

Guidelines for Office of Vice President

TERM: One (1) Year

ELECTION: Served immediately following the year served as Vice President-elect

The Vice President shall:

1. Solicit input from all standing committees regarding the continuing education needs of the membership and serve as program chairperson for all sponsored and cosponsored Association conventions and meetings. The Vice President shall assume a leadership position in the planning, organization, and execution arrangements.
2. Form and act as the Chairperson of the Association's Ad Hoc Committee on Continuing Education.
3. Act as Chairperson of the Annual Convention and Annual Mid Winter Workshop.

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

January	*Attend Board Meeting *Chair Continuing Education Committee Meeting *Submit a Call For Papers / Posters in February issue of <i>The Networker</i>
February	*Attend Annual Mid Winter Workshop *Submit items for the Board Agenda
March	*Submit items for Board Agenda
April	*Preliminary mock-up of convention schedule to present at April Board Meeting *Attend Board Meeting *Chair Continuing Education Committee Meeting *Call for Papers due
May	*Contact NSLHA Director to discuss need for another Call for Papers in <i>The Networker</i> , may not be necessary
June	*Submit items for the Board Agenda
July	*Attend Board Meeting *Chair Continuing Education Committee Meeting *Finalize convention format and schedule *Call for Posters due
August	*Work with Editor(s) on August issue of <i>The Networker</i> (convention issue)
September	*Submit items for the Board Agenda
October	*Attend Executive Board Meeting *Attend Annual Convention *Attend Annual Membership Meeting & Awards Luncheon *Write convention summary for the November <i>The Networker</i> *Schedule a Transition Meeting with the Vice President-elect in October, November or December if needed
November	*Up-date Procedure Manual
December	*Submit items for the Board Agenda