

Policies & Procedures Manual

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Archives Committee Chair

TERM OF SERVICE:

The chair is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service. The members of the committee are selected by the committee chair in consultation with the SHAA President.

KEY TASKS and TIMELINE:

1. Arrange for pictures to be taken at meetings of the Executive Board, Convention activities, SHAA Business meetings, etc. Selected pictures are to be placed in an archival quality binder which is to be exhibited at each SHAA Convention or displayed in digital format on the SHAA website.
2. Know the location of the archives of SHAA and determine if said archives remain in archival quality storage containers and in an appropriate location. It is suggested that the Executive Director provide such storage.
3. With the help of the Executive Director and/or President, add appropriate documents to the archives at the conclusion of each convention. All documents should be dated, and persons/events in pictures should be identified as far as possible.
 - a. Minutes of all meetings of the Executive Board and the Association Business meetings

- b. All publications of SHAA
 - c. Pictures of members and activities, etc.
 - d. Written history of each president's term, completed by the president within one year of the conclusion of his/her term
 - i. Name of president and dates of term
 - ii. Names of officers and members of the Executive Board
 - iii. Special committees appointed to accomplish needed objective(s)
 - iv. Paramount issues and/or concerns that faced Audiology and Speech-language pathology during that term
 - v. Dates and locations of conventions
 - vi. President's personal summary, which may include the general political environment concerning funding, licensure, etc., as well as thoughts on the direction and health of the Speech and Hearing Association of Alabama and the professions of Audiology and Speech-Language Pathology
4. With the Executive Director, ascertain that each past president's name and date of office is included in the list of Past Presidents of SHAA that is to appear in each issue of the SHAA Membership Directory
5. Determine with the Convention Chair if the "Exhibit of the History of the Speech and Hearing Association of Alabama" (first exhibited in 2004), will be exhibited at the annual convention. If so, the exhibit should be brought up to date with pictures from the most recent conventions included as well as the history of the last president's terms of office with a picture of the president.
6. Submit a suggested budget request for anticipated expenses for materials and services when the call for such is received. The Chairman will be responsible for the purchase of the archival quality materials, film, display materials, etc. as needed.
7. Report to the Executive Board at all scheduled Board meetings

ASHA Committee of Ambassadors (CoA): Audiology and SLP

TERM OF SERVICE:

3 years as determined by ASHA.

KEY TASKS and TIMELINE:

1. Attend and represent Alabama ASHA members at all scheduled meetings of the Committee of Ambassadors (CoA)
2. Act as Ambassadors of ASHA by providing advocacy on and communication about the priorities of ASHA to officials, constituents, peers, and the general public at the workplace, local, state, and national levels.
3. Report the activities of the CoA to the SHAA Executive Board

Composition

54 member audiologists and 54 member speech-language pathologists who represent each state; Washington, DC; International constituents (members who reside outside the United States); U.S. territories; and the National Student Speech Language Hearing Association (NSSLHA).

Desired Service Qualifications/Experiences

Each member of the CoA must be a member of ASHA from the state (or constituency) in which they reside based on ASHA records.

Selection Process

- The SHAA Executive Board, as well as individual SHAA members, will not have any input into the selection of the Alabama Audiology and SLP CoA.
- Potential CoA members will apply through the ASHA volunteer portal.
- Applicants will be reviewed and recommended by the Committee Chair, Board Liaison and Ex-Officio.
- Recommendations will be passed on to the Committee on Committees for approval.

ASHA's State Advocates for Medicare Policy (StAMP)

TERM OF SERVICE:

Appointed by SHAA

KEY TASKS and TIMELINE:

1. The mission of the State Advocates for Medicare Policy (StAMP) Network is to enhance and perpetuate the advocacy, leadership, and communication of ASHA members at the state level to influence administrative and public policy decisions that impact Medicare coverage and reimbursement of audiology and speech-language pathology service.
2. The StAMP representative is responsible for establishing or enhancing effective links to medical directors, consultants, and key personnel with Medicare administrative contractors (MACs), Medicare regional office officials, state health agencies (certify Medicare facilities) consumer groups, and other related professionals.

By-Laws and Organization Committee Chair

TERM OF SERVICE:

This is a standing committee. The chair is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service.

KEY TASKS and TIMELINE:

1. Select members of the committee, in consultation with the SHAA President, to include at least five members, two of which shall be past elected officers of the association. The Parliamentarian shall serve on the committee as an ex-officio member
2. Review all proposed amendments to or proposed revisions of the by-laws submitted by members
3. Conduct periodic reviews of the structure and organization of the Association
4. Initiate reviews to update the Policies & Procedures Manual annually
5. Make suggestions that will allow for more efficient operation of the association's responsibilities to the membership
6. Report to the Executive Board at all scheduled Board meetings

CELL (Continuing Education Lending Library) Committee Chair

TERM OF SERVICE:

The CELL Chairperson is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service. The members of the committee are selected by the committee chair in consultation with the SHAA President.

KEY TASKS and TIMELINE:

Duties of CELL Committee Chair

1. Manage all CELL spreadsheets (Excel document has been updated to include three worksheets – **All Current CELL Titles** [includes expiration dates/tracker], **Expired Titles – Peer Review**, and **Titles No Longer Available**). This management includes the following:
 - a. Add new CELL titles to spreadsheet
 - b. Monitor expiration dates of CELL titles and move expired titles from the All Current CELL Titles worksheet to the Expired Titles – Peer Review worksheet
 - c. Monitor completed peer reviews and keep track of reviewers and recommendations on Expired Titles- Peer Review worksheet
 - d. Move restored titles back to All Current Titles worksheet once two positive reviews have been received
 - e. Remove title from spreadsheet if two positive reviews are not received
 - f. Email copy of Excel document to Executive Director when updates or changes are made
2. Peer Reviews
 - a. Recruit professionals to review titles that have expired
 - b. Evaluate completed peer reviews
 - c. Contact Executive Director once titles have expired – request that expired titles be moved from “active” list on website to CELL Peer Review page

- d. Contact Executive Director once titles have been restored – request that restored titles be moved from CELL Peer Review page to active title listing on website
 - e. Respond to questions from reviewers/members related to peer review process
3. Acquire new CELL materials
- a. Follow up on digital recordings from SHAA Convention
 - b. Monitor available titles and seek out topics that are limited/lacking
4. Promote CELL
- a. Create CELL poster and other materials for table at SHAA Convention
 - b. Request/manage periodic emails and posts on SHAA's social media regarding opportunities to earn CEUs through CELL
 - c. Seek out and participate in other promotional opportunities as available

CELL Duties of Executive Director

1. Arrange for recording of SHAA Convention sessions
2. Arrange for DVDs and CDs to be converted to digital format (mail materials and pick them up)
3. Upload digital recordings to appropriate streaming service
4. Create thumbnail/link for use on CELL Online
5. Add new digital titles to CELL Online
6. Manage moving/removing titles to various locations of CELL Online (i.e., move expired titles from current listing to peer review and vice versa)
7. Monitor email for online documentation forms; send out certificates once payment is received
8. Store hard copies of CELL materials; original manuals and DVDs/CDs
9. Respond to questions regarding CELL materials; troubleshoot technical difficulties
10. Send completed peer review forms to CELL Committee Chair for evaluation
11. Monitor number of CELL users; share this information with CELL Committee Chair prior to board meetings

Complex Communication Committee Chair

TERM OF SERVICE:

The chair is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service. The members of the committee are selected by the committee chair in consultation with the SHAA President.

KEY TASKS and TIMELINE:

1. Plan the AAC program for the annual convention
2. Secure AAC speakers for the convention
3. Prepare an exhibit table for the SHAA annual convention, in collaboration with the Executive Director, with printed information, handouts, and resources regarding current AAC practices
4. Serve as a resource and contact person in the state for AAC
5. Facilitate AAC networking in the state and community
6. Report to the Executive Board at all scheduled Board meetings

Comprehensive Health and Education Planning Committee Chair (ASHA's State Advocates for Reimbursement (STAR) Representative)

TERM OF SERVICE:

The Comprehensive Health and Education Planning Committee Chair is appointed by the President with the concurrence of the Executive Board to serve a two-year term which begins after the annual SHAA Convention. Committee members are chosen by the Chair in consultation with the President.

KEY TASKS and TIMELINE:

1. Serve as Alabama's STAR representative to ASHA
2. Inform SHAA members of current developments regarding Federal and State health programs such as Medicare and Medicaid, including changes in referral processes, and regulations regarding the providing of services, documentation, and payment for services
3. Assist SHAA members to interpret Federal and State health program regulations as they pertain to daily practice
4. Communicate current information from the Alabama Department of Education and Public Health to SHAA members
5. Provide information about CSD professions to appropriate federal and state agencies
6. Report to the Executive Board at all scheduled Board meetings

Councilor for Audiology

TERM OF SERVICE:

The Councilor for Audiology is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

1. Represent the specific needs of audiologists throughout the state in their various settings.
2. Serve as a resource for audiologist on obtaining information to questions regarding audiology.
3. Attend all Executive Board meetings as a voting member.

Councilor for School Affairs

(Also the SEAL - State Education Advocacy Leader - Representative)

TERM OF SERVICE:

The School Affairs Councilor is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

1. Represent the needs of school-based SLPs and AUDs
2. Provide information to school-based therapists across the state via the SHAA website and SHAA publications
3. Work with other committees, university officials, and/or state department officials to be aware of and communicate the needs of our profession in the school systems
4. Choose members of a School Affairs Committee, with approval of the SHAA President, and serve as chair of that committee
5. Keep records of activities of the School Affairs Committee
6. Consult with the Child Track Chairperson regarding speakers for the annual SHAA convention
7. Prepare an exhibit table for the SHAA annual convention, in collaboration with the Executive Director, with printed information, handouts, and resources helpful to school-based therapists
8. Host a School Affairs Committee luncheon at the annual SHAA convention in order to update therapists throughout the state
9. Work in conjunction with or serve as the SEAL representative
10. Attend all Executive Board meetings as a voting member

Councilor for Speech-Language Pathology

TERM OF SERVICE:

The Councilor for Speech-Language Pathology is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

1. Represent the specific needs of speech-language pathologists throughout the state in their various settings
2. Serve as a resource for SLPs in the state on obtaining information to questions regarding speech-language pathology
3. Attend all Executive Board meetings as a voting member

Director of Continuing Education

TERM OF SERVICE:

This is a standing office. The Director of Continuing Education is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service. The members of the committee are selected by the committee chair in consultation with the SHAA President.

KEY TASKS and TIMELINE:

1. Maintain qualifications as an ASHA CE Administrator by following the ASHA CE Administrator job description and staying abreast of ASHA, ABESPA, AAA, and other pertinent agencies' continuing education (CE) requirements
2. Communicate current CE requirements through the SHAA website, social media and newsletter, writing articles as necessary
3. Answer questions concerning professional development requirements as they arise
4. Manage all aspects of ensuring that all requests for ASHA CEUs for (usually cooperative) activities in AL meet ASHA standards, including SHAA's annual convention (which will offer opportunities to earn continuing education credit for ABESPA, AAA, and ASHA). The Director shall retain the right to deny requests in unusual circumstances, and shall inform SHAA's President of such cases. Duties in this regard are as follows:
 - a. Receive a request (or application) to offer CEUs
 - b. Review the request and discuss it with the activity host, helping the host plan the event
 - c. Send planning materials (via email), including the ASHA CE logo, ASHA CE paragraph (tailored by the Director to the activity), and file, "How To Write Learning Objectives"
 - d. Develop and provide the necessary documents, updating them as needed

- i. Attendance Verification Grid
 - ii. Learner Assessment
 - iii. Program Evaluation
 - iv. ASHA Participant Form
 - v. Instructions for Obtaining ASHA CEUs
 - vi. Sample Attendance Certificate (as requested)
- e. Send the Activity Registration and accompanying materials to ASHA by the deadline
 - f. Notify the SHAA webmaster and/or SHAA egroup of the upcoming activity
 - g. Assemble and send a box of packets with instructions to the host
 - h. Receive and sort the completed, returned packets after the event, contacting the host and facilitating completion of incomplete documents as needed
 - i. Send an Activity Report and Participant Forms (bubble sheets) to ASHA by the deadline
 - j. Confer with the hosts and write appeals for exceptional cases as needed
 - k. Maintain constant communication with each event host, before the event to monitor compliance and changes to the activity, and to field questions and concerns, and after the event, proactively following up with the host to ensure timely submission of completed materials. Communication must be maintained with the ASHA CE Manager, also. Ideally, the Continuing Education Director will be available by phone during the event as feasible to handle “emergency” questions.
 - l. Maintain all CE files, materials, and records according to ASHA and SHAA guidelines: A file on each activity (all pertinent information about the activity, especially with the final listing of participants and the number of CEUs earned) must be maintained for three years (or longer, in case not all speaker biosketches were submitted – see ASHA guidelines)
 - m. Provide (duplicate) proof of attendance as requested by participants, based on records on file

5. Supervise CE functions at the SHAA Convention
 - a. Distributing CE packets
 - b. Fielding questions from attendees
 - c. Training volunteers to staff the CE table
 - d. Managing the CE table and materials
 - e. Giving attendance certificates
6. Give input and suggestions to ABESPA as appropriate concerning CE issues
7. Report to the Executive Board at all scheduled Board meetings

See ASHA Approved CE Provider Application on the ASHA website

Director of Publications

TERM OF SERVICE:

The Director of Publications typically serves an appointed position for a period of 2 years and is selected to do so by the SHAA President. Publication committee members will be appointed for the following positions:

- Student member
- School based member
- Hospital based member
- Home health member
- Audiologist
- Spotlight a member/event

KEY TASKS and TIMELINE:

1. Prepare two SHAA newsletters per year (The Communication Sciences and Disorders Review: A Publication of the Speech and Hearing Association of Alabama), one to be posted in May and one to be posted in November
 - a. Assign and retrieve articles (approximately 250 words each) from the SHAA Publication committee members 4-6 weeks prior to the posting of the publication on SHAA's website
 - b. Consult with appropriate professionals to verify the usefulness of submitted articles
 - c. Proofread and edit the aforementioned articles
 - d. Seek appropriate permission for the publication of articles borrowed from other sources
 - e. Consult the Executive Director for ads and images that need to be included in the journal
 - f. Consult the Chair of the Archives Committee for digital copies of pictures from recent SHAA events and meetings

- g. Email the final copy to the Executive Director and President for review and approval
- h. Once approved, the Executive Director will upload the newsletter to the SHAA website
- i. Review the publications of other state speech and hearing associations to examine emerging trends and to gain ideas that will improve The Review
- j. Report to the Executive Board at all scheduled Board meetings

Diversity, Equity, and Inclusion (DEI) Committee Chair

TERM OF SERVICE:

The chair is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service. The members of the committee are selected by the committee chair in consultation with the SHAA President.

KEY TASKS and TIMELINE:

1. Perform the duties as stated in the SHAA By-Laws with the DEI Committee
2. Plan the DEI track for the annual convention
3. Secure the DEI speakers for the convention
4. Prepare an exhibit table for the SHAA annual convention, in collaboration with the Executive Director, with printed information, handouts, and resources regarding current DEI practices
5. Serve as a resource and contact person in the state for SLP and AUD-related DEI
6. Facilitate DEI networking in the state and community
7. Report to the Executive Board at all scheduled Board Meetings

Executive Director

TERM OF SERVICE:

The Executive Director is selected by the Executive Board with a 2/3 majority vote following a 30-day posting of the position and personal interview by the Board. The Executive Director is an independent contractor who may or may not be a SHAA member. The Director's contract shall be reviewed each year following the annual convention by a committee selected by the President. The Executive Director's annual contract will expire each year on June 30th and will be renewed only by approval from the Executive Board following a report from the review committee. If renewal of the contract is delayed, the Executive Director will continue to serve on a monthly basis until the renewal is approved.

KEY TASKS and TIMELINE:

1. Serve as the communications contact for SHAA and represent SHAA with high levels of courtesy and professionalism
2. Maintain telephone, facsimile and mail service, monitoring physical mail, email, and voice mail on a frequent periodic basis, and reply to contacts in a timely manner
3. Promptly forward messages and inquiries to Executive Board members as applicable to their respective duties, specifically including correspondence related to speech and hearing matters, such as correspondence to and from the national American Speech-Language Hearing Association (ASHA)
4. Record and maintain SHAA's physical and electronic files in an organized manner as to be secure and readily accessible
5. Assist the Executive Board and its members in sending out correspondence, including emails, to SHAA members as requested to implement their duties

and the policies of SHAA, and assist other SHAA members in reasonably communicating with each other

6. Ensure that professional and government agencies have current contact information for SHAA, including the Secretary of State of Alabama, ABESPA, ASHA, and AAA, as well as SHAA vendors and other supporters.
7. Maintain and upgrade SHAA office equipment and software as necessary
8. Manage the SHAA database, being prepared to answer membership inquiries from the Executive Board members and SHAA members, conferring and collaborating with the SHAA Membership Secretary as appropriate.
9. Prepare and publish a SHAA Membership Directory in consultation with the President and collaborating with the Director of Publications as appropriate, which should not be available to the general public and being mindful of the privacy interests of members
10. Handle the logistics for membership voting on issues for which voting is required, including the election of SHAA officers. These shall include but not be limited to, mailings and emails to members, balloting, returns, and reporting. The Director shall ensure that steps are taken to maintain the principles of one-person/one-vote, secret balloting, and integrity in the process and result
11. Manage SHAA financial transactions and records in collaboration and under the supervision of the SHAA Treasurer
 - a. Pay SHAA obligations in a timely manner
 - b. Maintain all records electronically and in paper form
 - c. Reconcile QuickBooks records with bank accounts and provide a monthly report of income and expenses to the Treasurer
 - d. Provide an annual summary of expenses for budget preparation to the Treasurer
 - e. Prepare and submit financial information to a tax accountant in a timely manner following the end of the fiscal year on June 30
 - f. Prepare and submit 1099-MISC forms to the appropriate speakers each spring and then to the IRS, according to the guidelines established by the IRS.

- g. Provide timely up-to-date financial information (accounting, receipts, payments, checking accounts, savings accounts, investments, and/or access to such electronic information) to the SHAA President and Treasurer upon request
 - h. Update authorized users on SHAA's bank accounts as needed following the appointment of new officers
 - i. Sell mailing labels, web space, and other advertising methods with Executive Board approval of pricing structure, allowing for appropriate discretion in negotiations
 - j. Enter checks into bank
12. Serve as Convention Coordinator for the SHAA Annual Convention
- a. Assist in negotiations with host facilities
 - b. Provide speaker contract guidelines to the Convention Committee, as set by the Executive Board
 - c. Confirm contractual agreements with speakers contacted by the SHAA Convention Committee
 - d. Gather the information needed to provide continuing education credit for the convention sessions and relay such information to the Continuing Education Director
 - e. Provide detailed information regarding the convention speakers, schedule, hotel facilities, and registration to the SHAA membership via the website, the SHAA Review in conjunction with the Publications Director, and/or mailings
 - f. Develop registration forms and make them available to both SHAA members and non-members, with pricing that reflects the current policies approved by the SHAA Executive Board
 - g. Provide appropriate service to potential SHAA attendees with regard to registration and attendance
 - h. Solicit and arrange advertising, including exhibits, for vendors
 - i. Work with CE chair to submit for ASHA
 - j. Coordinate with VP of Convention with a convention logo

- k. Coordinate with the chosen venue:
 - i. Sleeping room reservations for speakers, select SHAA officers, and additional staff
 - ii. Session room arrangements, including seating specifications and AV and furniture requirements of the speakers
 - iii. Room signage
 - iv. Additional arrangements, such as parking and AV for additional events such as door prize awards
- l. Pay speaker stipends and expense reimbursements, with proper receipt evidence
- m. Design and prepare name badges and honor ribbons, with approval of the VP for Convention
- n. Design folders and order, either to be donated by a vendor or printed
- o. Design and print convention posters, with approval of the VP for Convention
- p. Prepare and publish a program guide and dinner program, in collaboration with the VP for Convention
- q. Coordinate onsite preparations for convention, collaborating with the VP for Convention and the Continuing Education Director to create efficient attendee service
- r. Facilitate all convention activities as needed
- s. Gather and maintain convention attendance statistics
 - i. Number of ABESPA licensees
 - ii. Number of SLPs and audiologists
 - iii. Number of dinner reservations
 - iv. Numbers attending each session
- t. CELL Duties of Executive Director

- i. Arrange for recording of SHAA Convention sessions
- ii. Arrange for DVDs and CDs to be converted to digital format (mail materials and pick them up)
- iii. Upload digital recordings to appropriate streaming service
- iv. Create thumbnail/link for use on CELL Online
- v. Add new digital titles to CELL Online
- vi. Manage moving/removing titles to various locations of CELL Online (i.e., move expired titles from current listing to peer review and vice versa)
- vii. Monitor email for online documentation forms; send out certificates once payment is received
- viii. Store hard copies of CELL materials; original manuals and DVDs/CDs
- ix. Respond to questions regarding CELL materials; troubleshoot technical difficulties
- x. Send completed peer review forms to CELL Committee Chair for evaluation

Ethical Practices Committee Chair

TERM OF SERVICE:

The Chair of Ethical Practices typically serves an appointed position for a period of 2 years and is selected to do so by the SHAA President.

KEY TASKS and TIMELINE:

1. Review current ethical practices in the professions
2. Inform the Executive Board of any new changes, as needed
3. Recommend updates to SHAA's Code of Ethics (By-Laws Article XI) as needed, by communicating them through the Committee on By-laws and Organization
4. Report any ethics charges or concerns regarding SHAA Members at Executive Board meetings
5. Choose members of the Ethical Practices Committee, with approval of the President, to process charges of violations of the Code of Ethics of the Association, reporting their recommendations to the Executive Board for action, as needed.
6. This Committee shall review the Code of Ethics and recommend changes to the Committee on By-laws and Organization, which shall in turn report them to the Executive Board for consideration.
7. Report to the Executive Board at all scheduled Board meetings

Procedures for Managing Alleged Ethical Violations

Members of the Speech and Hearing Association of Alabama (SHAA) shall uphold the Code of Ethics of the Association while performing their professional duties.

Alleged ethical violations shall be reported to the Chair of the Ethical Practices Committee (Chair) in writing including any evidence of alleged ethical violations. Letters shall be sent to the Chair of the Ethical Practices Committee, Speech and Hearing Association of Alabama, PO Box 238, Capshaw AL 35742.

Once the complaint is received by the Chair, the Chair shall request a signed Confidentiality Waiver from the complainant indicating that he/she will allow the Ethical Practices Committee to disclose his/her name should it become necessary during investigations.

The Chair shall notify the SHAA member of the complaint, in writing, within seven days of the complaint. The notification shall include a request for written explanation of the alleged ethical violation including evidence to support the member's defense.

The Chair shall notify the SHAA Ethical Practices Committee of the complaint, by electronic means or through standard ground mail, within seven days of the complaint. **The Chair may communicate with others for additional information required for review during the deliberation.

Once written explanation of the alleged ethical violation/s is received from the complainant and/or the SHAA member, the SHAA Ethics Committee shall convene in person, by electronic means or by teleconference for review and/or investigation of the alleged violation/s.

If the SHAA Ethical Practices Committee determines, by majority vote, that there is sufficient evidence supporting the alleged ethical violation, the SHAA member will be given written notice of the findings of the committee. The notice shall include the violation being charged, the circumstances of the alleged violation, and the specific rules being violated.

The SHAA Ethical Practices Committee shall sanction the SHAA member based on the severity of the violation and history of prior ethical violations. A majority vote by the SHAA Ethical Practices Committee is required to impose a sanction. One or more of the following Sanctions may be imposed:

- Cease and Desist Order with Reprimand Letter.
- Letter Requiring Mandatory Continuing Education.
- Probation or Suspension of SHAA membership.
- Revocation of SHAA Membership.

*A full report shall be sent to the Board of Examiners for Speech-Language Pathology and Audiology indicating the findings of the SHAA board.

If it is determined that the SHAA member was not in violation of its Ethical Practices:

Findings of the investigation shall be provided in writing to both the complainant and the SHAA member, and the case will be closed.

Honors Committee Chair

TERM OF SERVICE:

The Honors Chair serves an appointed position for a period of 2 years. The chair is appointed by the SHAA President with the concurrence of the Executive Board, and serves at the discretion of the current SHAA President.

KEY TASKS and TIMELINE:

1. Select Honors Committee Members in consultation with the SHAA President
2. Solicit nominations and/or selections in December or early January for the following awards, to be given at the Annual Association Meeting, held during the Annual Convention:
 - a. Prepare gift for the outgoing President
 - b. Honors of the Association
 - c. Loretta G. Brown School Therapist Award
 - d. Distinguished Service Award
 - e. Clinical Achievement Award
 - f. AAC Achievement Award (an individual who uses AAC)
 - g. AAC Professional Award
 - h. SHAA Student Membership Award (to the University with the most student members)
 - i. Outstanding Student Award (one student from each university in Alabama housing a graduate program in communication sciences and disorders)
 - j. Certificates of Appreciation

- k. SLP and Audiology Scholarship Recipients (1 each)
3. Consult with the Treasurer concerning the amount budgeted for the Honors Committee
4. Order awards about one month before the annual convention
5. Contact awardees so that they can make themselves available to attend the Annual Association meeting, if possible. If an awardee is unable to attend, the Honors Chair is responsible for locating someone to receive the award on the recipient's behalf. Each awardee is allowed a free meal and a meal for one guest. Additional meals may be ordered through the VP for Convention and paid for at the SHAA registration desk prior to the meal. Meal requests must be submitted at least four days prior to the convention.
6. Obtain biographical sketches of recipients.
7. Arrange for delivery of the award, if it is not presented to the awardee personally.
8. Obtain checks from the Treasurer for presentation to the student award recipients and scholarship recipients.
9. Prepare a PowerPoint presentation to accompany the presentation of awards using the biographical data collected.
10. Present the awards at the Annual Association Meeting
11. Provide recipients' information to the SHAA Director to be posted on the SHAA website after convention. Provide recipients' names and bios to the Director of Publications for inclusion in the email newsletter.
12. Report to the Executive Board at all scheduled Board meetings.

Membership Secretary

TERM OF SERVICE:

The Membership Secretary is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

1. Serve as Chairman of the Membership Committee and choose members of the committee in consultation with the SHAA President
2. Recruit members (full, associate, student, and sustaining) for SHAA by partnering with other board members to conduct membership campaigns
3. Issue invitations for membership to eligible persons in Alabama, such as new professionals in the state and new licensees.
4. Research current membership dues rates in other states and submit proposals for change to the dues rates to the Executive Board when appropriate (changes in dues rates must be approved by a vote of the Executive Board.)
5. Report statistical data on the types of SHAA memberships, as well as how many members are ABESPA licensees, SLPs and audiologists
6. Report to the membership at all regular meetings of the Association
7. Assist with development and management of membership areas of the website.
8. Assist the Executive Director with the development of membership benefits (memberships, discounts, etc.)
9. Attend all scheduled Executive Board meetings as a voting member

Parent Advocate

TERM OF SERVICE:

The Parent Advocate is appointed by the SHAA Executive Board and serves for two years

KEY TASKS and TIMELINE:

1. Provide the parent's perspective on issues discussed by the Board
2. Report to the Executive Board at all scheduled Board meetings

President

TERM OF SERVICE:

The President is elected by the Members to serve a two-year term which begins after the annual SHAA Convention. The President may serve consecutive terms.

KEY TASKS and TIMELINE:

1. Serve as the chief executive officer
2. Appoint, with majority vote approval of the Executive Board, the Vice President for Governmental Affairs
3. Appoint a Parliamentarian and Director of Publications each for a two-year period, subject to the approval of the Executive Board
4. Appoint a Director of Continuing Education with concurrence of the Executive Board (See Article IX)
5. Appoint Committee Chairpersons who are not elected with the concurrence of the Executive Board
6. Choose a Review Committee to meet with the Executive Director each year following the convention and prior to the summer board meeting, to review the Director's performance for the year and create an agreement for the year beginning July 1. The agreement must be approved by the Executive Board and then signed by the President and Immediate Past President
7. Write a letter to ABESPA each fall, requesting financial support of SHAA's continuing education efforts (See example below) and a thank you letter in the spring following the convention (accompanied by a copy of the letter from the fall) which includes the total number of attendees and the number of those who are ABESPA licensees
8. Ensure that Board and Committee members are aware of and fulfill their responsibilities.
9. Inform Chairpersons of members who have volunteered to serve on committees, consult with the Committee Chairpersons regarding the

selection of the additional committee members, and serve as an ex-officio member of all committees

10. Create special committees and task forces as necessary to accomplish the purposes and goals of the Association. Chairpersons and members shall be selected as above
11. Schedule, arrange for, and preside over at least 2 annual meetings of the Board. All those who are expected or invited to attend should be notified 4 weeks prior to the meeting, with a call for new business.. An agenda for the meeting should be sent to all interested parties at least 1-2 weeks prior to the meeting. The President may call meetings not specifically mentioned in the by-laws, with the approval of the Executive Board.
12. Present a report at each Executive Board meeting
13. Preside over all meetings of the Association and vote on motions by the Board
14. Inform the Executive Board of all matters regarding the business of the Association and shall propose policies and practices
15. Monitor performance of Committee chairs, committees and various task forces
16. Make appointments to fill unexpired terms of other Executive Board members
17. Define the duties of officers, directors, advocates, liaisons and committees when not stated in the SHAA By-laws
18. Serve as the official representative of the Association in its interactions with other organizations, groups, elected officials and legislative bodies
19. Implement the by-laws of the Association, establish policies and procedures, and coordinate long range planning for the Association
20. Review and approve correspondence created on behalf of the Association
21. Sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of the Association Act as liaison between the Executive Board and those persons providing contracted services to the Association
22. Attend all Convention Committee meetings and aid the Vice President for Convention as needed in carrying out his/her duties

23. Write articles as requested for any SHAA publications, including the convention program.
24. Check regularly with the Alabama Governor's office on the status of ABESPA appointments once the election of candidates has been completed, particularly as the deadline of October 1 approaches.
25. Write a summary of his/her administration.

Sample letter from the President requesting financial support from ABESPA for the annual SHAA Convention:

ABESPA Liaison to SHAA
September 13, 2020
PO Box 304760
Montgomery, AL, 36130-4760

Dear Dr. Molt,

On behalf of the Speech and Hearing Association of Alabama (SHAA), I would like to request that the Alabama Board of Examiners in Speech Pathology and Audiology support our continuing education efforts in the coming year.

In 2020, ABESPA generously made a contribution of \$20,500 to SHAA that was used to help with presenter expenses for our convention as well as to maintain and update the Continuing Education Lending Library (CELL). SHAA appreciates the support that ABESPA has provided, and we are mindful to utilize this financial support to provide quality learning opportunities for professionals in our field.

SHAA was incredibly fortunate that our 2020 Convention was held in February, prior to closures and complications from the Covid-19 pandemic. During convention, SHAA hosted over 40 local and national speakers who shared their knowledge in over 50 different learning sessions. SHAA also sponsored the ABESPA Luncheon Forum and Ethics Presentation. This is always a highly attended session and each year we try to enhance the logistical flow for our attendees to receive this valuable information. Convention registration had an attendance of 815 registered participants. Of those, 75% reported that they were ABESPA licenses and received a discount of \$10-\$50 on their convention registration fee. It is always our goal to provide high quality, engaging continuing education instruction for our attendees for an affordable registration fee. The ABESPA grant enables us to be successful with this goal!

CELL recently finished uploading the 2020 Convention audio recordings to the library and it is available on our website to all licensees in the state. Titles are constantly expiring and being replaced. Helping to keep CELL current is another area in which ABESPA grant money is utilized. Any licensee or SHAA member has access to CELL and can receive CE credit for \$5/credit hour.

As we look towards 2021, the SHAA Executive Board, in conjunction with the Convention Committee, is planning a virtual convention to be held over the course of 11 days—March 4-14, 2021. We are working tirelessly to plan all the details to make this virtual convention a success. While we will not be meeting in a building, we will be continuing to offer extensive, high quality continuing education provided by national, state, and local speakers. Attendees will have access to all sessions that are offered—no matter the track. Because sessions will be available across the entire span of the convention period, we hope that attendees will dig deeper and take advantage of the lack of time constraints or scheduling conflicts. Our convention will look different, but the opportunity for professional growth and learning will be just as rich.

We know that 2020 has been challenging for so many. As a dear colleague of mine has said, “constraint breeds ingenuity”. I have already witnessed that the “constraint” imposed upon us due to these unprecedented times has resulted in increased “ingenuity” as we plan to meet the continuing education needs of speech language pathologists and audiologists in our state. I am confident that we all will continue to grow professionally as a result of persevering during this time.

I would like to request that ABESPA set aside \$20,500 to help our continuing education efforts, as you did last year. As always, if you have any questions about our plans for these funds, please don't hesitate to contact me.

Sincerely,

Elizabeth Gwaltney, MS, CCC-SLP
President, SHAA (2019-2021)
elizabeth@gwaltney.org
205-910-4842

September 27, 2019

ABESPA Liaison to SHAA

P.O. Box 304760

Montgomery, AL 36130-4760

Dear Dr. Molt:

On behalf of the Speech and Hearing Association of Alabama (SHAA), I would like to request that the Alabama Board of Examiners in Speech Pathology and Audiology support our continuing education efforts in the coming year.

In 2019, ABESPA made a contribution of \$20,500 to SHAA, \$18,301 of which was used to help with presenter expenses for our annual convention and \$2,199 of which helped to maintain and upgrade the Continuing Education Lending Library (CELL). SHAA appreciates all the support that ABESPA has provided and we've striven to use it well!

SHAA spent \$16,600 for honorariums and \$13,838 for travel reimbursements on presenters for the 2019 Convention, bringing in nationally known speakers as well as in-state professionals. In addition, we sponsored the ABESPA Luncheon Forum and Ethics Presentation. Although attendees pay \$10 for their lunch, the actual cost is almost \$28 per person. SHAA offset the cost by paying to keep the luncheon affordable so that anyone who wishes to attend may do so. The 2019 SHAA Convention had an attendance of 802 registered participants. Of those, 802 (447) reported that they were ABESPA licensees and received a discount of \$10 - \$50 on their convention registration fee. It is always our goal to use ABESPA's grant money to provide quality, affordable instruction for the most therapists possible.

CELL recently finished converting the entire library to digital formats, and it is available on our website to all the licensees in the state. Any licensee or SHAA member can use the library to research current information free of charge or pay \$15 to receive a CE certificate of up to 6 hours. During the last fiscal year (ending June 30), CELL issued 157 continuing education certificates. CELL also spent some of its funds to provide a stipend to the CELL secretary and to pay for online streaming services. Titles are constantly expiring and have to be replaced, so CELL requires continuing maintenance to keep it current.

We plan even more educational opportunities in the coming year:

- Another luncheon in conjunction with the ABESPA Forum and ethics presentation by Dr. Yvonne Saxon at the 2020 convention
- Continuing updates and improvements to the CELL library

- Additional hours of CE material to be added to the online CELL library, including our most recent SHAA Convention presentations
- Our School Affairs Committee's third annual School Summer Seminar, which provides free ABESPA approved CEUs in the summer geared towards our school-based members
- Our annual convention, to be held at the Hyatt Regency Birmingham, February 27-28, 2020. We have scheduled nationally acclaimed speakers in all the areas of interest.

I would like to request that ABESPA set aside \$20,500 to help these efforts, as you did last year. As always, if you have any questions about our plans for these funds, please don't hesitate to contact me.

Sincerely,

Elizabeth Gwaltney, MS, CCC-SLP

President, SHAA (2019-2021)

elizabeth@gwaltney.org

205-910-4842

Public Information Committee Chair

TERM OF SERVICE:

The Public Information Committee Chair is elected by the SHAA Councilors for Audiology, Speech-Language Pathology and School Affairs. Additional committee members may be appointed, as needed, by the SHAA President. There is no limitation on the allowable number of years of service.

KEY TASKS and TIMELINE:

1. The Public Information Committee Chair is elected by the SHAA Councilors. Additional committee members may be appointed as needed.
2. Disseminate information to professionals and the general public via Facebook, Twitter and other means, as appropriate
3. Coordinate the activities for Better Hearing and Speech Month
 - a. In local areas, contact television stations to set up a phone bank for the public to call in for questions regarding speech and hearing services. [In the Birmingham area, local therapists from a variety of settings participate in phone bank including Children's Hospital, Birmingham Hearing and Speech, Restore Therapy, local school therapists. Usually there are at least 4 audiologists and 4 SLPs.
 - b. In local areas, contact radio stations providing them with public announcements about May ("Better Hearing and Speech Month")
 - c. Provide handouts and information at the annual SHAA convention about May BHSM, possibly at the School Affairs table
 - d. In local cities, school systems, malls, or local businesses encourage publicity of May BHSM including resolutions, proclamations, poster contest, displays, etc.

4. Carry out publicity for encouraging middle school and high school students to consider entering our profession by speaking at local career days or by using displays at local businesses
5. Report to the Executive Board at all scheduled Board meetings

Recording Secretary

TERM OF SERVICE:

The Recording Secretary is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

1. Attend all scheduled Executive Board meetings as a voting member
2. Record the minutes of all Board meetings, as well as the minutes of any other committees to which the Secretary is assigned.
3. If unable to attend a meeting, find a substitute who will record the minutes and transmit them to the Recording Secretary
4. Submit current minutes to the President and other Board members for approval in a timely manner following meetings
5. Correct any errors and omissions from previous minutes
6. Ensure that the minutes of all meetings are archived digitally on the website and in print in the SHAA archives maintained by the Archives Committee Chair

SEAL (State Education Advocacy Leader) Representative (Also the Councilor for School Affairs)

TERM OF SERVICE:

The SEAL Representative is appointed by the SHAA President and serves at the discretion of the current SHAA President. There is no limitation on the allowable number of years of service.

KEY TASKS and TIMELINE:

1. Attend the ASHA convention as feasible to meet with other SEAL representatives regarding current issues for school therapists. Note that at the ASHA meetings there are scheduled meetings addressing a variety of current needs, as well as round table discussions to share solutions to common issues.
2. Work in conjunction with or serve as the School Affairs Councilor
3. Maintain contact with other SEAL representatives from across the USA regarding issues that face therapists across the country through email with the ASHA office and state SEAL representatives
4. Report to the Executive Board at all scheduled Board meetings

SHAA Liaison to ABESPA

TERM OF SERVICE:

The SHAA Liaison to ABESPA is appointed by, and serves at the discretion of, the current SHAA President.

KEY TASKS and TIMELINE:

1. Attend the monthly meetings of the Alabama Board of Examiners for Speech-Language Pathology and Audiology (ABESPA) in Montgomery (ABESPA typically meets the second Friday of each month in the Bailey Building at 400 South Union Street, Montgomery, Alabama. ABESPA committees meet from 9:00 to 10:00. The ABESPA meeting starts at 10:00 am.)
2. Serve as the liaison between the Speech & Hearing Association of Alabama (SHAA) and ABESPA
3. Represent the interests of SHAA and its members at the ABESPA meetings
4. Provide a SHAA report at each ABESPA meeting
5. Report to the SHAA Executive Board at all their scheduled meetings

Student Advocate

TERM OF SERVICE:

The Student Advocate is chosen by the SHAA Executive Board from among the University CSD program students and serves for one year, after which an advocate from a different university will be chosen.

KEY TASKS and TIMELINE:

1. Provide the student's perspective on issues discussed by the Board.
2. Suggest effective recruitment methods for student members
3. Suggest ways to involve students in the association once they become members
4. Report to the Executive Board at all scheduled Board meetings
5. Communicating with schools/students about how to become a SHAA Student Member and why they should
6. Working with VP of Convention to
 - a. Obtain volunteers
 - b. Coordinate volunteer slots
 - c. Communicate with convention volunteers before and during convention
7. Provide input to the student track.
8. Assist in sharing student track information to the universities
9. Work with the VP for Governmental Issues-- about Student Advocacy Day

Treasurer

TERM OF SERVICE:

The Treasurer is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

The Treasurer shall be the chief financial officer of the Association, responsible for monitoring all financial transactions. The Treasurer will assist the Executive Director in preparing an annual budget to be approved by the Executive Board. The Treasurer shall report the financial state of the Association at all regular meetings including those of the Executive Board.

1. Serve as chief financial officer of the Association
2. Monitor all financial activity of the Association (in conjunction with the Executive Director)
3. Approve monthly salary to the Executive Director and any expenses incurred by the Director
4. Develop annual budget with Executive Director to be presented at the board meeting following the convention
5. Communicate with other officers and agents of the Association regarding budgeted amounts
6. Approve the following for payment by Executive Director
 - a. \$100 to each board member, committee chair, liaison and advocate who attends a board meeting
 - b. Reimbursement checks to agents of the Association with receipts to verify expenses
 - c. Payment for bills sent to the treasurer

7. Attend all scheduled Executive Board meetings as a voting member of the Board
8. Report the financial state of the Association at all meetings of the Executive Board

Vice-President for Convention

DUTIES:

The Vice President of the Speech and Hearing Association of Alabama attends all Executive Board meetings as a voting member. The Vice President for Convention is primarily responsible for planning and coordinating the annual conference held in the spring of each year. The Vice President also chairs the Convention Committee, meets with the members of the committee and directs activity associated with the convention. While at convention, the Vice President serves as a contact person for the convention site staff when the executive director is unavailable, delegates various responsibilities, coordinates student schedules, and performs other tasks as appropriate. The Vice President also serves the President of the Association, and follows direction from the President regarding other issues.

The Convention Committee will recommend convention dates, sites, convention details, secure speakers for convention, suggest ideas for future programs, etc. all for approval by the Executive Board.

TERM OF SERVICE:

The Vice-President is elected by the Members to serve a two-year term which begins after the annual SHAA Convention.

KEY TASKS and TIMELINE:

- February
 - Conduct a post convention survey with the help of the executive director
 - Review feedback regarding speakers, location, events and other miscellaneous suggestions
- March

- Select convention committee chairs and committee members for the coming year
- Invite convention committee chairs and committee members to a Convention Planning Meeting in April or May. Request that they bring to the meeting names of proposed speakers.
- Choose colors and a theme for convention; solicit a convention logo based on the theme
- April/May
 - Meet with Convention committee Chairs and Committee members prior to the Summer Board Meeting for the Convention Planning Meeting to discuss:
 - SHAA Convention evaluation summaries
 - Blank convention grids, speaker recommendations, etc.
 - Convention logo, if possible, theme, and colors
 - Ideas, changes, plans for convention
- June/July/August
 - Present convention plans/summaries/suggestions at Summer Board Meeting
 - Complete/finalize speakers with track chairs
 - Communicate with CE director regarding progress and ideas
 - Communicate with speakers along with executive director and CE director regarding deadlines and requirements
 - Work with graphic designer to develop theme into graphics to be used throughout convention
 - Book florist for convention dinner
- September/October

- Assist executive director in obtaining completed contracts from speakers, as needed
- Assist executive director with revision of preconvention information to be included in a preconvention mail-out in November
- Assist executive director with revision of a letter about convention to be mailed to all Special Education Coordinators with targeted sessions that pertain to public school SLPs/AUDs
- November
 - Review convention registration form with the executive director to screen for errors before it becomes live
 - Mail out preconvention mailer
 - Determine convention giveaways and speaker gifts
 - Determine levels of vendor sponsorship and reach out to vendors (executive director completes)
- December
 - Review the volunteer schedule and determine the number of volunteers needed for convention with SHAA Student Liason
 - Work with executive director and hotel to designate meeting rooms for various meetings on the convention schedule
 - Send letter to university chairs to request student volunteers for convention with SHAA Student Liason
 - Assist CE Director regarding deadlines for ASHA, AAA, ABESPA
- January
 - Obtain with the help of the executive director all speaker handouts and post to the website
 - Work with the social media chair to increase marketing and engagement leading up to convention
 - Work with volunteer coordinator to designate volunteer slots
 - Work with moderator coordinator to assign moderators for sessions and review moderator guidelines
 - Work with the executive director and venue coordinator for final food and beverage decisions, room arrangements, A/V needs, etc.
 - Make banquet arrangements

Convention Details:

Theme/Graphics

The VP chooses a theme and color scheme for the convention. The director will help to locate graphics appropriate to the theme and incorporate those graphics/colors into the

printed convention materials. A graphic designer may be used within the convention budget to develop a comprehensive theme for all printed and website materials.

Student Volunteers

Either the VP, or his/her designated person, should be in charge of contacting the 6 state universities (the Chair of the program or the NSSLHA advisors) via e-mail and asking them to encourage student volunteers for the spring convention. Volunteer signup is integrated into convention registration, as every student volunteer is required to be a SHAA member and register for the convention.

Flowers/Decorations

A florist, or person selected by the VP, should be contacted in the Summer or early Fall to give a quote on the cost to do arrangements for the SHAA Association Meal. Each table has something on it, plus one large arrangement in front of the podium.

Speaker Gifts

Select a gift for speakers. Gifts can be items with the SHAA logo on them or gifts that coincide with the theme of convention. There are several companies to choose from that can produce customized items. The former VP or the director can tell which company has been used previously. Also, other items that can be included are pens, snacks, refrigerator magnets, mouse pads, or any items that are appropriate. ALL speakers receive a gift of some kind.

Convention Committee Gifts

A simple gift should be provided to each convention committee member. The president handles buying gifts for the board members.

Hotel Contact

The Executive Director serves as primary contact. The Vice President

- approves meeting room assignments
- makes all food selections, with information on budgeted amount provided by the executive director
 - o The SHAA Board meeting the Wednesday of convention week
 - o The ABESPA meeting
 - o The Association Meal
 - o Boxed lunch meetings (AAC, CELL, School Affairs, ABESPA Forum, and others)
 - o Morning snacks each day of the convention and an afternoon snack on the first day
 - o Breakfast each morning of the convention

Moderators

The VP selects someone from the convention committee to coordinate moderators. That person will use a grid supplied by the executive director to solicit volunteers from among the board and the general membership. The moderator coordinator should share the Moderator Guideline sheet with every moderator prior to convention. Every session must have a moderator scheduled prior to the start of convention. At convention, the moderators will come by the registration area and pick up their wire mesh tray, which includes the speaker's gift and speaker evaluation forms, as well as the Moderator Guideline sheet from the CE director which describes the duties of the moderator.

Door Prizes

The VP will choose someone to act as Donation Coordinator for convention. This person also becomes a member of the convention committee. The duties of the coordinator are to:

- Obtain a list of vendors/exhibitors from the Director, and call to see what kinds of door prizes they are willing to offer at the convention
- Contact ASHA to see if they are willing to donate one free registration to the ASHA annual convention (Director prints certificate)
- SHAA always provides one free hotel night certificate for the next year's convention (Director prints certificate)
- Contact local stores for door prizes; have all donations shipped to you to be kept until convention
- Encourage a small donation from each board member
- Once donations are collected, separate them into a group of door prizes (appropriate for anyone who would win them) and silent auction items (high dollar items or items that would be of limited interest).
- For door prize items, write the donor's name/company on a DOOR PRIZE CARD (already electronically created), and tape on the door prize. At the time that the door prizes are given, announce who donated them. Write the winners' names on the cards so that they can be put in the SHAA newsletter. (Bring extra cards to the convention because vendors give door prizes to you as they arrive without prior notice.) Most door prizes are awarded in the hour prior to the association meal. Table decorations, as well as certificates for a free ASHA registration and a free hotel night at the next year's convention (from SHAA) are given away at the association meal.

Honors and Awards

The Chair of the Honors Committee will take care of choosing who will be given the traditional awards at the Association Meal. Allow time for the Chair to make these presentations.

Agenda

Give the director the agenda for the association meal with the names of those who will be directing each event during the meal. Assist the director with material to be printed on the back of the agenda - quotes, images, or facts related to the convention theme.

Photo Documentation

The VP should coordinate with the archivist to make sure that several people are taking photos during the convention and that those photos are then sent to the director for posting on the website and in print publications, as appropriate.

Executive Director Handles:

- Badges and ribbons for convention
- Contacting exhibitors, assigning them space, and coordinating with them to meet their needs.
- Designing and printing posters, with review by the VP
 - Any session changes made since printing of the Program Guide
 - Reminder of the Association Meal and Door Prize Giveaway
 - Fundraising Events during the convention
 - Committee Luncheon Meetings
- Arranging AV for all convention events
- Reserving tables for SHAA committee displays
- Designing and printing Convention Program Guide and Meal Agenda, with review by the VP
- Providing educational session signage to the hotel.

CE Director Prepares and Brings:

- Speaker Evaluation Forms
- Printed materials for attendees (program guides, folder inserts included by vendors, etc)
- Money bags/boxes
- Wire Mesh Trays, which contain for each session:
 - PPT remote

- o A copy of the moderator guidelines
- o Speaker evaluation forms
- o Speaker gift (provided by VP)

Items to bring with you to Convention:

- √ Speaker Gift Bags
- √ Convention Committee Gifts

At the Convention:

Convention Folder Assembly

The VP for Convention coordinates with the executive director the assembly of folders and items to be given out to attendees at registration. The VP may use student volunteers and schedule this to be done prior to convention or the Wednesday of convention week.

Gifts

The VP for Convention and Convention Committee select and order gifts to be given to each speaker. Gifts are given out at the session by the moderators. Place speaker gifts in the moderator trays to be taken by the moderators before each session. Gifts also may be purchased for members of the convention committee. Distribute convention committee gifts during the days of convention.

Session Monitoring

The VP is responsible for monitoring sessions to count attendees in each session, make sure that signage is correct, and to post Session Closed notices when rooms are full. Director helps with this task and others may be asked to help, as well.

Volunteers

VP for Convention works with the volunteer coordinator to assign each volunteer to a station (as listed on the volunteer schedule decided on with the executive director) and makes sure that volunteers serve at their assigned stations. The VP also collects photos from students assigned to take them.

Vice-President for Governmental Affairs

TERM OF SERVICE:

The Vice-President is a two-year position appointed by the President with majority vote of the Executive Board.

KEY TASKS and TIMELINE:

1. Develop relationships with outside agencies, such as the State Board of Education, lobbyists groups, and Congressional representatives
2. Educate such groups on issues that involve speech and hearing professionals and their patients
3. Conduct grassroots meetings within the state to solicit SHAA member feedback regarding legal and regulatory issues
4. Utilize SHAA's SEAL and STAR Representatives to obtain information from ASHA
5. Attempt to meet the goals outlined in SHAA's Strategic Plan
6. Attend all Executive Board meetings as a voting member

Part II: Key Decisions and Policies

This section is intended to serve as a quick reference to a) decisions that tend to be frequently re-visited, in order to prevent having to re-discuss these matters at undue length, and b) policies of common (or public) interest. Each point should include the date decided. For fuller context and description of the discussion related to these issues, see the Minutes of the Executive Board meetings.

Convention Split Registration

We will not split registration to allow attendance at only one or two days of Convention. Our rates are already low enough, and administrative issues (splitting the CE packet, “policing” attendance consistent with partial registration, etc.) prohibit such a practice. (January 25, 2008)

Registration for Speakers

Speakers who want to attend the convention must pay full registration price. (ca. 2001)

Honoraria Rates

Half day speaker’s fees – Adjusted from \$750 to a maximum of \$1,200; Full day speaker’s fees – From \$1,250 to a maximum of \$2,000. To give in-state speakers who present for 2 hours or more mileage reimbursement and one night’s hotel room. (Summer 2007)

Meals for Award Recipients

Award recipients who will NOT attend convention will be given a free lunch for the honoree plus one guest. Additional guests will pay for the meal at the same rate as guests of convention attendees. (Spring 2010)

Name Badges

Badges will be color coded to distinguish the two disciplines, but will not be further separated (e.g., school-based SLPs, private practitioners, etc.) (Summer 2009)

CFY Rate

CFYs will register for the convention at the student rate, although they are Full members with voting privileges. (Spring 2013)

Directory

The Membership Directory will now go out in paper form every two years, coinciding with the SHAA EB election cycle. Updates in the meantime will be made on the web site under the Members Only area. (Summer 2009)

Life Membership

Life Members enjoy all the rights and privileges of Full members, and may attend Convention at half of the Active Member rates. Annual SHAA member dues are waived. Life members who attained this status prior to 2009 may continue to attend Convention at no charge. (February 28, 2008)

Privacy Mailing Labels

SHAA may sell a printed set of addresses of its current members on pressure-sensitive labels for \$75. Phone numbers and email addresses will not be shared. (2006 and before)

Email Blasts

SHAA may send a mass email to its members on behalf of outside parties, with approval by the President, for a fee of \$50. The topic and content are the primary factors affecting approval and will usually relate to research being conducted, continuing education opportunities, or other professional matters. The President retains discretionary authority to waive the fee. (March 2013)

Website Security

All pages on the SHAA web site are “secure,” and information entered on the web site is encrypted and is protected with encryption software: Secure Sockets Layer (“SSL”). SHAA requests contact information from its users, including billing information, but sensitive information such as credit card numbers are not available to SHAA and are not retained on SHAA’s web site. (SHAA only sees the last four digits of card numbers.)

The SHAA website uses computer cookies for several business purposes. Primarily, when visitors arrive at our site, a unique cookie is automatically stored on the visitor’s computer by their Internet browser that allows analysis software to differentiate between new and returning users. This cookie is set to expire fairly quickly. (March 2013)

Website

Advertising

Non-commercial entities, as well as any entity offering helpful information or a needed service to SHAA members, may be granted links free of charge, at the discretion of the Website Committee.

Commercial interests will be leased an amount of space determined by the Website Committee and adequate for a motto/slogan, link and logo for \$150 per calendar year (prorated to \$75 after June 30).

Advertisements and links shall be identified as belonging to SHAA's sponsors.

Advertisements shall be tasteful and discreet, as judged by the SHAA Web Site Committee, not distracting from or conflicting with the content and purposes of the SHAA web site.

Advertisements and links shall be related to the professions of speech-language pathology and audiology, and shall not be inconsistent with SHAA's mission or objectives.

Links shall open in a new browser window or new tab so that clicking on a link does not make the visitor leave the SHAA web site.

The Web Site Committee and the SHAA Executive Board (EB) shall maintain the right to remove any advertisements and links with reasonable justification (e.g., unexpected or inappropriate content changes). In such an event, the Web Site Committee shall communicate the reasons for removal to the sponsor. (July 2012)

Job and Continuing Education Postings

Free postings: Alabama SLP and AUD job openings, to be removed after six months unless a request is received to extend the listing. Continuing Education opportunities in Alabama

Paid job postings: Jobs outside of Alabama Non-employers (such as recruiters), regardless of a job's location Posted for up to 90 days upon receipt of a \$75 flat, non-refundable fee

Paid CE Postings: Continuing education opportunities outside of Alabama, subject to approval by SHAA's Director of Continuing Education Posted upon receipt of a \$50 flat, non-refundable fee for each event under consideration The 90-day period begins when the posting is placed on the SHAA website and the customer has been notified of such (March 2013)