

Guidelines for the Office of Vice President-Elect

TERM: One (1) Year
ELECTION: Annually

The Vice President-Elect shall:

1. Act as program Co-Chair for all Association sponsored and co-sponsored conventions and meetings.
2. Serve as a member of the Association Ad Hoc Committee on Continuing Education and assume a leadership position in the planning, organization, and execution arrangements.
3. Serve as a member of the Association ad hoc committee on the Annual Convention Program. The Vice President-Elect will assist in the planning and organization of the Annual Convention in cooperation with the Vice President and the Executive Administrator.

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

January	*Attend Executive Board Meeting *Attend Continuing Education Meeting
February	*
March	* Submit items for the Executive Board agenda
April	* Attend Executive Board Meeting * Attend Continuing Education Meeting *Discuss with Director the Annual Mid Winter Workshop
May	*
June	* Submit items for the Executive Board agenda
July	* Attend Executive Board Meeting * Attend Continuing Education Meeting *Finalize Annual Mid Winter Workshop speaker, date, location and topic
August	* Write goals and achievements for Annual Business Meeting Book *Thank you gifts for convention speakers
September	* Submit items for the Executive Board agenda
October	* Attend Executive Board Meeting *Chair Continuing Education Meeting at convention for next year's convention *Attend Transition Meeting in October or November *Up-date procedure manual
November	*
December	* Submit items for the Executive Board agenda