

# GET INVOLVED IN YOUR PROFESSIONAL ASSOCIATION!

## ELECTED OFFICES:

### Office of the President

**TERM: One Year**

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

The President of the Association, together with the NSLHA Executive Board, should establish priorities in January, to set the “tone” for the upcoming year. The President is responsible for setting the agenda, conducting and managing Board meetings. The President’s job consists primarily of administrative duties in terms of providing structure in which of organization may function most effectively. The second primary responsibility is to represent the organization in various ways, both to NSLHA members and to the public. The President will also need to appoint an Editor.

### Office of President-elect

**TERM: One Year**

**ELECTION: Annually**

As President-elect of the Association you shall Chair the Liaison Committee. The President-elect becomes familiar with the business of the Association, through By-Laws and Procedural Manual, and provides assistance to the President of the Association. The President-elect attends all NSLHA Board Meetings and submits a proposed budget to the Treasure for the upcoming fiscal year. The President-elect prepares and coordinates the Honors of the Association. The President-elect is also in charge of thank yous for convention speakers.

### Office of Vice President

**TERM: One Year**

**ELECTION: Annually**

The Vice President of NSLHA assumes a shared responsibility with the membership of organizing and coordinating quality professional continuing education opportunities sponsored by NSLHA. The Vice President serves as Chair for the Annual Fall Convention and the Mid Winter Workshop.

### Office of the Past President

**TERM: One Year**

**ELECTION: N/A Term immediately follows year of Presidency**

Upon completion of President of the Association, the President is required to serve one year as Past President. As Past President you are responsible for arranging, with the new President, the first meeting of the new calendar year. If needed coordinates, with the author(s), of any By-Law changes according to the timelines in the By-Laws. The Past President serves as the liaison to the Nebraska Speech-Language-Hearing Foundation and all other organizations/agencies when requested by the NSLHA Board or President.

### Office of the Vice President-elect

**TERM: One Year**

**ELECTION: Annually**

As Vice President-elect you shall act as Co-Chair for all Association sponsored and co-sponsored conventions/meetings. The Vice President-elect also serves as a member of the Continuing Education Committee and assist in the planning and organization of the Fall Convention in cooperation with the Vice President and the Executive Administrator. The VP-elect is also responsible for the fun activities planned at convention. In the absence of the Vice President, the Vice President-elect will assume the position. For the Annual Fall Conference, the Vice President-elect arranges for gifts and thank you letters to be distributed to the speakers.

(OVER)

### **Office of the Secretary:**

**TERM: Two Years**

**ELECTION: Even numbered years**

As Secretary of the Association your duties would include recording minutes of all Executive Board Meetings, Liaison and Business Meetings. The Secretary also works in conjunction with the Executive Administrator in maintaining the records of the Association and distribution of meeting minutes.

### **Office of the Treasurer:**

**TERM: Two Years**

**ELECTION: Odd numbered years**

The Treasurer of the Association is responsible for maintaining Association accounts and overseeing all receipts and disbursement of funds. The Treasurer Chairs the Budget Committee Meeting and works in conjunction with the Executive Administrator in carrying out monthly activities.

### **Editor of the *Networker*:**

**TERM: Appointed by President**

**ELECTION: N/A**

The primary duties of the *Networker* Editor are to solicit and edit articles/information for the newsletter. The information is forwarded to Layout/design, then an email draft is sent to the Editor for review. When all edits are made then final version is then sent to the printer. There are not July or October issues.

### **Web Site Administrator:**

**TERM: Appointed by President**

**ELECTION: N/A**

Duties of the administrator of the association's Web site [www.nslha.org](http://www.nslha.org) include overseeing the site; maintaining, upgrading and approving content; and coordinating design upgrades with the technology and communication marketing firm that hosts the site. Other individuals who have access privileges to the management side of the site (e.g., to add/update content) include the NSLHA Executive Administrator and the President.

### **Legislative Counselor (LC):**

**TERM: Three Years**

**ELECTION: Elected by Nebr. Members of ASHA, through the ASHA election process**

Legislative Counselors are requested to attend all Executive Board meetings and report on ASHA Legislative Council activities. In addition, they are required to attend two ASHA Legislative Council meetings annually to represent the ASHA constituents from Nebraska. One meeting is in the Spring and the other is held during the annual convention. Finally, Legislative Counselors are expected to monitor activities on the ASHA LC Form Listserve. This includes discussion items, as well as electronic voting.

### **State Regional Representative:**

**TERM: Two Years**

**ELECTION: EVEN NUMBER YEARS: Regions 2, 4 and 6;**

**ODD NUMBER YEARS: Regions 1, 3 and 5**

As a Regional Representative your duties would be to participate in four NSLHA Board Meetings per year, the fourth convening the night before Convention. You are also the source of information on current issues to/from your region. You may communicate suggestions and/or concerns to the NSLHA Executive Board.

## **COMMITTEE OPPORTUNITIES:**

### **Continuing Education Committee:**

The simplest approach to this committee is to identify what are the current membership interests and then ask people with clinical or research expertise in those areas to share their knowledge with us. It requires consistent and, at times, significant time and energy by the Co-Chair to contact and network collectively with speech language pathologists and audiologists. Meeting regularly with the executive director, executive board, continuing education committee and the general membership will provide support in accomplishing these objectives. The reward you gain from this experience is a proud feeling of satisfaction knowing you have served your state association. It provides an opportunity for camaraderie and fellowship unique to serving on a board.

### **Clinical Services Committee:**

The Clinical Services Committee consists of a minimum of three members. Their duty is to establish and maintain communication with the NSLHA Executive Board and membership regarding current practices relative to services in a clinical environment. This committee also recommends association action on state and federal legislation, which affects services in the clinical environment.

### **Legislative Affairs:**

As Legislative Affairs Representative your duties are to communicate with Rich Lombardi, Lobbyist, regarding NSLHA's position on legislative bills, and assist in the identification of newly introduced legislative bills that impact our clients and profession. The Legislative Affairs Representative is responsible for tracking and keeping the NSLHA membership informed about impacting legislation. The Legislative Affairs Representative also encourages the membership to become involved with the legislative process and become proactive in personal lobbying for bills that impact our clients and profession.

### **Public Relations Committee:**

The Public Relations Committee establishes and maintains communication with the NSLHA Board and membership with regard to promotion of Better Hearing and Speech Month in Nebraska. This committee also arranges a child and/or adult representative to be chosen as the poster representatives. This committee is also in charge of promoting NSLHA throughout the state.

### **Schools Committee:**

The Schools Committee consists of a minimum of three members. Their duty is to establish and maintain communication with the NSLHA Executive Board and membership regarding current practices relative to services in a schools environment. This committee also recommends association action on state and federal legislation, which affects services in the school environment.

### **Nominations Committee:**

The Nominations Committee consists of a Chairperson and six Regional Representatives. This committee would require you to formulate a slate of nominations and collect biographical information about those nominees for the association. You would observe a general timeline for gathering and presenting the election status to the membership via the *Networker*.