

Guidelines for Public Relations Committee
(including the Better Hearing and Speech Month Committee)

- a. The function of this committee shall be:
 1. To establish and maintain communication with the Board of Directors NSLHA membership and other related professions with regard to the promotion of the Association and the fields of audiology and speech-language pathology;
 2. To promote the purpose of the Association and the professions through the use of appropriate media including radio, television, print and internet sources;
 3. To promote Better Hearing and Speech Month in Nebraska with appropriate professional and consumer organizations including arranging for a child / adult to be chosen as the Association's representative; and
 4. To be responsible for all aspects of the annual Senators' Breakfast.
- b. The membership of the committee shall consist of a minimum of two members with the chair(s) appointed according to Board policy.

Nebraska Speech-Language and Hearing Association
Deadlines for Public Relations Committee

January	<ul style="list-style-type: none">*Attend Executive Board Meeting*Final invite to the Senators' Breakfast*Final invite to BH/SM Representatives for Senators' Breakfast*Confirm food arrangements with Billy's*Host Senators' Breakfast*Submit final article for the February <i>The Networker</i> regarding Senators' Breakfast*Submit nomination form to <i>The Networker</i> for Better Hearing & Speech Month
February	<ul style="list-style-type: none">* Secure date and location for next year's Senators' Breakfast*Inform Billy's for next years date and location of Senators' Breakfast* Submit nomination form to <i>The Networker</i> for Better Hearing & Speech Month
March	<ul style="list-style-type: none">* Submit report for the Executive Board agenda*Nominations for Better Hearing & Speech Month Representative due*Decide on Representatives for BH/SM and inform them*Contact Governor's office to get info. on where and when Proclamation is*Contact Billy's regarding lunch for BH/SM*Submit article for the May <i>The Networker</i> regarding BH/SM
April	<ul style="list-style-type: none">* Attend Executive Board Meeting*Submit a press release to Nebraska newspapers announcing our Representatives for May is BH/SM
May	<ul style="list-style-type: none">*Send reminder to BH/SM Representatives*Contact Billy's for final food arrangements*Participate in Proclamation at capitol for BH/SM* Contact Nebraska public radio for publicity of BH/SM*Contact Nebraska newspapers for publicity of BH/SM
June	<ul style="list-style-type: none">* Submit items for the Executive Board agenda
July	<ul style="list-style-type: none">* Attend Executive Board Meeting*Solicit volunteers to assist with informational booth at NCSA's Annual Conference, Administrators' Days, in Kearney.
August	<ul style="list-style-type: none">* Write goals and achievements for Annual Business Meeting Book*Man booth for Administrators' Days

- September
- * Submit items for the Executive Board agenda
 - * Invite BH/SM Representatives to present during Annual Business Meeting at our Annual Convention
- October
- * Attend Executive Board Meeting
 - * Submit article for the December *The Networker* regarding convention
 - * Confirm with BH/SM Representatives their attendance
 - * Attend Transition Meeting in October or November (at the request of the President and/or when a new chair takes position)
 - * Submit article for the December *The Networker* advertising the Senators' Breakfast
 - * Up-date procedure manual
- November
- * Invite Senators to a breakfast in January
 - * Invite BH/SM Representatives to Senators' Breakfast
 - * Arrange program and find speakers for the Senator Breakfast
 - * Submit article for the January *The Networker* advertising the Breakfast with the Senators
- December
- * Submit items for the Executive Board agenda
 - * Invite Senators to a breakfast in January
 - * Make food arrangements with Billy's
 - * Secure program and speakers for the Senators' Breakfast