

Consistent with the United States Animal Health Association (USAHA) 2015-2020 Strategic Plan, the Executive Committee (EC) has established this guideline to evaluate and restructure Committees, Subcommittees and Advisory Committees in order to better meet member expectations as has been captured in several annual meeting opinion polls. This document provides a roadmap of how the USAHA committee structure and process will be addressed.

Goals:

- Implement strategic plan recommendations to Optimize Committee Effectiveness. Increase ability for members to attend meetings of interest with fewer conflicts/overlap.
- Improve ability for members to optimize time during the meeting and throughout the year.
- Improve the ability for individuals with specific species interests to focus their participation in the annual meeting, with minimal unproductive time.

Methods:

- Reduce number of committees and establish fewer main or core committees with associated subcommittees, advisory committees and working groups (Requested by membership in meeting surveys).
 - Core committees then have sufficient subject matter to remain viable year-round.
 - Subcommittees and advisory committees are established and dissolved by the associated main committee chairs (who generally consult the committee members), with the approval of the president (with input from the EC).
- Align main committees by species where possible.
 - Concentrates topics of interest for members who generally focus on species (commodities).
 - Concentrates content for subject matter experts to reduce dispersed duplicate presentations of interest.
- Increase emphasis on working groups where appropriate with specific timeframes, as opposed to subcommittees to foster flexibility and task-specific work for the organization.
- Reorganize the annual meeting to reflect new species emphasis and attempt to reduce the number of concurrent meetings that members want to attend.
- Institute regular evaluation of committees, subcommittees and advisory committees so that the organization remains streamlined and relevant.
 - Goal is for the EC or a work group appointed by them, to evaluate approximately 1/3 of the committees and their subcommittees annually so that all committees are reviewed about every three years.
 - The review will be a collaborative process, inclusive of the committee leadership and the Chairs will receive notice of their review at least 6-12 months in advance.
 - The result of the review may be no change, combination with another committee or dissolution of the committee, subcommittee or advisory committee.
 - The review will include:
 - Committee goal and purpose;
 - Chair's summary of recent activity; top priority issues;
 - Species vs. Subject (Will the committee fit in a species committee? Is the topic better addressed in a cross-species forum as topics do not significantly align with species or are consistently inclusive of all species?);
 - Stakeholder influence;
 - Regional, National or International implications;
 - Committee size, attendance and level of active participation, including activity throughout the year; and
 - For subcommittees and advisory committees, degree to which they are engaged with and report to the main committee.