD BE RECORDED ON THIS FORM BUT DO NOT NEED A TAX INVOICE.

CHAPTERS MUST SUBMIT THIS FORM PLUS THE TAX INVOICE TO THE COLLEGE OFFICE.

FORMS MUST BE SUBMITTED EVERY QUARTER.

APPENDIX 4:
CHAPTER GST RECONCILIATION

CHAPTER NAME	
PERIOD	FROM: TO:
GST COLLECTED (INCOME)	
GST PAID (EXPENSE)	
NET GST	

THIS SUMMARY WILL BE REQUESTED EVERY ¼ BY THE COLLEGE OFFICE. IT MUST BE RETURNED TOGETHER WITH:

- 1. A CHAPTER INCOME SLIP FOR EVERY ITEM OF CHAPTER INCOME, WITH A COPY OF THE CHAPTER'S TAX INVOICE.**
- 2. A CHAPTER EXPENSE SLIP FOR EVERY ITEM OF CHAPTER EXPENSE WITH THE ORIGINAL TAX INVOICE FROM THE SUPPLIER OF THE GOODS/SERVICE.**
- 3. NET GST MUST BE PAID FROM THE CHAPTER TO THE COLLEGE. IF NET GST IS NEGATIVE, THEN THE AMOUNT MUST BE PAID FROM THE COLLEGE TO THE CHAPTER.**
- 4. THIS RECONCILIATION ONLY NEEDS TO BE ACCOMPANIED BY A COPY OF THE CHAPTER'S BANK STATEMENT FOR THE PERIOD WHERE THE ACCOUNT IS HELD AT A BANK OTHER THAN WESTPAC.**

APPENDIX 5:

DRAFT CHAPTER BUDGET

Current cash reserves / other assets (including balances of all accounts held)	
Other receivables	
Current unpaid liabilities	

INCOME	Actual	Budget
Subscriptions		
Interest		
Surplus from Science Week		
Conference Registrations		
Sundries		
Miscellaneous Income		
Donations		
Total		
EXPENDITURE		
Advertising		
Bank Changes		
Venue Expenses – General		
Venue Expenses – Science Week		
Computer Expenses		
Website Expenses		
Medallions		
Prizes		
Scholarships		
Postage and Freight		
Printing and Stationery		
Merchandise		
Telephone		
Travel		
Accommodation		
Speaker Fees		
Science Week Expenses		
Miscellaneous Expenses		
Total		
Surplus (Deficit)		

Application for Variation to Budget Greater than \$1000

Date of application		
Chapter		
Person(s) responsible		
Amount of expenditure		
Date of planned expenditure		
Any expected income (e.g. SW returns, sponsorship)?		
Nature of expenditure (please attach any supporting documentation)		
Is this likely to be recurring expense?	Yes	No
If yes, amount of time requested to have as 'standing' approval		

Application for Reimbursement for Expenditure relating to Examination Development Fund

Date of application					
Chapter					
Amount of expenditure					
Date and location of planned activity					
Nature of expenditure (please attach any supporting documentation)					
Person(s) attending	Role (e.g. CEC liaison, head subject examiner, examiner)		Previous attendance at College-run writing workshop?		
Attending	Role		Yes	No	
Examinations being developed Membership	Yes	No		Yes	No
			<i>Written</i>		
			<i>Oral</i>		
			<i>Practical</i>		
Examinations being developed Fellowship	Yes	No		Yes	No
			<i>Written</i>		
			<i>Oral</i>		
			<i>Practical</i>		
Would you be willing to pay for a Board of Examiner member to attend to facilitate the activity?	Yes	No			

APPENDIX 6:

CHAPTER DESCRIPTIONS

VETERINARY ANAESTHESIA AND ANALGESIA CHAPTER

The Veterinary Anaesthesia and Analgesia Chapter of the ANZCVS exists to promote excellence in veterinary anaesthesia and analgesia across all species of animals in veterinary clinical practice, teaching and research environments.

Specifically, we aim to:

- advance the science and art of veterinary anaesthesia and analgesia
- further the professional education and training, and facilitate the exchange of knowledge, of veterinarians with a special interest in veterinary anaesthesia and analgesia.
- encourage exchange of knowledge and collaborative work with other scientists working in the field of veterinary anaesthesia and analgesia
- encourage research and publication in veterinary anaesthesia and analgesia

AQUATIC ANIMAL HEALTH CHAPTER

The Chapter of Aquatic Animal Health is a very diverse interactive group of veterinarians as this Chapter covers all aquatic animals (apart from reptiles, amphibians, birds and mammals), with particular emphasis on those species which are kept for aquaculture or otherwise commercially exploited, including but not limited to teleost fish, bivalve molluscs, marine shrimps (prawns), freshwater crayfish and abalone. Disciplines include medicine and management, pathobiology and epidemiology of aquatic animal diseases. Members of this Chapter aim to exchange knowledge and promote excellence in the diagnosis, treatment and prevention of diseases of aquatic animals, to advance the science and art of veterinary science as it relates to aquatic animals, and to further the professional education and training of veterinarians with a special interest in aquatic animal health. The Chapter also aims to encourage research in aquatic animal health, and to encourage exchange of knowledge with and collaborative work with other scientists working in the field of aquatic animal health.

VETERINARY BEHAVIOUR CHAPTER

Mission:

To advance the understanding and application of animal behaviour principles. This is both a science and an art. The Animal Behaviour Chapter aims to foster the interest of veterinarians in the understanding of animal behaviour. This aim is met by working within the College to provide an examination process that allows recognition of further study in the field of animal behaviour.

The Chapter:

- Actively seeks mentors for candidates and supports the formation of mentor groups to provide support and guidance for prospective members.
- Prepares examinations and organises examiners for Membership candidates.
- Provides a means of accreditation for veterinarians interested in animal behaviour.
- Provides a means by which veterinarians can show that they have the skills, knowledge and attitude to be deemed competent in this field.
- Produces regular newsletters to disseminate relevant information to members and other interested parties.
- Encourages and provides support for members in preparation of material for publication or presentation.
- Provides a forum for presentation of material to peers at regular scientific meetings.
- Facilitates the exchange of knowledge between veterinarians interested in animal behaviour and animal welfare.

- Provides an advice service to media, dog trainers, veterinarians, veterinary nurses, universities and other interested groups.
- Encourages exchange of knowledge with and collaborative work with other groups involved in animal behaviour and animal welfare.
- Encourages further investigation in the area of animal behaviour using scientific research methods to further knowledge in this field.
- To increase the profile of animal behaviour as part of veterinary medicine.
- Aims to acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

In addition the Chapter is responsible for the organisation of Fellowship examinations. Success at these rigorous examinations allows eligibility for specialist registration.

ANIMAL REPRODUCTION CHAPTER

The Chapter is a special interest group that aims to bring together veterinary graduates who have an active interest in reproduction across all species. The Membership level examination expects knowledge of reproductive processes in all domestic species. Fellowship level examination is available within an individual species. An annual meeting to coincide with the College Science week is planned each year. Presentation of clinical case material, current research or topical issues at the meeting is encouraged. The meeting provides an opportunity to present and actively discuss all aspects of comparative reproduction. Members of the Chapter usually have an individual species that is of particular interest to them, but discussing reproductive processes across a range of species in a more biological context is very useful in an attempt to understand the many factors that may influence reproduction. Membership of the Chapter is open to all members of the College that have a fascination with reproduction.

ANIMAL WELFARE CHAPTER

The Animal Welfare Chapter has been established to provide a forum for the training of veterinarians to a detailed knowledge and above average competence in animal welfare in all species. This capability will be drawn from a broad base of knowledge across all body systems. Course content includes, The Ethics of Animal Use, Physiological and Psychological Aspects of Adverse States, Animal Environments, The Veterinary Profession's Role in Animal Welfare, Veterinary Aspects of Animal Welfare, Specific Welfare Issues, Legislation and Animal Welfare and Human - Animal Relationships. Membership in this subject equips veterinarians to understand the scientific basis for optimum animal welfare and to be able to reason and debate coherently the legal and ethical aspects of animal welfare.

AVIAN HEALTH CHAPTER

The objects of the Chapter are:

To provide the means of entry to the College for those specialising in Avian Health.

To provide a means of accreditation for avian health veterinarians

To advance the science and art of avian health

To facilitate the exchange of knowledge between avian health veterinarians

To encourage exchange of knowledge with and collaborative work with other biological scientists in the field of avian health

To encourage publication in the sphere of avian health

To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

Further information from www.tassie.net.au/-bgartrel/

THE CATTLE CHAPTER

The Cattle Chapter aims to foster the interests and aspirations of veterinarians whose careers embrace disciplines concerned with dairy and beef cattle medicine and management.

The Chapter assists candidates for Membership examination through the mentor system and may also, in the future, provide short workshops to assist candidates in their preparation for Membership examinations.

The Chapter is managed by an Executive whose activities include organisation of scientific meetings, circulation of newsletters and nominations of examiners for membership and fellowship examinations.

The Cattle Chapter has a strong educational role and actively encourages veterinarians to sit the Membership and Fellowship examinations.

VETERINARY DENTISTRY CHAPTER

The aims of this chapter are to:

- Encourage scientific investigation and research in the field of Veterinary Dentistry, and a contribution to published professional literature.
- To encourage individuals to undertake examination at both membership and fellowship levels in Veterinary Dentistry via continuing postgraduate education and self-assessment; and the utilisation of training programs provided by the chapter.
- To provide continual improvement in practice standards and knowledge of Veterinary Dentistry. These objectives are to be attained in part by offering continuing education, comprising the most recent advances in Veterinary Dentistry, including the aetiology, diagnosis and treatment of oral diseases.
- To work closely with the Australian Veterinary Dental Society, other chapters of the Australian College and the Australian and New Zealand Veterinary Associations so as to further our knowledge in the field of Veterinary Dentistry.
- To encourage the veterinary teaching institutions to develop appropriate, professional teaching programs in order to produce graduates with a higher standard of competency and training in this field.
- Lastly, to endow its members with a sense of camaraderie, purpose and pride.

VETERINARY DERMATOLOGY CHAPTER

The aims of the Chapter are to:

- Advance the science and art of veterinary science as it relates specifically to Veterinary Dermatology and in particular to encourage and aid recruitment to the College and the Chapter.
- Provide continual improvement in practice standards and knowledge of Veterinary Dermatology and to further the professional education and training of veterinarians with a special interest in dermatology.
- Encourage scientific investigation and research in the field of Veterinary Dermatology, and a contribution to published professional literature.
- Encourage individuals to undertake examination at the Fellowship levels in Veterinary Dermatology
- Facilitate the exchange of knowledge between veterinarians with a special interest in dermatology.
- Encourage the veterinary teaching institutions to develop appropriate, professional teaching programs in order to produce graduates with a higher standard of competency and training in this field.
- Encourage exchange of knowledge with and collaborative work with other scientists working in the field of dermatology.
- Endow its members with a sense of camaraderie and purpose.

EMERGENCY AND CRITICAL CARE CHAPTER

The Emergency and Critical Care Chapter will promote excellence in the treatment of sick animals in the Emergent Period and for the duration, during which a disease remains life threatening

The objectives of the Chapter shall be:

- To advance the science and art of veterinary science as it relates specifically to Emergency and Critical Care and in particular to encourage and aid recruitment to the discipline, College and the Chapter.
- To further the professional education and training of veterinarians with a special interest in Emergency and Critical Care. Providing mentorship and support as required
- To encourage research in Emergency and Critical Care
- To facilitate the exchange of knowledge between veterinarians with a special interest in Emergency and Critical Care both locally and overseas.
- To encourage exchange of knowledge with and collaborative work with other scientists working in the field of Emergency and Critical Care
- To encourage publications in the sphere of Emergency and Critical Care
- To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

EPIDEMIOLOGY CHAPTER

The objectives of the Chapter are to:

- Provide a means of entry to the College for those with a particular interest in veterinary epidemiology;
- Provide a means of accreditation of veterinary epidemiologists;
- Encourage research in, and application of, veterinary epidemiology;
- Facilitate the exchange of knowledge between veterinary epidemiologists;
- Further the professional education and training of veterinary epidemiologists; and to
- Encourage publications in the sphere of veterinary epidemiology.

The Chapter achieves these objectives by:

- Assisting candidates for Membership examination through the mentor system;
- Providing examiners for Membership and Fellowship exams;
- Conducting workshops as a means of continuing education for its members;
- Publishing newsletters;
- Awarding a medal to a final year veterinary student at each veterinary school in Australia and New Zealand for excellence in veterinary epidemiology; and
- Organising an annual conference on veterinary epidemiology.

EQUINE CHAPTER

Under Article 4 of the Chapter Constitutions the objectives are listed as follows:

To advance the science and art of equine practice
To further the professional education and training of veterinarians in all aspects of equine diseases
To facilitate the exchange of knowledge between equine veterinarians
To encourage original research and publication on all matters of equine diseases
To establish a set of standards and guidelines for post-graduate training to assist members in attaining qualification consistent with current international standards of the profession.
To encourage exchange of knowledge with and collaborative work with other disciplines and other Chapters, and with other medical biological scientists.

To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

Membership of the Chapter is open to all Members and Fellows of the College with interest in Equine Medicine, Surgery, Reproduction, Anaesthesia, Radiology etc.

THE FELINE CHAPTER

The objectives of the Chapter:

To advance the science and art of veterinary science as it relates specifically to Feline Medicine.
To further the professional education and training of veterinarians with a special interest in Feline Medicine.
To encourage research in disease of the Feline.
To facilitate the exchange of knowledge between veterinarians with a special interest in Feline Medicine.
To encourage exchange of knowledge with and collaborative work with other scientists working in the field of Feline Medicine.
To encourage publications in the sphere of Feline Medicine.
To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

MEDICINE AND MANAGEMENT OF LABORATORY ANIMALS CHAPTERS

The Medicine and Management of Laboratory Animals Chapter will promote excellence in the medicine, management, care, wellbeing and use in research and teaching of Laboratory Animals

The objects of the Chapter:

- to advance the science and art of veterinary science as it relates specifically to Laboratory Animals and in particular to encourage and aid recruitment to the discipline, College and the Chapter.
- to further the professional education and training of veterinarians with a special interest in Laboratory Animals
- to facilitate the exchange of knowledge between veterinarians with a special interest in Laboratory Animals used in the research, teaching, testing and production.
- to promote exchange of knowledge with and collaborative work with other scientists working in the field of Laboratory Animal Medicine and Management.
- to encourage research publications in the sphere of medicine, management, production, care and use of Laboratory Animals.

OPHTHALMOLOGY CHAPTER

The Chapter comprises a group of veterinarians unified in an aim of solving and improving the treatment of eye problems in animals. It provides a forum for discussion, debate and furthering the understanding of eye diseases through regular meetings. The Chapter is a voice by which information can be disseminated to interested chapters, veterinarians and non-veterinarians. The Chapter would seek to provide expertise through its fellows in assisting in the training and examination of fellowship candidates.

CHAPTER OF PATHOBIOLOGY

The Chapter of Pathobiology aims to foster the interests and aspirations of individuals whose careers are in a group of veterinary disciplines concerned with the causes, pathogenesis and diagnosis of disease. As such, the Chapter embraces the veterinary disciplines of pathology, clinical pathology, parasitology, microbiology (including virology), and immunology.

Membership and Fellowship of the Chapter is achieved by undertaking a training programme and successfully completing examinations which accredit the member or fellow with substantial accomplishments in one of the above areas. A membership would be based on a sound grasp of the tenets of general pathology. A Fellow of the Chapter would be eligible to apply for specialist registration. The requirements for a fellowship training programme are currently under review by the Fellowship Training and Credentials Committee of the College but would include documentation of case reports, scholarly publications and a diary of supervision.

In addition, the Chapter promotes contact and the dissemination of information between members and maintains contact with the other organisations.

CHAPTER OF VETERINARY PHARMACOLOGY

The objectives of the Chapter are:

The advancement of the study and understanding of veterinary pharmacology so that the discipline can be applied more effectively for the welfare of animals and man. "Veterinary Pharmacology" embraces chemotherapy, product research and development, pharmacokinetics and pharmacodynamics, drug legislation, clinical pharmacology, toxicology and applied immunology.

The provision of advice on veterinary pharmacology to the College, other organisations and individual veterinarians and to act as a conduit for the exchange of knowledge between works in the field.

The support of continuing education and post-graduate training in veterinary pharmacology.

The encouragement and assistance of prospective members in their preparation for examination by the College.

The Chapter's activities include organising Scientific Meetings, encouraging publication of veterinary pharmacology articles, and conducting the Veterinary Pharmacology Study course for examination preparation by membership candidates.

CHAPTER OF RADIOLOGY

The Chapter of Radiology is a special interest group whose purpose is to foster an interest in diagnostic imaging procedures in veterinary practice. Membership level examinations are held in Small Animal Radiology and Large Animal Radiology. The examinations are designed to encourage interested veterinary practitioners to improve the base level of their radiographic skills, theoretical knowledge and film reading ability. Some principles of ultrasound are also examined at membership level. After successful completion of the Membership examination, in either Small or Large Animal Radiology, Members are eligible to prepare for Fellowship examination by completing a Residency Training

program in Radiology. A Fellow in Radiology is eligible to apply for Board registration to practice as a specialist Veterinary Radiologist. An executive committee meets regularly to oversee the activities of the Chapter.

THE SMALL ANIMAL MEDICINE CHAPTER

The Chapter aims to foster the interest of veterinarians in the understanding of small animal diseases. This aim is met by working within the College to provide an examination process that allows recognition of further study in the field of small animal medicine. Members should be familiar with pathophysiological mechanisms, aetiology, diagnosis, and case management of small animal disease. The Chapter:

- Actively seeks mentors for candidates and supports the formation of mentor groups to provide support and guidance for prospective members.
- Prepares examinations and organises examiners for Membership candidates.
- Provides a forum for presentation of material to peers at regular scientific meetings.
- Organises VIN (Veterinary Information Network) rounds, which are internet-based chat sessions focussing on the latest in diagnostics and treatment of canine and feline problems. These monthly rounds sessions are led by specialists and experts in the field of small animal medicine. Contact Anthony Gough at akgough@ozemail.com.au to register for VIN rounds.
- Provides support for members in preparation of material for publication or presentation.

In addition the Chapter is responsible for the organisation of Fellowship examinations. Success at these rigorous examinations allows eligibility for specialist registration. Intending candidates may be examined in either canine medicine or small animal medicine to gain entry to the Chapter.

SURGERY CHAPTER

The objectives of the Chapter are:

To advance the science and art of veterinary surgery.

To further the professional education and training of veterinary surgeons.

To facilitate the exchange of knowledge between veterinary surgeons.

To encourage original research and publication in veterinary surgery.

To encourage the establishment of training programmes in surgery, e.g. residency, internships, etc.

To establish guidelines for surgical training towards specialist qualifications.

To encourage exchange of knowledge, and collaborative work, with other College chapters, human surgeons and other medical and biological scientists.

These aims are met by working within the College to provide:

Support and guidance for prospective members by the mentor system.

Examinations and examiners for Membership and Fellowship candidates

Newsletters to disseminate relevant information to members

Support for members in preparation of material for publication or presentation.

A forum for presentation of material to peers at regular scientific meetings

VETERINARY ONCOLOGY CHAPTER

The Chapter aims to foster the professional interest, and high-level education and training of veterinarians in Veterinary Oncology. These aims are met by working within the College:

- To provide a training and examination process that allows recognition of further study in the field of companion animal oncology.
- To encourage cross-disciplinary exchange of knowledge and collaborative work with other College chapters, and clinical or basic biomedical scientists.

The Chapter:

- Helps support and guide prospective Fellowship candidates by means of a mentoring system
- Prepares examinations and organises examiners for rigorous Fellowship examinations.
- Provides support for members in preparation of material for publication or presentation
- Provides a forum for presentation of material to peers at regular scientific meetings
- Provides an email list to members for networking and professional support

Success at the Fellowship examinations allows eligibility for specialist registration.

SMALL RUMINANT CHAPTER

The Small Ruminant Chapter is a volunteer group of veterinarians who wish to promote excellence in the medicine, surgery and production of sheep, or goats or deer. Members have sat examination in any one of these species and fees are set at a low level to encourage continued membership. There is an Executive of three and examiners have been appointed. The examination guidelines for sheep and goats have recently been updated and require successful candidates to display strong interest and a high level of competence in one of these three species. The Chapter welcomed new sheep members after the 2015 examinations.

UNUSUAL PETS CHAPTER

The Unusual Pets Chapter will promote excellence in medicine and surgery of unusual pets, with emphasis on helping candidates prepare for the membership in unusual pet medicine and surgery. The chapter aims to eventually work towards providing a fellowship level qualification.

The objectives of the Chapter shall be:

- Provides a means of accreditation for veterinarians with a professional interest in unusual pet medicine and surgery
- Provides a forum for presentation of material to peers at regular scientific meetings
- Facilitates the exchange of knowledge between veterinarians interested in unusual pet medicine and surgery
- Encourages exchange of knowledge with and collaborative work with other groups involved in unusual pet health and welfare
- Encourages further investigation and scientific publication in the area of unusual pet medicine and surgery
- To increase the profile of unusual pet medicine and surgery as part of veterinary medicine

VETERINARY PUBLIC HEALTH CHAPTER

Veterinary Public Health (VPH) is that discipline of veterinary science dedicated to improving the physical, mental and social well-being of humans.

VPH draws upon the following areas of knowledge: diagnosis, surveillance, epidemiology, control, prevention and elimination of zoonoses; protection of food (including meat and milk) for human consumption; food and meat science; environmental protection; animal welfare; and the social and behavioural aspects of inter-human and human-animal.

ZOO AND WILDLIFE MEDICINE CHAPTER

The Zoo and Wildlife Medicine Chapter aims to advance the science and art of zoo and wildlife medicine, promoting excellence in the diagnosis, management and prevention of diseases of free-ranging and captive zoo and wildlife species. We encourage collaborative exchange of expertise across disciplines, both within and beyond the veterinary profession; the College's annual Science Week conference is an invaluable vehicle by which to advance such an aim. Membership level examinations in Medicine of Australasian Wildlife and Medicine of Zoo Animals are offered biennially. These examinations provide a formal mechanism for veterinarians employed in, undertaking post-graduate training in, or otherwise interested in the field of zoological medicine to improve their knowledge and obtain formal qualification recognising their skillset. Chapter activities are overseen by an Executive Committee and the Chapter Examinations Committee.

APPENDIX 7

SPONSORSHIP AGREEMENT TEMPLATE

Australian and New Zealand College of Veterinary Scientists

Application to Council for Approval of

Sponsorship Agreement between

[Name of Chapter]

and

[Name of Sponsor]

Event/Activity to be sponsored: [Describe as clearly as possible]

Date of Event/Activity:

Benefits to sponsor:

[List all proposed means of acknowledging sponsorship. Provide clear details such as dimensions and features of acknowledgement.]

[For example:

- 1m x 2m colour signage in the meeting rooms for participating Chapters during all scientific sessions at Science Week. Signage to be provided by sponsor.
- 5cm x 5 cm colour panel advertising on front cover and title page of conference proceedings. Artwork to be provided by sponsor.
- Verbal acknowledgement as sponsor of all participating Chapters at the commencement and cessation of each day's programme.
- Colour company logo projected as screen saver between seminar sessions. Image to be provided by sponsor.
- One sheet of promotional material to be distributed on seats at seminar. Material to be provided by sponsor]

Benefits to Australian and New Zealand College of Veterinary Scientists:

[List all proposed benefits to the College of the sponsorship arrangements. Provide clear detail.]

Sponsor investment: [State payment from sponsor]

Name and contact details of Chapter Contact Person:

Name and contact details of Sponsor Contact Person: