



Standard Operating Procedure:

Position Statements

New Position Statements

- New position statements may be suggested by ASV members at any time by writing to info@sheltervet.org.
- The Position Statement Committee (PSC) will evaluate the suggestion and present it to the Board of Directors (BOD) for approval prior to drafting.
- If approved, the PSC will present the concept and seek feedback from ASV members through the Community Forums for a period of 30 days.
- The PSC will then review the member comments, draft the new statement, and present it for review by a minimum of one independent topic expert selected by the PSC.
- The PSC will then revise the statement as necessary and present it to the BOD for approval for preliminary release and member comment.
- After this approval is obtained, the statement will be posted in a members-only area of the ASV website as well as in the Community Forums for a period no less than 30 days.
- The PSC will then revise the statement as necessary and present it to the BOD for final approval, formatting, posting, and public release.

Position Statement Revisions

- Revision of existing statements may be suggested by ASV members at any time by writing to info@sheltervet.org.
- The Position Statement Committee (PSC) will evaluate the suggestion and present it to the Board of Directors (BOD) for approval prior to drafting revisions.
- If approved, the PSC will then draft the revised statement and present it to the BOD for editing, revision, and re-approval.
- Existing position statements may be reviewed as needed, but at a minimum of once every 5 years.
- Input may be solicited from independent topic experts at any time during the revision process as deemed appropriate by the PSC or BOD.
- The Chair of the PSC is responsible for identifying position statements due for revision at the beginning of each BOD term.