



AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208

CHAPTER GUIDELINES 2025

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Welcome to Chapter Guidelines

This information booklet for Chapters has been developed by the College Council to present 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, Chief Executive Officer and College Office 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.

BOARD OF EXAMINERS

The membership of the Board is listed on the [website](#).

COUNCIL

Current members of College Council can be found on the [website](#).

ADMINISTRATION

Staff within the College Office can be found on the [website](#).

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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 of seven elected 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 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.

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

- The Chief Executive Officer, Mr Stephen Alderman is available through the College Office five days per week between 9:00 am - 4:00pm.
- The Examinations Manager, Dr Mary Anne Hiscutt, manages the examination processes of the College Office and is available Monday to Thursday between 8:00am - 4:00pm and Friday 8:00am - 2:00pm.
- The Project Officer, Dr Rachel Tan, undertakes projects on behalf of the Board of Examiners and works remotely from the College Office on Tuesdays, Wednesdays and Thursdays.
- The Examinations Officer, Mrs Jenny Burnett, assists the Examinations Manager and is available Monday to Thursday between 8:00am - 4:00pm and Friday 8:00am - 2:00pm.
- The Assistant Examinations Officers, Mrs Cassie Roqica and Mrs Sharyn Logan, are members of the examinations team and are available Mondays to Thursdays between 8:00am – 2:30pm.
- The Administration Manager (also Office Manager), Ms Maureen Thie, manages the office administration and is available Monday to Thursday between 8:00am - 4:00pm and Friday 8:00am - 2:00pm.
- The Administration Assistants, Ms Cheyenne Tuari and Mrs Yi Yang, assist the College Office with office administration and are available Monday to Thursday between 8:00am - 4:00pm.

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

Two of the seven 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 subject 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.

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 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 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.

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 College's 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.

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 centralised General, Examination and Science Week accounts involving both Australian and New Zealand components. In addition, there are over 55 separate Chapter operating accounts and 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. Chapters 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 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.

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; day to day financial transactions, preparation and submission of quarterly reports to the ATO, preparation of quarterly and annual financial statements to College Council and discussions with auditors. Staff jointly ensure that 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 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 Chief Executive Officer and Administration Manager, approves (as one of two signatories) internet transactions, monitors expenditure, resolves issues. The Hon. Treasurer chairs the Finance and Risk Committee which develops budgets, scrutinizes Chapter budgets prior to Council approval, 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 and monitors risk.

Responsibilities of Chapters

Chapter Treasurers can assist the College office fulfil its requirements for timely reporting to 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 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.

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.

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 invest in the Bank of the College (see **Chapter Investment in the College** within the [Policy Library](#)) or 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 transaction accounts and adjust it periodically so that only necessary operational funds are held in such accounts.

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 consistent with College policy.

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 (i.e., 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.

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 are not limited to):

- Support internationally recognised speakers to participate in Vet Science Week and/or act as examiners
- Grants for members to attend conferences
- Prizes to successful membership candidates
- Workshops at Vet 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 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 by December of the preceding 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 7](#).
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 8](#) should be used. Chapters should note that an approval of reimbursement from the Examination Development Fund is at Council's discretion and will not exceed the Chapter's contribution; Chapters should not incur any expenditure until this decision has been made.

Managing Bank Accounts

All of the College's primary accounts, including Chapter accounts, are held at Westpac Bank; College Office staff have internet read access to these accounts to facilitate quarterly reconciliation and reporting obligations.

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 all College bank accounts must have **two signatories**. In the case of Chapters, Council has resolved that **two members** of the Chapter be nominated to manage this requirement, although the Office Manager may act as second approver on provision of all relevant documentation.

Managing the GST

The College is registered for GST and is required to provide a quarterly 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 3](#)) 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. If necessary (for example a Speaker who does not have an ABN) a [statement by a supplier](#) should be provided. A Chapter Expense slip ([Appendix 4](#)) 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 5](#)). This is used to calculate how much GST must be paid to the College, or alternatively how much the College must reimburse 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 make an immediate payment on application.

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 slip is still required. This entry must clearly indicate that the payment was GST free. Documentation for these expenses is still required for audit purposes.
7. Documentation is not required to support bank fees as these are noted in bank statements.
8. A Chapter Sharepoint site has been set up for each Chapter and Treasurers are encouraged to save all documents in the Finance folder as they are received or generated.

PART 3: CHAPTER SUPPORT

INCREASED COMMUNICATION

Council continuously strives to strengthen its support of Chapters, 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 by both the College (75% contribution) and Chapters (25% contribution) with the aim of improving the standards of examinations conducted by the College.

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.

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 Development 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 and RESOURCE PORTALS

The College website has taken the College member database online as a single centralised resource. In addition, the 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 the content.

All members are provided with usernames and passwords 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 Chief Executive Officer ceo@anzcvs.org.au.

Chapters are also able to utilise Chapter Resource Portals as a means of disseminating news, information and continuing education opportunities for its members. The College Office can assist with setting up the Chapter Resource Portal, which is then able to be set up with different Channels, with the ability to provide access to specific member groups (e.g., Members, Membership Candidates, Fellows, Fellowship Candidates). Once set up, the Chapter Resource Portal is managed by the Chapter.

Access to the Chapter Resource Portals is through a member's @anzcvs.org.au email address.

Note: Active/Financial members of the College are eligible to receive a College @anzcvs.org.au email address.

For more information, please contact the College Office at admin@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.

Brief descriptions of Chapter Office Bearers are provided below but are not exhaustive. For more information, please contact the College Office, who are always on hand to assist, or visit the [Chapter Common Resources portal](#).

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. In addition, the Chapter President is responsible to appoint and oversee the Chapter's sub-committees, including the Subject Standards Committee and Subject Examination Committees; create a schedule of annual Chapter Meetings during their term, including Chapter AGM, Chapter Executive Meetings, SEC Meetings, SSC Meetings, Science Week Convenor meetings. For more information and details, please visit the [Chapter Common Resources portal](#), accessible using the position's generic email address.

Secretary

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

As the Chapter's point of contact, the Chapter Secretary maintains an up-to-date Chapter Member list (provided and assisted by the College Office); is responsible for any correspondence between the Chapter Executives and its sub-committees, Chapter Members and the College Office and disseminating correspondence and responses as appropriate; submitting the Chapter Information Sheet once the Chapter's AGM is completed. For more information and details, please visit the [Chapter Common Resources portal](#), accessible using the position's generic email address.

Treasurer

The Chapter Treasurer has access to the Chapter's bank account(s) and is in charge of managing 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.

The Chapter Treasurer is responsible for preparing and overseeing the Chapter's budget, including drafting the Chapter Budget for future Financial Years, and submitting this budget in a timely manner for review by FRC and Council.

As Vet Science Week is the major item where Chapters funds are spent, the Chapter Treasurer must be involved with the Science Week Convenor discussions and meetings to ensure the Chapter's program is in line with the Chapter's budget constraints. For more information and details, please visit the [Chapter Common Resources portal](#), accessible using the position's generic email address.

Chapter Science Week Convenor

The Chapter Science Week Convenor develops the Chapter's stream at Science Week and presents a program to the College Office and Professional Conference Organiser for inclusion in the overall Vet Science Week Program. Convenors are requested to arrange the lectures in 20, 40, or 60 minute blocks, 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 Convenor 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.

Chapter Science Week Convenors are encouraged to seek sponsorship to support the Chapter's Science Week program but are reminded of the College's Sponsorship Policy ([Appendix 1](#) or [College website](#)). For more information, please visit the [Vet Science Week Convenor Sharepoint site](#), accessible using the position's generic email address.

PART 6: SUBJECT STANDARDS AND SUBJECT EXAMINATION COMMITTEES

Executive Summary:

Each subject administered by a Chapter will have a Subject Standards Committee (SSC) and a Subject Examination Committee (SEC). This provides a robust and flexible structure, allowing the distribution of work amongst a bigger group and including a system of succession planning for mentoring and rotation of members.

Structure:

1. Each Chapter will establish the following committees for each subject offered:
 - Subject Standards Committee (SSC)
 - Subject Examinations Committee (SEC)
2. Except in exceptional circumstances (e.g. Chapters with small membership numbers), a member cannot be on both committees at the same time, and a BoE member should not be on either committee during BoE tenure.
3. SSC and SEC members may be existing Chapter office holders. However, Chapters should attempt to appoint members of these committees from the body of the Chapter membership to represent the interests of the entire Chapter, and to distribute the workload.
4. SSC and SEC members that have conflicts of interest (COI) (refer to COI policy) cannot participate in the credentials assessment or the design, construction, review or delivery of the examination for the relevant examination year. In these circumstances, a replacement will be nominated by the Chapter President.
5. The Chairs of the SSC and SEC will work together to ensure Chapter examinations and credentialing processes represent appropriate, discipline-specific standards.
6. The SSC will be composed of a minimum of two Chapter members (ideally at least three if the Chapter has Membership and Fellowship subjects).
 - a. For Chapters that have a Membership subject, at least one member of the SSC should be a Membership recipient not in a Fellowship training program.
 - b. For Chapters that have a Fellowship subject, ideally at least two members of the SSC should be Fellowship recipients. Associate Members of the College may be part of the SSC.
 - c. It is recommended that members be appointed to the SSC for a three-year term and sequentially rotate off to ensure adequate succession. The Chair of the SSC should have at least one year's experience on the committee before being appointed as Chair.
7. The size of the SEC should be determined by the Chapter, in consultation with the College, based on the typical number of Membership and Fellowship candidates. The SEC includes two examination teams, one for Membership and one for Fellowship, as required.

The SEC will be chaired by a Member or Fellow of the Chapter with previous experience as an Examiner. For further detail of examining teams refer to the Examiners Handbook.

In addition to the Chair of the SEC, the recommended composition at each level is a minimum of two Chapter members who are involved in the design, construction, review and/or delivery (including marking) of the examination.

- a. A majority (and at least two) of the Membership examination team should be Members (not Fellows, Associate Members or residents in Fellowship training programs).
- b. Where possible, the Fellowship examination team should have a majority of Fellows (not Associate Members or Diplomats).
- c. Subsequent to 4a. and 4b. above, Associate Members can be members of the SEC.
- d. Each SEC member will be appointed at the Chapter Annual General Meeting (AGM), typically for a term of four years, subject to Chapter size, examination demand and examiner availability. It is recommended that there be a rotation of members, one new member replacing one retiring member at each AGM.

- e. In general, the position of Chair is rotated annually, with the current Chair stepping down from the SEC, a previous Head Subject Examiner (HSE) progressing into the position of Chair, and an experienced examiner progressing to Head Subject Examiner.
- f. During tenure on the SEC a member must not be involved in mentoring candidates.

Subject Standards Committee (SSC)

Roles of the SSC

- 1.1. To review and update the Chapter's Subject Guidelines for Membership and Fellowship, ideally on a three yearly basis but not longer than every five years, using the templates provided by the College office.
 - 1.1.1. The Chair of the SSC should liaise with the Chair of the SEC after each examination period to determine if changes to the Subject Guidelines are needed.
- 1.2. To promote mentoring and candidate preparation within the Chapter.
- 1.3. To provide clarification and advice to the Board of Examiners Training and Credentials Committee (TCC) regarding the content of proposed training programs, as required.
- 1.4. Two Fellows of the SSC are required to review the subject specific credentialing materials including activity logs, publications and credentials documents and advise the Assistant Chief Examiner (Training and Credentials) on the acceptability of these documents. Any Activity Log Summary (ALS) that accompanies an Annual Supervisors Report (ASR) in subjects that do not have defined case minima will be sent to the SSC for assessment annually e.g. Avian Medicine.

Reporting of the SSC

- 1.5. To report to the Chapter AGM at Science Week
- 1.6. To report all SSC decisions to the Chapter Executive and College Examinations Officer.

Subject Examinations Committee (SEC)

Roles of the SEC

- 2.1. To design, construct, review and deliver (as appropriate) the written, practical and oral examinations and marking guides for both the Membership and/or Fellowship examination.
- 2.2. For each Membership and Fellowship examination team, the following roles are recommended:
 - 2.2.1 An experienced examiner is appointed as the **Chair** and will provide oversight and leadership of examination processes for the subject. The Chair supports the Head Subject Examiner or HSE Coordinator by providing guidance, communicating with the College, succession planning to ensure that new Examiners are recruited from Chapter membership, and providing mentoring of Examiners as needed. The Chair of the SEC collaborates with the Chair of the SSC by providing feedback on the examination period to facilitate review of Subject Guidelines.

This role will include:
 - reviewing the final draft;
 - recommending any changes;
 - completing the SEC Chair Checklist and submitting this document to the College Examinations Officer.
 - 2.2.2 The **Head Subject Examiner** (when 1-2 teams of examiners) is responsible for the development, timely production and delivery of high-quality examinations, and for marking of the examination. The Head Subject Examiner may seek guidance or advice from the Chair as required.

The responsibilities of this role will include:

- ensuring blueprinting of the examinations in accordance with Subject Guidelines,
- assigning responsibility to the examination team for preparing examination questions and marking guides;
- contributing to the production of examination questions and marking guides;
- collating the questions and producing the final examination and marking guides;
- communicating examination progress to the College Examinations Officer;
- ensuring all examination components conform to Subject Guidelines;
- ensuring amendments recommended by the Board of Examiners review are addressed and revised examination components are returned to the College Examinations Officer in a timely manner;
- providing the correct version of marking guides to all examiners completing candidate marking;
- reviewing the examiner marks if issues of marking discrepancies are raised;
- coaching on delivery of oral exams including time management and planned cueing;
- ensuring consistency during delivery of oral examinations (e.g. the need for additional cueing, interpretation of questions and adjustment of marking guides).

2.2.3 For large teams (when 3 or more teams of examiners are required, i.e. > 24 Membership Candidates, ≥ 6 Fellowship Candidates or ≥ 6 examiners), the HSE becomes the **HSE Coordinator**. The HSE Coordinator provides leadership across the teams to coordinate the production and delivery of examinations (but does not directly assess candidates as the primary marker of written questions or deliver and assess oral examinations), including to:

- review the examiner marks and resolve any discrepancies with the examiners;
- analyse overall candidate results and, if necessary, initiating remarking or adjustment of marking guides to ensure consistency between examining teams;
- attend the oral and practical examination venue to ensure effective examination delivery and facilitate marking and moderation of results;
- coach and support examiners on delivery of oral exams, including time management and planned cueing, to ensure consistent examination delivery between rooms and, if necessary, on consecutive days (e.g., the need for additional cueing, interpretation of questions and adjustment of marking guides);
- finalise marks and ensure examiner feedback has been provided for all candidates.

2.2.4 In examinations where there is more than one examination team, a **Senior Examiner** is appointed to each additional examination pair. Senior Examiners are responsible for consulting with each other and Head Subject Examiner/HSE Coordinator (as indicated) to ensure consistency of marking and of examination delivery between oral examination rooms.

2.2.5 Members of the SEC who are not part of the examining team can contribute to development of the examination components. Each member is responsible to the Head Subject Examiner for timely completion of assigned work.

2.2.6 It is recommended that, under the direction of the Head Subject Examiner, all examination team members review the final written, practical and oral examination questions and marking guides.

2.3. With due consideration of College processes and policies, the SEC should promote engagement of members with available opportunities for training in examination

development and delivery. Specific examiner training or workshops may be recommended by the Board of Examiners.

- 2.4. Examiner and candidate feedback collated by the College office after the annual examinations at Science Week should be considered in the development of future examinations.
- 2.5. The SEC may develop question banks for each section of the examination, in accordance with College policies. Examination teams may utilise contributions from other Chapter members to develop examination question banks.

Reporting of the SEC

- 2.6. To report to the Chapter AGM at Science Week any matters relating to the examination process that do not fall under confidentiality clauses.
- 2.7. To report all SEC decisions to the Chapter executive and College Examinations officer.

APPENDIX 1: LIST OF COLLEGE POLICIES AND GUIDELINES OF PARTICULAR RELEVANCE TO CHAPTERS

1. ASSOCIATE MEMBERSHIP*

2. AFFILIATE MEMBERSHIP OF CHAPTERS*

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
- 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*

6. PRIVACY POLICY*

7. SPONSORSHIP POLICY*

8. MEDIA POLICY*

9. HOSPITALITY EXPENDITURE POLICY*

10. ESTABLISHMENT OF NEW MEMBERSHIP SUBJECTS*

11. ESTABLISHMENT OF NEW FELLOWSHIP SUBJECTS*

12. BIENNIAL SUBJECTS*

13. COPYRIGHT POLICY FOR AUTHORS OF SCIENCE WEEK PROCEEDINGS MANUSCRIPTS*

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. SOCIAL MEDIA POLICY*

16. USE OF THE COLLEGE COAT OF ARMS*

17. CHAPTER INVESTMENT IN THE COLLEGE*

*can be found on the [College website](#).

APPENDIX 2: 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.

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.

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.

PATHOBIOLOGY CHAPTER

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.

VETERINARY PHARMACOLOGY CHAPTER

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.

RADIOLOGY CHAPTER

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.

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.
- 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 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.

VETERINARY SPORTS MEDICINE AND REHABILITATION CHAPTER

The Veterinary Sports Medicine and Rehabilitation Chapter aims to foster interest amongst veterinarians and promote excellence in the science and art of veterinary science as it relates specifically to Veterinary Sports Medicine and Rehabilitation for both canine and equine patients. This goal will be met by working within the College to provide an examination process that allows recognition of further study in this field.

The objectives of our newly established chapter are:

- To further the professional education and training of veterinarians with a special interest in Veterinary Sports Medicine and Rehabilitation; by providing continuing education programs in Veterinary Sports Medicine and Rehabilitation, and by developing and overseeing the training, mentorship, examination and certification of veterinarians as qualified Australian Specialists in either canine or equine Veterinary Sports Medicine and Rehabilitation.
- To encourage research in Veterinary Sports Medicine and Rehabilitation;
- To facilitate the exchange of knowledge between veterinarians with a special interest in Veterinary Sports Medicine and Rehabilitation by providing a forum for discussion, regular conference streams, and disseminating relevant information regularly in a newsletter format;
- To encourage exchange of knowledge with and collaborative work with other scientists working both within the field of Veterinary Sports Medicine and Rehabilitation and other related fields;
- To encourage publications in the sphere of Veterinary Sports Medicine and Rehabilitation and dissemination of this information;
- To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

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.

NEW ZEALAND NETWORK

The New Zealand Network was established to enhance engagement of New Zealand members of the College, with the College (including chapters) and with each other. The Network arranges functions and meetings in both the North and South Islands, aimed at professional development, social contact and, when necessary, representation on behalf of NZ-domiciled members. The Network provides opportunities for networking and interactions between members of all disciplines recognised by the College, within New Zealand.



Appendix 3: Chapter Income Record

Submit your Chapter Income Record online [here](#) or download and submit this form manually to the College Office.

Chapters must issue a tax invoice for every item of Chapter income. Not applicable for 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.

Chapter Name (Required)

Date Received (Required)

Received From (Required)

Name

What is the payment for? (Required)

Amount (inc. GST) (Required)

Amount (exc. GST) (Required)

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au



Appendix 4: Chapter Expense Record

Submit your Chapter Income Record online [here](#) or download and submit this form manually to the College Office.

Chapters **must** collect a tax invoice for purchases of all items which incur GST. Chapters must submit this form along with a copy of the tax invoice/receipt to the College Office.

Forms must be submitted every quarter.

Chapter Name (Required)

Payment Date (Required)

Payee Details (Required)

Name

What is the payment for? (Required)

Amount (inc. GST) (Required)

Amount (exc. GST) (Required)

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au



Appendix 5: Chapter GST Reconciliation

Submit your Chapter GST Reconciliation online [here](#) or download and submit this form manually to the College Office.

This summary will be requested every quarter by the College Office. It must be returned together with:

1. A Chapter Income Record for every item of Chapter income, with a copy of the Chapter's tax invoice.
2. A Chapter Expense Record for every item of Chapter expense, with a copy of the 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.

Chapter Name *(Required)*

Quarterly period *(Required)*

Select applicable quarter

GST Collected (Income)

GST Paid (Expense)

Net GST

Calculate GST collected minus GST paid

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au



Appendix 6: Draft Chapter Budget

A template for submitting your Chapter Budget is circulated to Chapter Treasurers each year. Alternatively, copy and paste the below into an Excel worksheet and include a 5-year Chapter Budget forecast.

Chapter Name:

Financial Year:

CURRENT CASH and OTHER ASSETS		[Date]	Notes
Current cash account			
Cash Reserve account			
Cash Reserve Bonus account			
Funds held in Bank of College			
TOTAL	\$0.00	\$0.00	

INCOME	Actual	Budget	Notes
Subscriptions			
Interest			
BoC Interest			
Disbursement from Science Week			
Preconference workshop			
Total INCOME	\$0.00	\$0.00	

EXPENDITURE	Actual	Budget	Notes
Science Week Expenses			
Speaker Fees			
Venue Expenses – General			
Advertising			
Venue Expenses – Science Week			
Computer Expenses			
Website Expenses			
Prizes			
Scholarships			
Postage and Freight			
Printing and Stationery			
Merchandise			
Travel			
Accommodation			
Miscellaneous Expenses			
Total EXPENDITURE	\$0.00	\$0.00	

PROFIT/LOSS (Total income - Total expenditure)	\$0.00	\$0.00	
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Appendix 7: Application for Variation to Budget greater than \$1,000.00

Variations to a budget previously approved by Council, with a value \$1,000 or more (across entire budget, not just one item), must be approved by Council prior to any expenditure being incurred.

Date of Application

Chapter Name *(Required)*

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 a recurring expense?

If yes, please provide amount of time requested to have as “standing” approval:

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au



Appendix 8: Application for Reimbursement for Expenditure relating
to Examination Development Fund

Chapters may apply for reimbursement of funds expended on the examination process from the Examination Development Fund. Chapters should note approval of Application for Reimbursement is at Council’s discretion and Chapters should not incur any expenditure until decision has been made.

Date of Application

Chapter Name *(Required)*

Date and Location of planned activity

Amount of Expenditure

Nature of expenditure

Please attach any supporting documentation

Person(s) attending

Name	Role (e.g. HSE, Examiner, SEC member)	Previous attendance at College-run writing workshop?

Examinations being developed

Membership

Fellowship

Would you be willing to pay for a Board of Examiner member to attend to facilitate the activity?

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au



Appendix 9: Sponsorship Agreement template

Application to Council for Approval of Sponsorship Agreement (for Sponsorship amounts over \$1,000.00)

Between:

Chapter Name *(Required)*

and

Sponsor Name *(Required)*

Event/Activity to be sponsored *(Required)*

Date of Event/Activity *(Required)*

Benefits to the Sponsor *(Required)*

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

Benefits to the Australian and New Zealand College of Veterinary Scientists *(Required)*

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

Sponsor Investment

Amount to be received

Chapter Contact person

Sponsor Contact person

Please submit this form, along with any attachments if applicable, to
admin@anzcvs.org.au