

## **Duties/Timelines for the President**

1. The President shall be the chief executive officer of the Association and shall be responsible for all Association activities.
2. The President shall serve for a term of one (1) year following a one-year term as President-Elect and preceding a one (1) year term as Past President.
3. Duties
  - a. To call and preside at all regular business meetings of the Association, Board of Directors and Executive Committee;
  - b. To call emergency meetings of the Association, Board of Directors, and Executive Committee;
  - c. To appoint, charge and dissolve ad hoc committees subject to approval of the Board of Directors;
  - d. To promote the interests of and formally represent the Association in all matters;
  - e. To serve as a member of the Budget Committee;
  - f. To serve as interim Chairperson of the Budget Committee during the quarterly financial audit;
  - g. To review the newsletter of the Association prior to publication;
  - h. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the President including any business requiring action by the Board of Directors;
  - i. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities;
  - j. To vote only for resolution of a tie, and
  - k. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

Additional duties/actions of the President:

- a. Write letters on behalf of the association

- b. Submit names to the governor as requested to fill positions on State Boards: ABESPA, Hearing Aid Dispensing Board, etc.
- c. Submit a newsletter article on a quarterly basis for publication in the Sound Expressions.
- d. Conduct the Leadership Workshop (this is conducted in odd years).

## **Duties/Timelines for the President-elect**

The President-elect shall be elected annually for a term of one (1) year. Following this term, this officer shall be designated as President.

The duties of the President-elect shall be:

- a. To serve as a voting member of the Board of Directors and the Executive Committee and attend the meetings;
- b. To assume the responsibilities of President in the event of vacancy of the Office of President;
- c. To aid the President in promoting the interests of the Association;
- d. To serve as a member of the Budget Committee;
- e. To serve as Chairperson of the Membership Committee;
- f. To coordinate the activities of the Marketing/Recruitment Committee
- g. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the President—elect including any business requiring action by the Board of Directors;
- h. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- i. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

Additional duties:

- a. Send a letter to non-members encouraging membership within ArkSHA
- b. Submit newsletter articles according to newsletter timeline
- c. Submit press releases/media announcements on activities of the association

## **Duties/Timelines for the Treasurer**

The Treasurer shall be elected in odd numbered years for a term of two (2) years and is responsible for overseeing the on-going financial matters of the Association.

The duties of the Treasurer shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend meetings of the Executive Committee upon request;
- c. To invest, subject to approval of the Board of Directors, all monies which shall belong to the Association from any source;
- d. To monitor and keep an accurate record of all revenues, expenses, and changes in fund balance
- e. To serve as Chairperson of the Budget Committee and Scholarship Committee
- f. To provide necessary budget information to the Board of Directors and a monthly transaction report to the Executive Committee
- g. To submit a written report at meetings of the Board of Directors;
- h. To submit a financial statement to be distributed at the annual business meeting of the Association;
- i. To submit the appropriate tax returns;
- j. To submit the accounts for a yearly external audit, and
- k. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.
- l. To sign checks upon review of submitted bills/travel reimbursement requests.

## **Duties/Timelines for the Secretary**

The Secretary shall be elected in even numbered years for a term of two (2) years.

The duties of the Secretary shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the Executive Committee meetings upon request;
- c. To record and file minutes of all meetings of the Association and the Board of Directors
- d. To provide for the distribution of the minutes of the Board of Directors meetings to all members of the Board of Directors no later than three (3) weeks after each meeting;
- e. To provide a summary of all Board of Directors minutes for publication in the newsletter of the Association;
- f. To assure the maintenance of a separate record of Board policy decisions;
- g. To assure the maintenance of written reports of all Association committees and officers;
- h. To serve as Chairperson of the Archives and History Committee;
- i. To serve as Chairperson of the Publications Committee;
- j. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Secretary including any business requiring action by the Board of Directors;
- k. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities

## **Duties/Timelines for Vice-President for Speech-Language Pathology Services**

The Vice-President for Speech-Language Pathology Services shall be elected in even numbered years for a term of two (2) years.

The duties of the Vice-President for Speech-Language Pathology Services shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the meetings of the Executive Committee upon request of that committee;
- c. To serve as a Co-Chairperson of the Professional Practices Committee; primarily responsible for speech language services and issues;
- d. To assist the President-elect on activities of the Marketing/Recruitment Committee
- e. To make recommendations to the Board of Directors for liaisons serving on the Professional Practices Committee; in the area of speech language pathology services and issues;
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice-President for Speech-Language Pathology including any business requiring action by the Board of Directors;
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- h. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

## **Duties/Timelines for Vice-President for Audiology and Hearing Services**

The Vice-President for Audiology and Hearing Services shall be elected in odd numbered years for a term of two (2) years.

The duties of the Audiology and Hearing Services shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings
- b. To attend meetings of the Executive Committee upon request
- c. To serve as Co-Chairperson of the Professional Practices Committee, primarily responsible for hearing/balance services and issues;
- d. To serve on the Marketing and Recruitment committee;
- e. To make recommendations to the Board of Directors for liaisons serving on the Professional Practices Committee in the area of hearing/balance services and issues;
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice-President for Audiology and Hearing Services including any business requiring action by the Board of Directors
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities, and
- h. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

## **Duties/Timelines for the VP-elect of Continuing Education**

The Vice-President-Elect for Continuing Education shall be the Association officer responsible for coordinating educational and professional advancement activities sponsored by the Association.

The Vice-President-Elect shall be elected annually for a term of one (1) year.

Following this term, this officer shall be designated as Vice-President for Continuing Education.

The duties of the Vice-President-Elect for Continuing Education shall be:

- a. To serve as voting member of the Board of Directors and attend its meetings;
- b. To attend meetings of the Executive Committee upon request;
- c. To assume the responsibilities of the Vice-President for Continuing Education in the event of a vacancy of that office;
- d. To aid the Vice-President for Continuing Education in coordinating arrangements for the Convention;
- e. To serve as Chairperson of the Continuing Education Committee and to complete and submit all records necessary to grant/receive continuing education credit (ASHA, AAA, ADE);
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice-President-Elect for Continuing Education including any business requiring action by the Board of Directors
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities
- h. Copy of letter to be sent to ASHA CE Board is enclosed



## **Duties/Timelines for the Vice-President of Continuing Education**

The Vice-President for Continuing Education shall be the Association officer responsible for coordination of all activities involving the annual convention.

The Vice-President for Continuing Education shall serve a term of one (1) year following a one-year term as Vice-President-Elect for Continuing Education.

The duties of the Vice-President for Continuing Education shall be:

- a. To serve as a voting member of the Board of Directors and attend the meetings;
- b. To attend the meetings of the Executive Committee upon request of that committee;
- c. To serve as Chairperson of the Convention Committee;
- d. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Vice-President for Continuing Education including any business requiring action by the Board of Directors;
- e. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities; and
- f. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

### **Annual Convention Guidelines:**

Registration

Moderators

Exhibits

Program

Awards reception

Hospitality

Sponsorship

VP Elect to handle CPEs (including Evaluation forms and ASHA approval etc.)

#### Speakers

*Wednesday Evening*

*Thursday Keynote*

*Thursday Featured (4-5 presenters)*

*Call for Papers*

## **Duties/Timelines for the Past President**

The Past President shall be the Association officer responsible for the election process of the Association, the presentation of Honors and increasing public awareness of the fields of speech/language pathology and audiology.

The Past President shall serve for a term of one (1) year following completion of a one (1) year term as President.

### **Duties**

- a. To serve as a voting member of the Board of Directors and the Executive Committee and attend the meetings;
- b. To serve as Chairperson of the Nominations and Elections Committee;
- c. To serve as Chairperson of the Honors and Awards Committee;
- d. To serve as a member of the Budget Committee;
- e. To coordinate the review of past goals and assist with the establishment of future goals for the Association;
- f. To submit a written report at meetings of the Board of Directors and Executive Committee delineating activities of any committee(s) under the jurisdiction of the Past President including any business requiring action by the Board of Directors;
- g. To provide such information as may be requested by the Board of Directors in evaluating and planning Association activities; To serve as Parliamentarian for all Board of Directors and Association meetings. In the absence of the Past President, an acting parliamentarian shall be appointed by the presiding officer, and
- h. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.