



Canadian Association of Swine Veterinarians

Association Canadienne des Vétérinaires Porcins

39 William Street, Elmira, ON N3B 1P3 519-669-3350 susan.tfo@bell.net www.casv-acvp.com

Terms of Reference Finance Committee

1. The Canadian Association of Swine Veterinarians-Association Canadienne de Vétérinaires Porcins (CASV-ACVP) Finance Committee will be comprised of four members of which at least one member should have a real interest/expertise in investment strategies and at least one member should understand the process for democratically conducting and chairing a committee.
2. Every attempt will be made to have CASV-ACVP member regional representation from western Canada, Ontario, and Quebec-Atlantic Canada.
3. To assure legacy knowledge, members will commit for a two-year term. End of term will be separated so that only two members at a time could terminate their term and half the members would have been present the previous year.
4. One of the four committee members will serve as Chair for a two-year term.
5. Members of the Finance Committee serve without remuneration from CASV-ACVP.
6. Members of the Finance Committee must declare any real or potential conflict of interest in their role as a Finance Committee member. The CASV-ACVP Board, as well as the existing Finance Committee members can then decide whether the conflict concern has merit.
7. The Chair or a designated member of the Finance Committee will be invited to attend the monthly conference call of the Board. This invited member does not need to attend if finance matters are not specifically on the agenda.
8. A role of the CASV-ACVP Finance Committee is to ensure that the CASV-ACVP investments are managed in accordance with the investment policies set out in the CASV-ACVP Investment Policy (August 17, 2015) and to monitor the on-going investment performance. Such monitoring is to be conducted bi-annually via teleconference with the financial advisor retained to manage the investment portfolio.
9. A role of the CASV-ACVP Finance Committee is to insure the investment policy meets the needs of the Association. In the event of un-met needs, the CASV-ACVP Finance Committee could propose a new investment policy for approval by the CASV-ACVP Board of Directors. The CASV-ACVP Finance Committee could also propose to select a different Investment Advisor and firm.
10. The CASV-ACVP Finance Committee is responsible for managing, or ensuring the management of, the CASV-ACVP funds consistent with guidelines relating to Canadian not-for-profit corporations.
11. Following the annual general meeting, the Finance Committee will work with the CASV-ACVP Board, to determine from the current financials and the proposed budget, the amount of funds that need to be transferred on an annual basis, from the CASV-ACVP operating fund to the CASV-ACVP operating bank account. Once the amount of funds to be transferred is agreed upon, the CASV-ACVP Board will provide written communication (can be electronic communication) to the Finance Committee on said amount. The Finance Committee will then use that Letter of Authorization to initiate the funds transfer by the investment house.

12. The Finance Committee organizes the transfer of money held in the CASV-ACVP endowment fund to the CASV-ACVP operating bank account. Such transfer must be in accordance with the investment policies and the policy and procedure outlined above.
13. The Finance Committee is to ensure that a bi-annual grant is provided to the: University of Saskatchewan, Western College of Veterinary Medicine; University of Guelph, Ontario Veterinary College; and, Faculté de Médecine Vétérinaire, Université de Montréal¹. The amount of the grant will vary each award year to assure that the investment principle established by the CASV-ACVP investment policy for the endowment fund is respected. The grant is to be used for veterinary students, graduate students, residents, or future leaders developed by the University. The grant should support academic travel or swine veterinary medical activities. CASV will transfer the funding to the three veterinary schools in the first quarter of the fiscal year during which the IPVS congress takes place. CASV will ask the grant committee to report back regarding who benefitted from the grant and how the funds were used.
14. The Finance Committee is responsible for ensuring that an operating budget is approved by the CASV-ACVP Board of Directors prior to mid-February of each year.
15. At least one member of the Finance Committee will be present (in person or virtually) to present the Finance Committee annual report and the operating budget to the CASV-ACVP members at the annual general meeting.

Last reviewed and approved by the Board: February 22, 2018

¹ The contribution of professors from these three universities made possible our hosting of IPVS in Vancouver in 2010.



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Terms of Reference Swine Health Committee

1. The Canadian Association of Swine Veterinarians-Association Canadienne de Vétérinaires Porcins (CASV-ACVP) Swine Health Committee will be comprised of a minimum of five members.
2. Every attempt will be made to have CASV-ACVP member regional representation from western Canada, Ontario, and Quebec-Atlantic Canada.
3. To assure legacy knowledge, members will commit for a two-year term. End of terms will be separated so that a maximum of two members at a time could terminate their term and half the members would have been present the previous year.
4. One of the members will serve as Chair for a two-year term.
5. Members of the Swine Health Committee serve without remuneration from CASV-ACVP.
6. Members of the Swine Health Committee must declare any real or potential conflict of interest in their role as a Swine Health Committee member. The CASV-ACVP Board, as well as the existing Swine Health Committee members can then decide whether the conflict concern is warranted.
7. The Chair or a designated member of the Swine Health Committee will be invited to attend the monthly conference call of the CASV-ACVP Board. This invited member does not need to attend if swine health matters are not specifically on the agenda.
8. Activities of the Swine Health Committee are directed toward meeting the Association's strategic goals and objectives for swine health as established by the CASV-ACVP leadership. In meeting its charge, the committee seeks to:
 - ensure that important issues such as disease surveillance, biosecurity or disease response are tackled and a national strategic plan is in place;
 - provide a conduit for CASV-ACVP to liaise with the Canadian Swine Health Intelligence Network (CSHIN) and Canadian Pork Council;
 - explore issues associated with emerging diseases domestically and internationally;
 - proactively identify and prioritize swine health concerns and opportunities;
 - critically evaluate related information from individuals and groups internal and external to the CASV-ACVP;
 - use that information to determine which issues fall within the role and influence of swine veterinary medical professionals and what actions or activities may be appropriate responses to those swine health concerns and opportunities; and,
 - develop CASV-ACVP swine health positions on critical issues like disease surveillance and disease response.
9. At least one member of the Swine Health Committee will be present (in person or virtually) to present the Swine Health Committee annual report to the CASV-ACVP members at the annual general meeting.

Last reviewed and approved by the Board: September 12, 2018



Welfare Committee

1. The Canadian Association of Swine Veterinarians-Association Canadienne de Vétérinaires Porcins (CASV-ACVP) Welfare Committee will be comprised of five members.
2. Every attempt will be made to have CASV-ACVP member regional representation from western Canada, Ontario, and Quebec-Atlantic Canada.
3. To assure legacy knowledge, members will commit for a two-year term. End of terms will be separated so that a maximum of two members at a time could terminate their term and half the members would have been present the previous year.
4. One of the five members will serve as Chair for a two-year term.
5. Members of the Welfare Committee serve without remuneration from CASV-ACVP.
6. Members of the Welfare Committee must declare any real or potential conflict of interest in their role as a Welfare Committee member. The CASV-ACVP Board, as well as the existing Welfare Committee members can then decide whether the conflict concern is warranted.
7. The Chair or a designated member of the Welfare Committee will be invited to attend the monthly conference call of the CASV-ACVP Board. This invited member does not need to attend if welfare matters are not specifically on the agenda.
8. Activities of the Animal Welfare Committee are directed toward meeting the Association's strategic goals and objectives for animal welfare as established by the CASV-ACVP leadership. In meeting its charge, the committee seeks to:
 - proactively identify and prioritize animal welfare concerns and opportunities;
 - critically evaluate related information from individuals and groups internal and external to the CASV-ACVP; and,
 - use that information to determine which issues fall within the role and influence of swine veterinary medical professionals and what actions or activities may be appropriate responses to those animal welfare concerns and opportunities.
9. At least one member of the Welfare Committee will be present (in person or virtually) to present the Welfare Committee annual report to the CASV-ACVP members at the annual general meeting.

Last reviewed and approved by the Board: _____, 2017



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Antimicrobial Committee

1. The Canadian Association of Swine Veterinarians-Association Canadienne de Vétérinaires Porcins (CASV-ACVP) Antimicrobial Committee will be comprised of six members.
2. Every attempt will be made to have CASV-ACVP member regional representation from western Canada, Ontario, and Quebec-Atlantic Canada.
3. To assure legacy knowledge, members will commit for a two-year term. End of terms will be separated so that a maximum of three members at a time could terminate their term and half the members would have been present the previous year.
4. One of the six members will serve as Chair for a two-year term.
5. Members of the Antimicrobial Committee serve without remuneration from CASV-ACVP.
6. Members of the Antimicrobial Committee must declare any real or potential conflict of interest in their role as an Antimicrobial Committee member. The CASV-ACVP Board, as well as the existing Antimicrobial Committee members can then decide whether the conflict concern is warranted.
7. The Chair or a designated member of the Antimicrobial Committee will be invited to attend the monthly conference call of the CASV-ACVP Board. This invited member does not need to attend if Antimicrobial matters are not specifically on the agenda.
8. Activities of the Animal Antimicrobial Committee are directed toward meeting the Association's strategic goals and objectives for antimicrobial use as established by CASV-ACVP leadership. In meeting its charge, the committee seeks to:
 - proactively identify and prioritize antimicrobial use concerns and opportunities;
 - critically evaluate related information from individuals and groups internal and external to the CASV-ACVP; and,
 - use that information to determine which issues fall within the role and influence of swine veterinary medical professionals and what actions or activities may be appropriate responses to those antimicrobial use concerns and opportunities.
9. At least one member of the Antimicrobial Committee will be present (in person or virtually) to present the Antimicrobial Committee annual report to the CASV-ACVP members at the annual general meeting.

Last reviewed and approved by the Board: _____, 2017