

Guidelines for Office of President

TERM: One (1) Year

ELECTION: N/A Term immediately follows the year served as President-Elect

It is suggested that NSLHA Presidents participate as a Board member for at least one year prior to assuming the office of President-elect. Customarily, the period between the state convention and the meeting in January when the new officers assume their duties is a time of shared responsibility between the office of President-Elect and President. The primary responsibility remains with the President. The new President is responsible for ensuring that a January meeting is planned and an agenda is published. Agenda distribution is coordinated by the management firm.

The President, together with the Executive Board, should establish priorities in January. These priorities include business from the previous year. During the first meeting, it seems appropriate to expect the incoming President to attempt to “set the tone” for the upcoming year.

The President is responsible for setting the agenda, conducting and managing board meetings in a timely manner. The Board determines the length of the discussions, etc., but the President is expected to maintain the flow and forward motion of the meetings.

Listed in the By-Laws are the formal mandates from the Association to the Association President. Those mandates require an understanding of how the Board functions, and negotiations with the Board and the members regarding administration of the business of the Association.

The President’s job consists primarily of administrative duties in terms of providing some structure in which the organization may function most effectively. The second primary responsibility is to represent the organization in various ways, both to its own members and to the public. While this may be interpreted in as many ways as there are future Presidents, Past Presidents have tried some of the following techniques:

- A. Sending a brief note welcoming new Board members.
- B. Sending brief notes to committee chairs and other persons within the organization to provide them with encouragement for the work that they are doing. Sending brief newsletters to Board members and committee chairs to maintain high visibility of NSLHA, both for the Board as a body, and the membership represented by the committee chairs.
- C. Sending thank you notes to Board and/or members for work they have done or work completing an office term.
- D. Answering mail and phone calls promptly (within the constraints of our voluntary status—each person has other responsibilities which is understood by the Board).
- E. Sharing mail judged to be “pertinent” with other officers of the full Board, as appropriate. Forwarding information arriving from other sources with the Editor, the Board, or those committees addressed. Often, other associations will forward information to the President with the intention that it be disseminated.
- F. Responding to a respectable number of inquiries for information from other agencies, such as CSAP and ASHA. Maintaining close liaison with ASHA and the CSAP regarding critical issues and future growth.
- G. Encouraging public relations activities, including participation when possible.
- H. Visiting agencies, campuses, and organizations when invited.
- I. Maintaining regular communication with the Association lobbyist and Legislative Affairs committee chairs, to ensure timely attention and careful monitoring of issues related to professional concerns. Such communication and associated activities might include:
 1. Testifying when need for legislative affairs and special hearing.
 2. Assisting organization and facilitation of campaigns to inform individuals making legislative or ruling decisions for the best interest of persons served by our profession and for the profession itself.
 3. Maintaining awareness of legislative affairs, either personally, through briefing from the lobbyist, or from Legislative Affairs committee chairs.
- J. Maintaining contact with the Licensure Board, Nebraska Bureau of Examiners in Speech-Language Pathology and requesting reports to the Executive Board as necessary and desired.

- K. Maintaining frequent communication with Management Firm.
- L. Attending Council of State Association Presidents' Meeting.

**Nebraska Speech-Language and Hearing Association
Deadlines for Office of President**

January	<ul style="list-style-type: none"> *Attend Executive Board Meeting *Attend Continuing Education Meeting *Write President's message for the March <i>The Networker</i> * *Speak at Senators' Breakfast
February	<ul style="list-style-type: none"> *Follow up with Executive Board business *Write President's message for the April <i>The Networker</i> *
March	<ul style="list-style-type: none"> *Submit items for Executive Board agenda *Write President's message for the May <i>The Networker</i> * *Write congratulations letters to BH/SM Reps.
April	<ul style="list-style-type: none"> *Attend Executive Board Meeting *Attend Continuing Education Meeting *Write President's message for the June <i>The Networker</i> * *Attend Better Hearing & Speech Month Proclamation *Write letters for membership drive
May	<ul style="list-style-type: none"> *Follow up with Executive Board business *Attend annual meeting of the Council of State Association Presidents (CSAP) *Touch base with Executive Administrator regarding membership drive *Write thank you for attending Proclamation to BH/SM Reps. and cc to SLP
June	<ul style="list-style-type: none"> * Submit items for Executive Board agenda *Write President's message for the August <i>The Networker</i> * *Write article on CSAP meeting
July	<ul style="list-style-type: none"> *Attend Executive Board Meeting *Attend Continuing Education Meeting * Write President's message for the September <i>The Networker</i> *
August	<ul style="list-style-type: none"> * Follow up with Executive Board business *Write goals and achievements for Annual Business Meeting Book *Meet with President-Elect, Treasurer and Executive Administrator to prepare the budget *Did convention awards get ordered? Check with President-Elect
September	<ul style="list-style-type: none"> * Submit items for Executive Board agenda * Write President's message for the November <i>The Networker</i> *
October	<ul style="list-style-type: none"> *Attend Executive Board Meeting *Attend Annual Convention *Conduct Annual Business Meeting at Thursday's Luncheon * Write final President's message for the December <i>The Networker</i> * *Schedule Executive Board Transition Meeting for October or November *Submit items for Executive Board Transition meeting *Up-date procedure manual
November	<ul style="list-style-type: none"> * Follow up with Executive Board business
December	<ul style="list-style-type: none"> *Submit items for Executive Board agenda *Read through duties of Past President

*Deadlines are set by the Editors. Currently, the Editors request that the President's message be submitted by the 5th day, two months in advance.