

## Guidelines for Office of President-Elect

TERM: One (1) Year  
ELECTION: Annually

The President-Elect becomes familiar with the business of the organization through reviewing the By-Laws and the Procedural Manual, and provides assistance to the President of the Association. The President-Elect of the Association shall Chair the Honors Committee and prepare/coordinate the Honors of the Association. The President-Elect serves as liaison between the Executive Board and all NSLHA committees.

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

January	<ul style="list-style-type: none"><li>*Attend Executive Board Meeting</li><li>*Write article to solicate NSLHA and ASHA Foundation Nominations</li></ul>
February	<ul style="list-style-type: none"><li>* Contine to solicate NSLHA and ASHA Foundation Nominations</li><li>*Begin preparing documents for ASHA Nomination Forms for those who were nominated for ASHA awards at the previos year's state convention.</li></ul>
March	<ul style="list-style-type: none"><li>* Continue to solicate NSLHA and ASHA Foundation Nominations via <i>The Networker</i>, NSLHA website, and/or Regional Representatives.</li><li>*Send in ASHA Nominations from previous convention to meet the April 1st deadline</li><li>*Submit items for Executive Board agenda</li></ul>
April	<ul style="list-style-type: none"><li>*Attend Executive Board Meeting</li><li>*Solicit nominations from members of the Association for various awards given or recommended by the Association</li></ul>
May	<ul style="list-style-type: none"><li>*Put notices in the June <i>The Networker</i> requesting; - Nominations for award</li></ul>
June	<ul style="list-style-type: none"><li>* Submit items for Executive Board agenda</li></ul>
July	<ul style="list-style-type: none"><li>*Attend Executive Board Meeting</li></ul>
August	<ul style="list-style-type: none"><li>*Attend the budget meeting with President, Treasurer and Executive Administrator</li><li>*Order awards for convention</li><li>*Write awards presentation for convention during Annual Business Meeting Luncheon</li><li>*Write goals and achievements for Annual Business Meeting Book</li></ul>
September	<ul style="list-style-type: none"><li>*Pick up plaques and awards</li><li>* Submit items for Executive Board agenda</li></ul>
October	<ul style="list-style-type: none"><li>*Attend Executive Board Meeting</li><li>*Attend Annual Convention</li><li>*Annual Business Meeting Luncheon (Thursday during convention)</li><li>*Write article for the November <i>The Networker</i> regarding awards given at convention</li><li>*Attend Transition Meeting for October or November</li><li>*Up-date procedure manual</li></ul>
November	<ul style="list-style-type: none"><li>*Write President's message for January issue of <i>The Networker</i></li></ul>
December	<ul style="list-style-type: none"><li>*Read through duties of President</li><li>* Submit items for Executive Board agenda</li></ul>