

As pulled from the ArkSHA Policies and Procedures

Section II: Board Governance

Meetings

Recommendations for board meetings are as follows.

Two face-to-face meetings are recommended each year (October and December) if possible. Bylaws require a minimum of 6 meetings a year.

2.1 President

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.

Duties:

- To call and preside at all regular business meetings of the Association, Board of Members and Executive Committee;
- To appoint, charge and dissolve ad hoc committees subject to approval of the Board of Members;
 - i. Ad Hoc committees serve a duration of 1 year unless otherwise continued by the next President of the Association
- To serve as a member of the Budget Committee;
- To serve as member of the Government Relations Committee;
- To vote only for resolution of a tie, and
- 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:

- Write letters on behalf of the association
- Submit names to the governor as requested to fill positions on State Boards: ABESPA, Board of Hearing Instrument Dispensers, etc.
- Submit a newsletter article on a quarterly basis for publication in the Communication Connection.
- Conduct the Leadership Workshop annually in December to onboard new board members, to review and update the strategic plan, and to identify advocacy issues for the upcoming year.

Promote the interests of the Association

- Coordinate annual visit/video conference with all higher education institutions in Arkansas that have speech-language pathology or audiology graduate programs. It is recommended to contact the institutions in May to schedule meetings in late August or early September.

2.2 Immediate Past-President

The Past President shall be the Association officer responsible for the election process of the Association, the presentation of Honors and Awards 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

- To serve as Chairperson of the Honors and Awards Committee;
- To serve as member of the Fundraising Committee;
- To serve as a member of the Budget Committee;
- To coordinate the review of the strategic plan and assist with the establishment of future goals for the Association;
- To submit a written report at meetings of the Board of Directors and Executive Committee
- To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

2.3 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:

- Collaborate with the Communications Committee to:
- Establish social media posting plan
 - i. Recruit committee members
 - ii. Highlight Association members
 - iii. Notify members of advocacy efforts via email, on the website, and/or social media
- Serve as the ArkSHA Representative at Arkansas Board of Examiners for Speech-Language Pathology and Audiology (ABESPA) meetings. If the President-Elect is unable to attend the ABESPA meeting, they will coordinate with another ArkSHA Board Member to attend as a substitute.
- To serve as a member of the Budget Committee;
- To serve as Chairperson of the Membership Committee;
- To submit a written report at meetings of the Board of Members and Executive Committee
- Submit newsletter articles according to newsletter timeline
- Submit press releases/media announcements on activities of the association

2.4 Vice-President of Continuing Education

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:

- To serve as Chairperson of the Convention Committee;
- To submit a written report at meetings of the Board of Directors and Executive Committee
- To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

2.5 Vice-President-Elect of Continuing Education

The Vice-President-Elect for Continuing Education shall be the Association officer responsible for assisting the VP of CE with the annual convention planning.

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:

- To aid the Vice-President for Continuing Education in coordinating arrangements for the Convention;
- To serve as Chairperson of the Continuing Education Committee and appoint a Continuing Education Administrator (CEA) to complete and submit all records necessary to grant/receive continuing education credit (ASHA, AAA, ADE). Should a CEA not be appointed, the VP Elect of CE will be responsible;
- To submit a written report at meetings of the Board of Members and Executive Committee

Convention Details for VP and VP-Elect of CE

1. Solicit for featured speakers for the convention. Work with Management to determine Call for Papers deadline and (with committee) select presentations from Call for Papers submissions.
2. Work closely with Management about registration: Determine fees, theme and provide input on design for theme.
3. Work with a committee to solicit for exhibitors for the convention.
4. Solicit for volunteers to help work registration with management.
5. Solicit for moderators to help with onsite convention sessions.
6. Schedule time for the board and/or volunteers to put together folders/handouts for attendees 2 weeks prior to the convention.

Continuing Education Administrator

The Continuing Education Administer (CEA) shall be appointed by the Vice President of Continuing Education. The CEA shall not be a voting member of the Board of Members and shall not be required to attend Board meetings; however, the CEA shall be available as needed by Association Management and Vice-President of Continuing Education and Vice-President Elect of Continuing Education.

The CEA shall participate in program planning, execution and reporting as outlined in the Continuing Education Board Manual provided by ASHA.

Information about the process of becoming an ASHA-approved CEA can be found at www.asha.org

2.6 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:

- To serve as Chair of the Hearing Health Advocacy committee;
- To serve as an active liaison between the Arkansas Academy of Audiology (ArAA) and ArkSHA
- To serve on the Marketing committee;
- To serve as a Co-Chair of the Government Relations Committee;
- To serve as Co-Chair of the Fundraising Committee;
- To submit a written report at meetings of the Board of Directors and Executive Committee
- To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.

2.7 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:

- To serve as Co-Chair of the Government Relations Committee;
- To serve as Co-Chair of the Fundraising Committee;
- To check in (via email or phone) with a representative from the Arkansas Department of Education- Division of Elementary and Special Education, Special Education Unit monthly to provide an update at Board meetings.
- To assist the President-Elect on activities of the Marketing Committee
- To submit a written report at meetings of the Board of Members and Executive Committee

2.8 Secretary

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

The duties of the Secretary shall be:

- To record and file minutes of all meetings (electronically, in real-time) of the Association and the Board of Directors; To assure the maintenance of written reports of all Association committees and officers;
- To serve as Chairperson of the Communications Committee;
 - i. To identify a social media posting plan
 - ii. Consider sharing articles and information from the following social media pages (add recommended sharing sites as needed):
 - iii. Consider sharing posts or tagging the following social media groups with social media posts:
- Working with management - provide all Board Members and ASHA State Advocates editing access to social media platforms
- To identify newsletter deadlines
- To submit a written report at meetings of the Board of Members and Executive Committee

2.9 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. Working with management, monitor and keep an accurate record of all revenues, expenses, and changes in fund balance
- b. To serve as Chairperson of the Budget Committee
- c. To serve as a member of the Fundraising Committee
- d. To provide necessary budget information to the Board of Members and a monthly transaction report to the Executive Committee
- e. To submit a written report at meetings of the Board of Members;
- f. To submit a financial statement to be distributed at the annual business meeting of the Association;
- g. To submit the appropriate tax returns;
- h. To submit the accounts for a yearly external audit, and
- i. To serve the Board in an advisory capacity for a period of one year following the completion of their term of office.
- j. To sign checks upon review of submitted bills/travel reimbursement requests.