

## MEMORANDUM

**To:** AAVSB® Member Board Members, Affiliate Members, Committee Chairs

**From:** AAVSB Nominating Committee Ms. Brittany Sharkey, Esq., Affiliate Member (Elected Member), Chair  
Mr. Jacob Bell, Affiliate Member (Elected Member)  
Dr. Kim Gemeinhardt, Associate Member (Appointed Member)

**Date:** December 11, 2025

**Subject:** Call for Nominations – **Nominations Due May 28, 2026**

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Each year, the Nominating Committee of the AAVSB sends out a *Call for Nominations* to provide Member Boards information regarding the open elected positions and to request nominations. The Nominating Committee is charged with preparing a slate of nominees for all elected positions to be filled. This process is vital to the AAVSB's ability to carry out its mission.

There are **4 easy steps** to complete the annual AAVSB nomination process. Prior to submitting a nomination packet, the Committee asks you to confirm that the nominee is willing to accept a nomination. Complete the electronic application @ [AAVSB 2026 Call for Nominations Application](#) and Submit your bio or CV **and** nomination statement by email to [nominations@aavsb.org](mailto:nominations@aavsb.org).

**Packets must be received in the AAVSB office by Thursday, May 28, 2026.**

The 2026 AAVSB Annual Meeting Delegate Assembly is being held September 25 – 26 in Providence, Rhode Island. The Delegates will vote on the nominees during the Annual Meeting at the Delegate Assembly.

*Should you have any questions or need additional information, please contact Ms. Nancy Grittman, staff contact for the Nominating Committee, at [ngrittman@aavsb.org](mailto:ngrittman@aavsb.org) or 1-877-698-8482 ext. 226.*



## American Association of Veterinary State Boards Nomination Application for 2026-2027 Open Positions

### 3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nomination Application (one for each nominee)
2. Biographical Information (2-page limit)
3. Statement from sponsor on rationale for the nomination

*Please note: The bio and statement will be distributed to the AAVSB Member Boards.*

**SUBMIT BY MAY 28, 2026**

ONLINE: [AAVSB 2026 Call for Nominations Application](#)

EMAIL Bio or CV **and** Nomination Statement: [nominations@aavsb.org](mailto:nominations@aavsb.org)

### 2026-2027 OPEN POSITIONS

Indicate the desired position(s).

- ☐ President-Elect (1 position with a 3-year term)
- ☐ Treasurer (1 position with a 2-year term)
- ☐ Director (3 positions with 2-year terms)
- ☐ Nominating Committee Member (1 position with a 2-year term)
- ☐ AAVSB Representative to the ICVA – Licensed Veterinarian (1 position with a 3-year term)

### NOMINEE INFORMATION

Name: \_\_\_\_\_ State, Province, or Territory: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: 913-302-7649  
Email: \_\_\_\_\_

### CHECK ALL THAT APPLY

- ☐ Board Member of State/Provincial Regulatory Board (complete the following)

Term start date: \_\_\_\_\_ Term end date: \_\_\_\_\_ Eligible for re-appointment: Yes or No

- |  |   |
|--|---|
| <input type="checkbox"/> Board Executive Director or Registrar | <input type="checkbox"/> Current AAVSB Board of Director                  |
| <input type="checkbox"/> AAVSB Associate Member                | <input type="checkbox"/> AAVSB Committee Chairperson                      |
| <input type="checkbox"/> Current ICVA Representative           | <input type="checkbox"/> Licensed Veterinarian in Public/Private Practice |

List year(s) nominee has attended the AAVSB Annual Meeting: \_\_\_\_\_

### SPONSORED BY

Name of Member Board: \_\_\_\_\_  
Name of Contact at Member Board: \_\_\_\_\_  
Phone and Email of Contact: \_\_\_\_\_

→ **Return or complete online by May 28, 2026** ←



## American Association of Veterinary State Boards

### Nominee Biographical Information

### 3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nominee Application (one for each nominee)
2. Biographical information (2-page limit)
3. Statement from sponsor on rationale for the nomination.

*Please note: The bio and statement will be distributed to the AAVSB Member Boards.*

The following biographical information should be provided for each nominee. The information should not exceed two pages.

- Name
- Elected Position of Interest
- Education
- Specialties, if any
- Jurisdictions Where Currently Licensed, if applicable
- Work History
- Type of Practice/Employment (public, private or other; concentration)
- Member Board Experience and Roles Served
- Experience with the AAVSB and Roles Served
- Leadership Positions Held
- Other Affiliations



## American Association of Veterinary State Boards Information on Board of Directors Elected Positions for 2026-2027

### **CURRENT 2025-2026 AAVSB® BOARD OF DIRECTORS**

Immediate Past President:	Frank Richardson, DVM from Nova Scotia
President:	Timothy Kolb, DVM from Ohio
President-Elect:	Sheila Dodson, DVM from Kansas
Treasurer:	Amy Haywood, LVT from District of Columbia <i>(Currently serving the second year of a two-year term.)</i>
Director:	Christina Bradbury, DVM from California <i>(Currently serving the first year of a first term.)</i>
Director:	Mark Chmielewicz, DVM from New York <i>(Currently serving the second year of a first term.)</i>
Director:	Robin Lazaro, RVT from North Carolina <i>(Currently serving the first year of a first term.)</i>
Director:	Holly Lunsford, DVM from Oklahoma <i>(Currently serving the second year of a first term.)</i>
Director:	Jennifer Pedigo, EMBA, Affiliate Member from Nevada <i>(Currently serving the second year of a first term.)</i>
Director:	Michael Pfander, DVM from Missouri <i>(Currently serving the first year of a first term.)</i>

### **Upcoming 2025-2026 AAVSB Board of Directors**

Immediate Past President:	Timothy Kolb, DVM
President:	Sheila Dodson, DVM
President-Elect:	_____ OPEN _____ (3-year commitment)
Treasurer:	_____ OPEN _____ (2-year term)
Director:	_____ OPEN _____ (2-year term)
Director:	_____ OPEN _____ (2-year term)
Director:	_____ OPEN _____ (2-year term)
Director:	Christina Bradbury, DVM
Director:	Robin Lazaro, RVT
Director:	Michael Pfander, DVM

James T. Penrod, CAE, FASLA, as Chief Executive Officer serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

## OVERVIEW

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

## RESPONSIBILITIES

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Develops, supports, and maintains focus on the strategic objectives and priorities.
- Commits to the mission and goals of the AAVSB.
- Ensures Board effectiveness.
- Hires, supports, and develops the chief executive to lead and manage the AAVSB into the future.
- Ensures the availability of adequate resources and the long-term financial stability of the AAVSB.
- Approves annual budgets, audit, and Form 990 as well as updates to financial policies.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- Accepts the legal duties of loyalty and care while serving as a director and complies with applicable laws, regulations, Bylaws, policies, and code of conduct.
- Understands that all power rests with the full Board of Directors, not individual directors.
- Directors attend the Association's Annual Meeting, Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Directors prepare for all meetings and seek opportunities to expand their knowledge about the organization.
- Directors share wisdom and insights to help the Board of Directors make good decisions and policies.

## EXPECTED TIME COMMITMENT – Approximately 150 hours per year

- Monthly conference calls (1 hour of preparation and 1.5 hours of participation per call)
- In-Person meeting in January or February each year (2-3 days of meetings with 5 hours of preparation time plus travel time).
- In-Person meeting in June each year (2-3 days of meetings with 3 hours of preparation time plus travel time).
- Annual Meeting in September (4 days of meetings with 3 hours of preparation time plus travel time).
- In-Person meeting in November each year (4 days of meetings with 3 hours of preparation time plus travel time).
- Frequent opportunities to attend AVMA meetings, ICVA Board meetings, or special assignments (approximately 2 days each).
- Additional time may be required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

## **BYLAWS SPECIFICATIONS (Article VII)**

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

### **Authority**

*The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.*

### **Composition**

*There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians and one Affiliate Member. The Chief Executive Officer shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.*

### **Qualifications**

#### *a. Officers*

*To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a member of a Member Board, or be an Affiliate Member.*

#### *b. Directors at Large*

*To be eligible to serve as a Director at Large, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a member of a Member Board, or have served as a member of a Member Board as of June 1st of the year preceding the election year, or be an Affiliate Member.*

*If a Director ceases to meet the eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.*

### **Elections**

*The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.*

## **Terms of Office**

*For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:*

- a. Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.*
- b. President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.*
- c. President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.*
- d. Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.*
- e. Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.*
- f. No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.*



## American Association of Veterinary State Boards Information on Nominating Committee Elected Position for 2026-2027

### **CURRENT 2025-2026 AAVSB® NOMINATING COMMITTEE**

Brittany Sharkey, Esq, from Texas (elected position)

Jacob Bell, Affiliate Member from Ohio (elected position)

Appointed Member – Kim Gemeinhardt, DVM, Associate Member

### **Upcoming 2026-2027 Nominating Committee**

\_\_\_\_\_OPEN\_\_\_\_\_ (2-year elected position)

*(Brittany Sharkey, Esq., is not eligible for nomination as she is currently serving the second year of a 2-year term.)*

Elected position: Jacob Bell

*(Currently serving the first year of a 2-year term.)*

Appointed position: Kim Gemeinhardt, DVM

*(Currently serving the first year of a 1-year appointed term.)*

### **OVERVIEW**

The overall role of the Nominating Committee is to review nominations and confirm the eligibility of nominees from AAVSB Member Boards for the open elected positions.

### **RESPONSIBILITIES**

- Prepares a Call for Nominations for the Member Boards which includes a nomination form and information on the open positions.
- Receives nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Reviews nominations received and possibly distribute a questionnaire to nominees.
- Develops a ballot of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

### **EXPECTED TIME COMMITMENT – Approximately 12-16 hours per year**

- Participates in 4 conference calls (1 hour for preparation time and 1 hour for participation per call).
- Participates in virtual Nominee interviews (30 minutes per nominee)
- Meets in September at Annual Meeting (1 hour meeting plus travel time).
- Additional time is required of the Committee Chair.



## **BYLAWS SPECIFICATIONS (Article X, Section 1 and Article IX, Section 3)**

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Nominating Committee which are described below.

### **Role**

*The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards.*

**Number of Members:** *Three members.*

### **Elections and Qualifications**

*Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. The President shall appoint a third member of the Committee with approval from the Board of Directors.*

*A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their Committee term.*

### **Terms of Office**

*The term of the elected members is two (2) years. The term of the appointed member is one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.*

*The Nominating Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.*



## American Association of Veterinary State Boards Information on Representatives to the ICVA Elected Positions for 2026-2027

### **CURRENT 2025-2026 AAVSB REPRESENTATIVES TO THE INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT (ICVA®)**

Winifred Krogman, DVM from New Hampshire (Licensed Veterinarian)

*(Currently serving the second year of a first 3-year term.)*

Trina Ralph from Newfoundland and Labrador (Public Member)

*(Currently serving the second year of a first 3-year term.)*

Karl Solverson, DVM from Wisconsin (Licensed Veterinarian)

*(Currently serving the first year of a first 3-year term.)*

Helen Tuzio, DVM from New York (Licensed Veterinarian)

*(Currently serving the third year of a third 3-year term.)*

### **Upcoming 2026-2027 AAVSB Representatives to the ICVA**

\_\_\_\_\_ OPEN \_\_\_\_\_ (Licensed Veterinarian position; 3-year term)

Winifred Krogman, DVM (Licensed Veterinarian)

Trina Ralph (Public Member)

Karl Solverson, DVM (Licensed Veterinarian)

### **BYLAWS SPECIFICATIONS (Article IX)**

The AAVSB Bylaws prescribe the composition, duties, election, qualifications and terms as described below.

#### **Composition**

*There shall be a minimum of four AAVSB representatives to the International Council for Veterinary Assessment (ICVA).*

#### **Duties**

*The Representatives shall attend all meetings of the ICVA and shall report to the AAVSB Board of Directors following each ICVA or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with the AAVSB Bylaws.*

**Election**

*Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume his or her responsibilities at the close of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.*

**Qualifications**

- *Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) be a current Associate Member.*
- *One Representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) be a current Associate Member.*

**Terms**

*Representatives can be eligible for three 3-year terms.*

**EXPECTATIONS**

Please contact the AAVSB office for additional information on the AAVSB representatives to the ICVA.



## International Council for Veterinary Assessment

### BOARD OF DIRECTORS JOB DESCRIPTION

ICVA's Board of Directors (the "Board") consists of 13 Directors, including eight (8) designated Directors and five (5) At-Large Directors. Three (3) veterinarians and a public member (who is not a veterinarian) are designated by the American Association of Veterinary State Boards (AAVSB). Each AAVSB veterinarian designee must currently serve or have served as a member of a veterinary medicine regulatory Board and must be a licensed veterinarian. There is no similar licensure requirement for the veterinarians designated by the AVMA Council on Education (one Director), the Canadian National Examining Board (one Director), or the Association of American Veterinary Medical Colleges (two (2) Directors). The Board appoints the five (5) 'At-Large' Directors, each of whom is either nominated by a veterinary organization, an individual, or self-nominated. All Directors, except the public Director and up to two (2) of the At-Large Directors, shall possess the Doctor of Veterinary Medicine degree, or equivalent veterinary degree.

ICVA's Board of Directors are appointed for three-year terms and may serve a maximum of three (3) terms. If a Director is appointed to an unexpired term of less than two (2) years, that term is not counted as a term for purposes of future appointment(s). The appointing organization has the right to change its appointee(s) at any time.

ICVA holds two regular business meetings each year, typically in June and January, at locations selected by ICVA or ICVA's Chair. Meetings are usually one and one-half days, but additional meeting time is often added for strategic planning and other purposes. ICVA's Board of Directors are invited to participate in ICVA's Form Review meeting at the office of the National Board of Medical Examiners in Philadelphia each April. A brief ICVA business meeting may be scheduled during the two-day form review meeting. Failure to attend two (2) consecutive Board meetings may result in removal from the Board at the sole discretion of the Executive Committee.

ICVA's Board of Directors have the opportunity to participate in other ICVA activities, which are held in various locations, as needed. These include:

- examination item review meetings
- examination standard setting meetings
- examination key validation conference calls
- practice analysis task forces
- meetings to review and approve examination blueprints
- conferences that are relevant to ICVA's mission
- outreach visits to licensing Boards, veterinary schools, and other constituents
- serving as item writers or examiners for ICVA examinations

ICVA's Executive Committee consists of the Chair, Chair-Elect, Secretary-Treasurer, and Immediate Past Chair. These positions are elected by the Board each year in June. Officers serve one-year terms, and in some cases, per the bylaws, they can be re-elected to additional terms. Officers of the Executive Committee often meet face-to-face once per year in addition to the regular ICVA meetings. They also serve as members of the

Hearing Panel in irregular behavior investigations, and in such cases, they meet at the site of the hearing, as needed.

ICVA's designated Board of Directors are expected to interact regularly with their appointing organization, sharing information about ICVA and its programs with that organization, and bringing input from that organization to ICVA, as needed. If the designee's attendance at meetings of their appointing organization is relevant to ICVA's mission, and if the expenses are not covered by the appointing organization, ICVA will reimburse the individual for travel expenses.

Because the Board of Directors often deals with test materials, contracts, candidate records, and other confidential items, they are required to sign an annual *Conflict of Interest* and confidentiality statement.

ICVA's Board of Directors receive no compensation for their service as Directors. ICVA covers all reasonable travel expenses for Directors of the corporation to attend ICVA meetings and other official activities.

ICVA's Board of Director veterinarians should be knowledgeable in their area(s) of veterinary medicine. The public appointee should have some background with veterinary medicine, such as, through membership on a veterinary licensing Board, training as a veterinary technician, and/or experience with animal production or ownership. Ideally, all persons appointed to ICVA should have some experience and interest in veterinary licensure, veterinary practice, veterinary medical education, testing, and/or nonprofit governance.

ICVA's Bylaws refer to the designated Board of Directors as "designated by" the appointing organization, rather than "representing" that organization. This is deliberate. While each Director brings a unique perspective to the Board, based on his or her background and experience, all ICVA Directors are expected to work together for the good of the organization, helping it to achieve its mission, which is to "provide world-class examinations and other assessment tools to protect the public, and animal health and welfare. And to provide leadership and facilitate collaboration throughout veterinary medicine."

The Board has specific responsibilities including, but not limited to, the following:

1. **Determine ICVA's mission and purpose.** The Board shall create and review a statement of mission and purpose that articulates ICVA's goals, means, and primary constituents served.
2. **Select the chief executive officer and assess his or her performance.** The Board shall determine the chief executive officer's responsibilities and undertake a careful search to find the most qualified individual for the position. The Board shall annually assess the chief executive officer's performance.
3. **Support the chief executive officer.** The Board shall provide the chief executive officer with the support he or she needs to further the goals of ICVA.
4. **Provide proper financial oversight.** The Board shall approve the annual budget and ensure that proper financial controls are in place.
5. **Ensure adequate resources.** The Board shall ensure that there are adequate resources for ICVA to fulfill its mission.
6. **Ensure legal and ethical integrity and maintain accountability.** The Board shall ensure adherence to legal standards and ethical norms.

7. **Ensure effective strategic planning.** The Board shall engage in a strategic planning process and assist in implementing and monitoring the plan's goals.
8. **Recruit and orient new board members and assess board performance.** The Board shall articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
9. **Enhance ICVA's public standing.** The Board shall clearly articulate ICVA's mission, accomplishments, and goals to the public and garner support from the veterinary community.
10. **Determine, monitor, and strengthen ICVA's programs and services.** The Board shall determine which programs are consistent with ICVA's mission and shall monitor their effectiveness.