

# Policies & Procedures Manual

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## **AAC 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

## 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
    - 1) Name of president and dates of term
    - 2) Names of officers and members of the Executive Board
    - 3) Special committees appointed to accomplish needed objective(s)
    - 4) Paramount issues and/or concerns that faced Audiology and Speech-language pathology during that term
    - 5) Dates and locations of conventions
    - 6) 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 Advisory Councilors: Audiology and SLP**

### **TERM OF SERVICE:**

Terms of service are determined by ASHA.

### **KEY TASKS and TIMELINE:**

1. Attend and represent Alabama ASHA members at the annual face-to-face meetings of the SLP Advisory Council and Audiology Advisory Council
2. Solicit opinions from the ASHA membership at large within the state regarding matters of concern
3. Convey actions of the ASHA Board of Directors to the ASHA membership at large within the state
4. Attend all SHAA Executive Board meetings as voting members

## **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:**

1. Maintain the collection of titles for the CE Lending Library, with the help of the CELL Secretary at Montevallo University, purchasing new titles in both Speech Pathology and Audiology using budgeted funds
2. Maintain an accurate listing of CELL titles, including the number of CE hours allowed for each, the format of the material, and as much information as is available concerning author/publisher and publication date
3. Send a quarterly report to ABESPA on CELL usage and how the funds that ABESPA donated to CELL were used
4. Utilize the SHAA website, newsletter and mail-outs to inform members of CELL's purpose and to encourage the use of its resources
5. Periodically contact the CELL Secretary to discuss library needs, maintenance and member usage
6. Lead a CELL Acquisitions Committee meeting during the SHAA Convention each year to discuss library needs and plan what titles may be purchased
7. Prepare a display to be exhibited at the Convention to advertise CELL
8. Report to the Executive Board at all scheduled Board meetings

## **Comprehensive Health and Education Planning Committee Chair (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. 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
2. Assist SHAA members to interpret Federal and State health program regulations as they pertain to daily practice
3. Communicate current information from the Alabama Department of Education and Public Health to SHAA members
4. Provide information about CSD professions to appropriate federal and state agencies
5. 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:**

6. Represent the needs of, and serve as a resource for, audiologists in Alabama
7. Attend all Executive Board meetings as a voting member

## **Councilor for School Affairs**

**(Typically 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. 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 staying abreast of ASHA, ABESPA, AAA, and other pertinent agencies' continuing education (CE) requirements
2. Communicate current CE requirements through the SHAA website 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
    - 1) Attendance Verification Grid
    - 2) Learner Assessment
    - 3) Program Evaluation
    - 4) ASHA Participant Form
    - 5) Instructions for Obtaining ASHA CEUs
    - 6) 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

## CONTINUING EDUCATION ADDENDUM:

### **ASHA Approved CE Provider Application Addendum**

#### ***Requirement 3: Transparency in Course Planning, Delivery, and Marketing***

Effective July 1, 2012, all ASHA Approved CE Providers must be compliant with Requirement 3: Transparency in Course Planning, Delivery, and Marketing. ASHA Approved CE Providers must complete and submit the enclosed (see page7) Provider Requirement 3 application addendum no later than July 1, 2012 in order to demonstrate compliance with Requirement 3.

The Continuing Education Board (CEB) currently has conflict of interest (COI) and disclosure requirements which all ASHA Approved CE Providers agreed to uphold when applying for Provider status. The new Requirement 3 strengthens those requirements and adds some new required practices.

Background information about the development, peer review, and finalization of the requirement along with guidance is available to help providers implement this requirement and, in turn, complete this application addendum. Model processes, templates, forms and other resources are available on our website at:

<http://www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/>

***Instructions for completing the application addendum***

**Submission deadline:** You may send your application addendum starting October 17, 2011. The application addendum must be received **no later than July 1, 2012.**

<b>Step 1.</b> Read Requirement 3	Review the requirement before beginning to answer the questions related to the requirement.
<b>Step 2.</b> Review resources	Guidance is available to help providers implement this requirement and, in turn, complete this application addendum. Model processes, templates, forms and other resources are available on our website at: <a href="http://www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/">http://www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/</a>
<b>Step 3.</b> Prepare responses	Document the procedures and resources your organization has in place to meet Requirement 3 and related required practices.
<b>Step 4.</b> Complete the application addendum	Use the check boxes and insert responses in the text box accompanying the question. Insert documents into the application addendum. Do not cut and paste.  Insertion instructions using MS <b>Office 2010</b> : <i>Word</i> documents: <ol style="list-style-type: none"><li>1. Place the cursor where you want to insert the formatted document. Click once to highlight the grey box.</li><li>2. Go to the "Insert" tab of the ribbon and click the down arrow next to the "Object" button in the "Text" group. In the drop down menu, you'll see <i>Object</i> and <i>Text from File</i>.</li><li>3. Click the "Text from File" option. Navigate to your document from the dialog box, select the file and click</li></ol>

"Insert."

4. Save the changes to your application addendum Word document.

*PDF* or any other file format:

1. Place the cursor where you want to insert the formatted document. Click once to highlight the grey box.
2. Click the "Insert" tab.
3. In the "Text" group, pull down the menu items for "Object" and select Object from the list.
4. This opens the "Object" dialog box. Click "Adobe Acrobat Document," and then click OK.
5. Browse to the .pdf file you want to insert, and then click "Open." This inserts the .pdf document in your Word document. When you view your application addendum, you will only see the first page of the pdf. Click on the pdf and it will open up the entire document to view.

Insertion instructions for **Office 2007** version of Word:

*Word* document:

1. Move your cursor to the place in the document where you want the inserted text to go.
2. Click on the "Insert" tab, and select the "Down Arrow" next to the word Object in the Text group. Select "Text from File" from the drop-down menu.
3. Navigate and select the file you want to insert.
4. Click "Insert," or double-click the file name to add the contents of the document to your file.

*PDF* or any other file format:

1. Move your cursor within the file to where you want the other file text to go.
2. Click on the "Insert" tab, and select "Object."
3. Click on the "Create New" tab, and click "Adobe Acrobat

	<p>Document" from the Object Type list. You can insert the entire PDF file in your document, or you can save space by inserting just an icon. If you want to include just the icon, click on the "Display as an Icon" checkbox.</p> <p>4. Click "OK" to insert the PDF. This document inserts as an embedded file, meaning the file is inserted in its entirety to the current document.</p>
<p><b>Step 5.</b> Proof read the application addendum</p>	<p>Ask a colleague to review the application addendum to ensure you've answered each question including inserts and the response provided addresses the question asked by the CEB.</p>
<p><b>Step 6.</b> Save a copy of the completed application addendum</p>	<p>Keep one (1) copy for your organization.</p>
<p><b>Step 7.</b> Email the application addendum document</p>	<p>Email the application addendum document to: ceprovider@asha.org</p> <p>Use the following for the subject line: &lt;Your Provider Code&gt;: Application Addendum For example, ABCD: Application Addendum</p>

### ***Process for Reviewing the Application Addendum***

- **Submit the application addendum no later than 07/01/2012.**
- **Review by National Office staff.** The addendum application is reviewed for completion. You will receive acknowledgment of receipt of your addendum application.
- **Review by Continuing Education Board.** The CEB reviews the application to determine the applicant's ability to comply with Requirement 3: Transparency in Course Planning, Delivery and Marketing.
- **Request for further clarification.** If the CEB has questions about or needs further clarification regarding any part of your organization's application addendum, the CEB will ask the applicant to provide additional information.
- **CEB approves the Provider's submitted policies and procedures.** ASHA CE staff communicates the CEB's decision to the Provider.

Providers who have not submitted the application addendum by 07/01/2012 will be placed in Inactive status. While in **inactive** status, new courses and offerings may not be registered with the ASHA CE Registry, and the Provider may not advertise that they are an ASHA Approved CE Provider or that ASHA CEUs are available for courses it offers. Inactive status is limited to 1 year, after which the process to withdraw ASHA Approved CE Provider status begins.

### **Requirement 3: Transparency in Course Planning, Delivery, and Marketing**

*The Provider (organization) must focus their courses on scientific and professional education, not product or service promotion. The Provider must have processes to resolve and disclose conflicts of interest. These processes must also address the management and disclosure of financial and in-kind support of CE courses. Additionally, the Provider must appropriately manage exhibits and advertising associated with CE courses.*

#### **Guidelines**

*The purpose of having processes to manage financial and in-kind support, exhibits/advertising, and conflicts of interest is to ensure that learners are informed of situations that might influence the content or presentation of courses. Disclosure contributes to a transparent relationship between providers and presenters of continuing education and consumers of that education.*

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### **Required Practices**

3.1 The Provider must ensure that CE course content and the presentation focus on the science and/or contemporary practice of speech-language pathology and/or audiology. Attempts to persuade organizations and individuals involved in planning, implementing, or evaluating the

course to favor, recommend, purchase, use, or promote a particular product, equipment, device, or service are not permitted. Likewise, attempts to persuade learners of the same are not permitted in courses offered for ASHA CEUs.

3.1.a The Provider must ensure that the sale or promotion of products or services are not the focus of CE course content and related materials.

Product and service promotion should not influence the following decisions:

- (a) Identification of learning needs;
- (b) Determination of learner outcomes;
- (c) Selection and presentation of content;
- (d) Selection of all persons and organizations that will be in a position to control the content of the course;
- (e) Selection of educational methods;
- (f) Assessment of learning outcomes;
- (g) Evaluation of the course;
- (h) Selection of facilities.

3.1.b Providers who offer courses about products or services or jointly plan courses with an organization that has products or services:

(a) Must provide information in a scholarly manner regarding (1) theoretical aspects related to the product or service and/or (2) the details of operation.

(b) Must disclose prior to the course that there will be limited or no information provided about similar products or services when a course is focused on a specific product or service. Conversely, when a specific product or service is not presented, the use of trade or product names from several companies will be considered.

3.2 The Provider must have a written process in place to (1) identify relevant conflicts of interest, (2) determine if the existence of those conflicts of interest disqualifies an individual from being involved in the course planning and delivery, and (3) disclose conflicts of interest to learners. *Conflicts of interest* in continuing education arise when financial and/or nonfinancial considerations, relevant to the course content, compromise or have the potential to compromise professional judgment.

3.2.a The Provider must document that each individual developing and/or delivering course content has disclosed, prior to and during course planning, all existing and relevant financial and nonfinancial relationships.

3.2.b The Provider must have a process to identify relevant financial and nonfinancial relationships that have developed after course planning and prior to course delivery.

3.2.c Any individual involved in developing and/or delivering course content who refuses to disclose relevant financial and nonfinancial relationships will be disqualified

and cannot have control of, or responsibility for, the planning, management, presentation, or evaluation of the CE course.

3.2.d The Provider must have a process to determine whether relevant conflicts of interest disqualify the individual from participation in course planning and/or delivery or if the conflicts may be resolved through disclosure.

3.2.e The Provider must have a process for disclosing relevant conflicts of interest for all instructional personnel.

3.2.f The Provider must ensure that instructional personnel disclosure is available to potential registrants in promotional efforts and at the start of the course.

3.2.g The Provider must ensure that the following information is disclosed to learners:

- The name of the instructional personnel;
- Relevant financial relationship(s): Listing the name of the organization and the type of financial relationship; and/or
- Relevant nonfinancial relationship(s): Listing the name of the organization and the type of nonfinancial relationship; or
- No relevant financial or nonfinancial relationships exist.

3.3 The Provider must manage and disclose all financial and in-kind support given by other organizations that is used to pay all or part of the costs of the CE course.

3.3.a The Provider must make all decisions regarding the allocation and disbursement of funds received from other organizations.

3.3.b The Provider must be able to produce accurate and detailed written documentation of:

- Names of organizations that provided financial and/or in-kind support,
- Dollar amount received from each organization,
- Monetary value and description of in-kind support received,
- How the money and in-kind support were used.

3.3.c As a condition of receiving financial and in-kind support, a Provider is not required to accept advice or services from contributing organizations concerning planners, instructional personnel, learners, course content, planning, implementation, or evaluation.

3.3.d If payment for planners and instructional personnel is involved, it must come directly from the Provider or cooperative party (or parties) involved in course content development, not from the other organization(s) providing financial or in-kind support for the CE course.

3.3.e The Provider may use financial or in-kind support received from other organizations to pay for travel, lodging, and other expenses for learners. The Provider must manage the disbursement of this assistance.

3.3.f The names of other organizations contributing financial and in-kind support must be disclosed to learners prior to the beginning of the CE course.

3.4 The Provider must appropriately manage exhibits and advertisements associated with a CE course.

3.4.a The Provider controls decision making over placement of exhibits and advertisements and the time and place of social events or meals.

3.4.b Promotional activities, such as exhibits, commercial presentations, and printed or electronic advertisements, are prohibited in the physical or virtual location where CE courses are conducted. Likewise, promotional activities are prohibited as part of the instructional portion of CE courses. For example:

- Live, face-to-face CE courses: Display or distribution of advertisements and promotional materials is prohibited in the instructional space where the CE course is conducted.
- Print-based CE courses: Advertisement and promotional materials are prohibited within the pages of the CE content. Advertisements and promotional materials may face the first or last pages of printed CE content.
- Web/computer-based CE courses: Advertisements and promotional materials are prohibited on the screen, the web page, or as “pop-ups” where the CE content is displayed.
- Recorded CE courses: Advertisements and promotional materials are prohibited within the CE course. There will be no “commercial breaks.”

3.4.c Providers must ensure that products, equipment, or devices used in conducting the course are not sold or marketed as part of the instructional portion of the CE course.

3.4.d Print or electronic information distributed about the CE course that is not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product, service, or organizational promotion or product-specific advertisements.

**ASHA Approved CE Provider Application Addendum**

***Requirement 3: Transparency in Course Planning, Delivery and Marketing***

Provider name Speech and Hearing Association of Alabama

Street address PO Box 1731\_\_\_\_\_

City Athens

State AL

Zip 35612

Country USA

Telephone number 256.325.8885

Fax number 256.325.8885

E-mail address info@alabamashaa.org

Organization's Web address www.AlabamaSHAA.org

***Update Your Records***

CE Administrator name Gary Copeland

CE Administrator mailing address 126 Iron Horse Trail, Harvest AL 35749

CE Administrator email address and phone garycopeland@knology.net; 256.508.1125

CE Content Consultant (if applicable) N/A

CE Content Consultant mailing address N/A

CE Content Consultant email address and phone N/A

CE Administrator's Supervisor N/A

CE Administrator's Supervisor mailing address N/A

CE Administrator's Supervisor email address and phone N/A

### Responses related to Required Practice 3.1:

1-1 As an ASHA Approved CE Provider, we agree to ensure that:

- (a) CE course content and the presentation focus on the science and/or contemporary practice of speech-language pathology and/or audiology and NOT on the marketing of a product or service.

Agree

- (b) Information is provided in a scholarly manner regarding (1) theoretical aspects related to the product or service and/or (2) details of operation when the CE course focuses on a specific product or service.

Agree

- (c) It will be disclosed prior to CE courses focused on a specific product or service that there will be limited or no information provided about similar products or services. Conversely, when a specific product or service is not presented, the use of trade or product names from several companies will be considered.

Agree

### Responses related to Required Practice 3.2:

1-2 It is required that your organization have a written process in place to identify, resolve, and disclose conflicts of interest. If your organization does not currently have processes addressing these areas, you will need to develop and implement processes prior to submitting this application.

Resources are available on our website to [help providers develop processes compliant with Required Practice 3.2.](#)

- a) Provide your organization's **written process to identify** relevant financial and nonfinancial relationships. Insert (for insertion instructions see page 2, step 4) process document into the text box below and label as 1-2 (a). This process must address and state the following:
- How you obtain information prior to and during course planning about all existing and relevant financial and nonfinancial relationships from each individual developing and/or delivering CE course content (see Required Practice 3.2.a);
  - How you identify relevant financial and nonfinancial relationships that have developed after course planning but prior to course delivery (see Required Practice 3.2.b);

- That individuals who refuse to complete a disclosure form will be disqualified and may not have control of, or responsibility for, the planning, management, presentation, or evaluation of the CE course (see Required Practice 3.2.c).

1-2 (a) We discuss this topic of relevant financial and non-financial relationships with our convention track chairs who then select potential speakers, and our Director of Continuing Education reviews the content of sessions based on the learner objectives which are listed as part of the speaker contract. The disclosure form is a required part of the speaker contract. Until the disclosure form is submitted, the speaker will not be confirmed for presenting or allowed to present at our professional development event.

- b) Please provide your organization's instructor/course planner **disclosure form(s)**. Insert (for instructions see page 2, step 4) disclosure form(s) into the text box below and label as 1-2 (b).

## Program Planner/Instructional Personnel Relationship Disclosure Form

In compliance with ASHA's Continuing Education Board's Requirements, the Speech and Hearing Association of Alabama (SHAA) requires program planners and instructional personnel to disclose information regarding any relevant financial and non-financial relationships related to course content prior to and during course planning.

Based on the information provided, SHAA will engage the program planner/instructional personnel in a guided interview process which seeks to understand how the relevant financial or nonfinancial relationship may influence the content of the course.

**Program Planner/Instructional Personnel's Name:**

**Course Title:**

"I attest that the information in this disclosure is accurate at the time of completion and I agree to notify SHAA of any changes to this information between now and the presentation."

Signature \_\_\_\_\_

Date \_\_\_\_\_

### HIPAA Requirements

In order to comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all program planners and instructional personnel ensure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient's/client's knowledge and written authorization.

"I am in compliance with these policies." \_\_\_\_\_ (*INITIAL HERE*)

**Relevant financial relationships** are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, gift, speaking fee, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include "contracted research" where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant.

Do you have relevant financial relationships to disclose?

No       Yes      If "yes," **complete page 2.**

**Relevant non-financial relationships** are those relationships that might bias an individual including any personal, professional, political, institutional, religious or other relationship. This may also include personal interest or cultural bias.

Do you have relevant non-financial relationships to disclose?

No       Yes      If "yes," **complete page 3.**

c) Provide your organization's **written process to resolve** identified conflicts of interest (see Required Practice 3.2.d). Insert (for insertion instructions see page 2, step 4) process into the text box below and label as 1-2(c). This process must address the following 2 items:

- The actions your organization takes to determine if a conflict of interest disqualifies an individual from participation in course planning and/or delivery;
- The actions your organization takes to determine if a conflict of interest can be resolved by disclosure of the conflict to potential registrants and course attendees.  
1-2 (c) The Director of Continuing Education reviews the disclosure form and other information in the speaker contract. When a potentially disqualifying conflict of interest is suspected, the matter is discussed with the convention track chair/member who has the most knowledge about the potential speaker. When a conflict is confirmed, the Director of Continuing Education and the track chair/member discuss the resolution of the conflict with the Vice-President for Convention in order to decide whether an announcement to the event/course registrants/attendees will resolve the conflict. If not, a different speaker will be contracted, or the session/course will be cancelled.

d) Provide your organization's **written process for disclosing** the instructional personnel relevant financial or nonfinancial relationship(s) or lack thereof (see Required Practices 3.2.e–g). Insert (for insertion instructions see page 2, step 4) process into the text box below and label as 1-2 (d). This process must address:

- How you make disclosure available to potential registrants in promotional efforts (see Required Practice 3.2.f);
- How you make disclosure available at the start of the course (see Required Practice 3.2.f);
- How you ensure the disclosures include the following elements (see Required Practice 3.2.g):
  - Name of the instructional personnel;
  - Relevant financial relationship(s): Listing the name of the organization and the type of financial relationship;
  - Relevant nonfinancial relationship(s): Listing the name of the organization and the type of nonfinancial relationship;
  - If no relevant financial or nonfinancial relationships exist, that should be stated.

1-2 (d) Disclosure of all instructional personnel's relevant financial and non-financial relationships, or lack thereof, are written first by the Director for Continuing Education based on review of all speaker contracts, thus capturing names of all instructional personnel and all relevant relationships, or lack thereof. The Director compiles a list for the entire event which is posted on the association's website, available to all event registrants along with other event materials, such as speaker handouts. Instructions for locating this document, and/or a web address, are included in the event's program guide. The Director also forwards this list to the convention/event planning member

who coordinates session moderators. The same list is forwarded to (and is printed on site for) session moderators for reading aloud at the start of each session. Written moderator instructions direct the moderators to announce to the audience the disclosure(s) of the session's speaker.

- e) Please provide course ***promotional materials showing instructional personnel disclosure to learners***. You may either supply the promotional materials for an upcoming course where you've included instructional personnel disclosure statements or revise the promotional materials for a previously conducted course and include instructional personnel disclosure statement(s) to show how those would look. Insert (for insertion instructions see page 2, step 4) promotional materials into the text box below and label as 1-2 (e).

### Responses related to Required Practice 3.3:

1-3 As an ASHA Approved CE Provider, we agree to manage and disclose financial and in-kind support given by other organizations that is used to pay all or part of the costs of the CE course by:

(a) Making all decisions regarding the allocation and disbursement of funds received from other organizations.

Agree

(b) Keeping accurate and detailed written documentation of:

- Names of organizations that provided financial and/or in-kind support,
- Dollar amount received from each organization,
- Monetary value and description of in-kind support received,
- How the money and in-kind support were used.

Agree

(c) Communicating with organizations contributing financial and in-kind support that we are not required to accept advice or services from them concerning planners, instructional personnel, learners, course content, planning, implementation, or evaluation.

Agree

(d) Ensuring that when payment for planners and instructional personnel is involved, payment comes directly from the Provider or cooperative party (or parties) responsible for course content development, not from the other organization(s) providing financial or in-kind support for the CE course.

Agree

(e) Managing the disbursement of financial or in-kind support received from other organizations to pay for travel, lodging, and other expenses for learners when applicable.

Agree

(f) Disclosing the names of other organizations contributing financial and in-kind support to learners prior to the beginning of the CE course.

Agree

### Responses related to Required Practice 3.4:

1-4 As an ASHA Approved CE Provider, we agree to appropriately manage exhibits and advertisements associated with a CE course by:

(a) Maintaining decision-making control over the placement of exhibits and advertisements and the time and place of social events and meals.

Agree

(b) Prohibiting promotional activities in the physical or virtual location where CE courses are conducted.

Agree

(c) Ensuring that products, equipment, or devices used in conducting the course are not sold or marketed as part of the instructional portion CE course.

Agree

***Attestations***

Person completing form Gary Copeland

Title Director of Continuing Education

I have read this application addendum in its entirety and attest to the accuracy of its content. I agree to uphold the policies and procedures of the ASHA Continuing Education Board (CEB) as stipulated in this application addendum.

Date 5/19/12

Email the application addendum document to: [ceprovider@asha.org](mailto:ceprovider@asha.org)

Use the following for the subject line:

<Your Provider Code>: Application Addendum

For example, ABCD: Application Addendum

## 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.

### KEY TASKS and TIMELINE:

1. Prepare two SHAA journals per year (The Communication Sciences and Disorders Review: A Publication of the Speech and Hearing Association of Alabama), one to be mailed in May and one to be mailed in November
  - a. Solicit articles from the SHAA Executive Board, committee members, SHAA members and experts in the field 4-6 weeks prior to the mailing of the publication
  - 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 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. Send the final copy to the Executive Director and President for review and approval
  - h. Send the approved copy to a printer, with help as needed from the Executive Director, allowing sufficient time for printing and mailing as indicated by the printer
    - 1) Indicate the types of paper to be used for the cover and interior pages
    - 2) Indicate the number of copies to be printed
    - 3) Supply the printer with the mailing list, to be provided by the Executive Director
2. Review the publications of other state speech and hearing associations to examine emerging trends and to gain ideas that will improve The Review
3. Assist in editing and/or proofreading the SHAA Membership Directory, as requested by the SHAA Executive Director
4. Provide archival copies of all publications to the Chair of the Archives Committee
5. 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 30<sup>th</sup> 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:

- a. Serve as the communications contact for SHAA and represent SHAA with high levels of courtesy and professionalism
- b. 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
- c. 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)
- d. Record and maintain SHAA's physical and electronic files in an organized manner as to be secure and readily accessible
- e. 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
- f. 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.
- g. Maintain and upgrade SHAA office equipment and software as necessary
- h. 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.
- i. 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

- j. 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
  - k. 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
    - l. Serve as Convention Coordinator for the SHAA Annual Convention
  - b. Assist in negotiations with host facilities
  - c. Provide speaker contract guidelines to the Convention Committee, as set by the Executive Board
  - d. Confirm contractual agreements with speakers contacted by the SHAA Convention Committee
  - e. Gather the information needed to provide continuing education credit for the convention sessions and relay such information to the Continuing Education Director
  - f. 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

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

## **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 typically 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 early January for the following awards, to be given at the Annual Association Meeting, held during the Annual Convention:
  - a. President's Gavel (outgoing President, only)
  - 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
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
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' names, pictures, and bios to the Director of Publications for inclusion in the summer edition of *The Review*
12. Report to the Executive Board at all scheduled Board meetings

## **Immediate Past President (Nominations and Elections Committee Chair)**

### **TERM OF SERVICE:**

A two-year term begins after the annual SHAA Convention in which the individual last served as President.

### **KEY TASKS and TIMELINE:**

1. Serve as Chair of the Nominations and Elections Committee, whose members are composed of the President and two SHAA members to be chosen by the Chair.
  - a. Coordinate ABESPA elections
    - 1) During the early fall, contact the Alabama Board of Examiners for Speech-Language Pathology and Audiology (ABESPA) office to inquire as to the Districts which are up for vote. According to the SHAA By-Laws: "At least three speech-language pathologists and at least three audiologists who meet the qualifications for Alabama Board of Examiners for Speech-Language Pathology and Audiology shall be selected at large by the Association in an annual election. Those nominees shall be those receiving the highest number of votes from a slate of at least ten candidates in Speech-Language Pathology and ten candidates in Audiology."
    - 2) Obtain from ABESPA a listing of all the current ABESPA licensees in those districts and their contact information.
    - 3) Solicit nominations from those ABESPA licensees for the positions to be filled.
    - 4) Contact nominees to be placed on the official ABESPA ballot. The ballot must indicate which of the candidates have previously served on the Board of Examiners. Candidates may also hold offices or be candidates for offices in SHAA.
    - 5) Invite all Full SHAA members to vote.
    - 6) Notify the SHAA President of the top three speech-language pathologists and the top three audiologists, who will relay those names to the Governor of Alabama. The Governor may select from these nominees to fill vacancies which occur on the Board of Examiners.
  - b. Coordinate SHAA Officer elections every even-numbered year
    - 1)
2. Serve as an advisor to the President in the implementation of the By-laws of the Association
3. Assist in establishing policies and procedures and in coordinating long range planning for the Association
4. Attend all Executive Board meetings as a voting member

## Instructions & information for calling potential nominees

### Suggested script:

***“I am calling on behalf of the SHAA Nominations & Elections Committee and ABESPA (Alabama Board Of Examiners For Speech Pathology & Audiology) to ask if you would be willing to run for nomination to a position on the ABESPA Board or the SHAA Executive Board.”***

#### **ABESPA Positions:**

District 4

District 5

#### **SHAA Positions: (2 year term beginning after the annual convention, 2009 through 2011)**

President

Vice President

Membership Secretary

Recording Secretary

Treasurer

Audiology Councilor (Audiologist only)

Speech-Language Pathology Councilor (SLP only)

School Affairs Councilor (SLP only)

**If you leave a message, tell them why you're calling and ask them to call or e-mail you back** to let you know if they are, or are not willing to run for ABESPA nomination no later than January 31, 2008.

**If they say “yes,” to the ABESPA Board, then tell them: “In order to be eligible for service on ABESPA, there are several requirements that you must meet.”**

**Ask** if they are an audiologist or a speech-language pathologist (SLP) to reconfirm how they're listed on your list

**Ask** if they meet the following requirements:

1. **Must be** an ABESPA licensee
2. **Must reside** in the district for which you are running
3. **Must have been employed** in the field of audiology and/or speech-language pathology for the previous five years.
4. **Ask** if they are a member of SHAA. (*We prefer that they are a SHAA member, but it's not a requirement.*)
5. **Must be able to meet** once a month with the rest of the Board, typically the second Friday of each month.

**The process is as follows:**

All licensees who are willing to run for nomination to ABESPA will have their names placed on a ballot of audiologists and speech-language pathologists (SLPs) for each district. The top three audiologists with the most votes and the top three SLPs with the most votes will have their names submitted to the Governor, who will then make his appointments from these top three lists.

1. These appointments are for a 3-year term beginning October 1, 2008 and ending September 30, 2011.
2. ABESPA meetings are held monthly in Montgomery. Currently, ABESPA meets the second Friday of each month.
3. Mileage is reimbursed (50.5 per mile)
4. When you must stay overnight, there is a \$75.00 per diem per day that will be paid.
5. When meeting at the SHAA convention, ABESPA will reimburse board members for the convention registration fee.

**If they want to run** for ABESPA or SHAA, then **verify** their home and work phone numbers and ask for an e-mail address and fax number. Please **e-mail** me at [jennifer.vinson@aamu.edu](mailto:jennifer.vinson@aamu.edu) **or call** me with this information and I will send them the profile sheet (256-372-4035). **Tell them** an ABESPA or SHAA profile sheet will be sent to them to complete. This information will be included on the SHAA ballot and will also be sent to the Governor if they are among the top three vote-getters for the ABESPA Board. **Be sure to e-mail or fax** their names with phone numbers, fax numbers and e-mail addresses to me as soon as possible.

**Documentation of contacts:**

Next to each name on your list, please be sure to **write down** the date you called and LM (for left message), write Yes (if they want to run) or No (if they don't want to run). When you leave them a message, include your phone number(s). Once you've called everyone on your list and they've all returned your calls, give me the original list with all these notations. These will be kept as our record of our attempts to reach as many ABESPA members as possible.

Thanks again for your help. If you have any questions, please contact me.

Jennifer Vinson

**SPEECH AND HEARING ASSOCIATION OF ALABAMA (SHAA)  
2008 ELECTION FOR THE ALABAMA BOARD OF EXAMINERS FOR  
SPEECH PATHOLOGY AND AUDIOLOGY (ABESPA)  
(for appointment period 10/08 to 10/11)**

**ABESPA BIOGRAPHICAL PROFILE FORM** – Return by January 31, 2008

NAME: \_\_\_\_\_ District No. \_\_\_\_ Aud \_\_\_\_ SLP \_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: Work (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**1. EDUCATION:**

Degrees	School	City/State	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Have you ever served on ABESPA? \_\_\_\_\_ If so, when? \_\_\_\_\_

3. Are you a member of SHAA? (yes / no) ASHA? (yes / no) AAA? (yes / no)

4. List previous and current membership on ASHA, SHAA or AAA committees:

Name of Committee	Organization	Chair?	Year(s)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

5. Other Professional activities: Please feel free to attach any information.

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6. Past Work Eperience \_\_\_\_\_

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7. Please use the back of this page if additional space is needed and for additional comments.

Thank you for completing this profile. It will be used to write your biographical sketch that is mailed with the ballot.

Please e-mail this profile no later than January 31, 2008 to:

[jennifer.vinson@aamu.edu](mailto:jennifer.vinson@aamu.edu)

(256) 372-4035 – work

(256) 721-9332 – home

**Sample letter to the Governor regarding ABESPA nominees:**

Dr. Jennifer H. Vinson, President  
Speech and Hearing Association of Alabama (SHAA)  
202 Rosecliff Drive  
Harvest, Alabama 35749  
Phones: 256-372-4035 (Work) / 256-721-9332 (Home) / FAX: 256-372-4055  
E-mail: jennifer.vinson@aamu.edu

March 5, 2008

The Honorable Bob Riley,  
Governor of Alabama  
State Capitol Building  
600 Dexter Avenue, Suite N103  
Montgomery, Alabama 36130  
Attn: Sally Robinson (N103)

Dear Governor Riley:

In order to comply with the licensure law of the Alabama Board of Examiners for Speech Pathology and Audiology (ABESPA), we need two board appointments, one each from Districts IV and V. We also need to have one audiologist and one speech pathologist appointed regarding the filling of these two vacancies. These appointments will be for a three-year term beginning October 1, 2008 and ending September 30, 2011. As stated previously, these two appointments must come from Districts IV and V.

The names of all the current candidates from each district are as follows:

	Audiologists	Speech Pathologists
District Four	Amanda M. Blaszczyński Conna Canada	Danni Odom Winn Valeri Riley
District Five	Barbara Bush Charles Taylor	Barbara Cady Denise L. Heffel Jan Stephens

The following pages contain the pertinent background information on all nominees, including the nominee's addresses.

If you should have any questions or concerns please feel free to contact me at your convenience. Your attention to the matter of these ABESPA Board appointments is greatly appreciated.

Yours truly,

Jennifer H. Vinson, Ed.D., CCC-SLP/L  
SHAA President (2007-2009)

cc: Dr. Margaret Hemm, Chair, ABESPA  
Dr. Pat LaCoste, Chair of Nominations and Elections  
Mr. Gary Copeland, Interim Executive Director, SHAA

Alabama Board of Examiners in Speech-Language Pathology and Audiology (ABESPA) Information on Candidates for the 2008 Election – ABESPA Nominees

**District 4 - Audiologists**

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**Amanda M. Blaszczyński, Au.D, ABA, FAAA**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Conna M. Canada, M.S., CCC-A**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**District 4 - Speech-Language Pathologists**

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**Danni Odom Winn, Ed.S., CCC-SLP**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Valeri Riley, M.S., CCC-SLP**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**District 5 - Audiologists**

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**Barbara Bush, Au. D., CCC-A**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Charles Taylor, M.A., CCC-A**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**District 5 - Speech-Language Pathologists**

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**Barbara B. Cady, Ph.D., CCC-SLP**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Denise L. Heffel, M.A., CCC-SLP**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Jan Stephens, M.S., CCC-SLP**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Alabama Board of Examiners for Speech-Language Pathology and Audiology  
(ABESPA)**

*Appointed by the Governor for office beginning October 1, 2008, ending September 30, 2011 (Service Term 2008-2011)*

**VOTE FOR ONE AUDIOLOGIST & ONE SLP FOR EACH DISTRICT (4 in all):**

**District 4**

**District Four – Audiologists**

\_\_\_\_\_ Amanda M. Blaszczyński

\_\_\_\_\_ Conna Canada

**District Four – Speech-Language Pathologists**

\_\_\_\_\_ Danni Odom Winn

\_\_\_\_\_ Valeri Riley

**District 5**

**District Five – Audiologists**

\_\_\_\_\_ Barbara Bush

\_\_\_\_\_ Charles Taylor

**District Five – Speech-Language Pathologists**

\_\_\_\_\_ Barbara Cady    \_\_\_\_\_ Denise L. Heffel    \_\_\_\_\_ Jan Stephens

**SPEECH & HEARING ASSOCIATION OF ALABAMA**  
**2008 BALLOT – SHAA Executive Board**  
*Information on Candidates for the 2008 Election*

**CANDIDATES FOR PRESIDENT:**

**Barbara Cady**, Ph.D., CCC-SLP, is a Professor... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**Margaret L Johnson**, SLP-D, CCC-SLP, completed... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**CANDIDATE FOR VICE PRESIDENT:**

**Judy Cutchen**, M.S., CCC-SLP. Judy received her ... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**CANDIDATE FOR MEMBERSHIP SECRETARY:**

**Susan Barnes**, M.S., CCC-SLP. Susan currently owns ... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**CANDIDATE FOR SHAA MEMBERSHIP SECRETARY:**

**Esther Phillips-Embden**, M.A., CCC-SLP, received her formal ... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**CANDIDATE FOR RECORDING SECRETARY:**

**Hope C. Reed**, CCC-SLP, C.O.M., earned her B. S. ... (etc.)  
(Biosketch here)  
(Address, phone, and email contact information here)

**CANDIDATE FOR TREASURER:**

**Elizabeth Gwaltney, M.S., CCC-SLP, received her Master of Science ... (etc.)**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**CANDIDATE FOR AUDIOLOGY COUNCILOR:**

**Anita Paxton Giles, M.S., CCC-A, received her B.S. degree as ... (etc.)**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**CANDIDATE FOR SPEECH-LANGUAGE PATHOLOGY COUNCILOR:**

**Taryn Garcia Hopper, M.S., CCC-SLP. Taryn received ... (etc.)**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**CANDIDATE FOR SCHOOL AFFAIRS COUNCILOR:**

**Chris Anne Donley, M.S., CCC-SLP, received her undergraduate ... (etc.)**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

**Stephanie Hixon, MCD., CCC-SLP, received her B.S. Ed ... (etc.)**

*(Biosketch here)*

*(Address, phone, and email contact information here)*

## 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
3. Issue invitations for membership to eligible persons in Alabama
4. Research current membership dues rates in other states and submit proposals for changes to the dues rates to the Executive Board when appropriate (changes in dues rates must be approved by a  $\frac{3}{4}$  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 the SHAA Executive Director in preparing a printed SHAA Membership Directory every odd year
8. Attend all scheduled Executive Board meetings as a voting member

## Parent Advocate

### **TERM OF SERVICE:**

The Parent Advocate is chosen by the SHAA Executive Board from among \_\_\_\_\_ 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 Issues
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 Vice President for Convention.
7. Write a letter to ABESPA each fall, requesting support of SHAA's continuing education efforts (see sample below) and a thank you 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 and percentage of them who were 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 two annual meetings of the Board. All those who are expected or invited to attend should be notified 3-4 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 for the *Review* and 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:

Margaret Hemm  
Chair, ABESPA  
P.O. Box 304760  
Montgomery, AL 36130-4760

Dear Margaret:

On behalf of the Speech and Hearing Association of Alabama (SHAA), I would like to request support for our 2009 continuing education efforts from the Alabama Board of Examiners in Speech Pathology and Audiology (ABESPA). In 2008, ABESPA made a \$17,000 contribution to SHAA which was used to help with presenter expenses for our annual convention and to help purchase CDs/DVDs for the Continuing Education Lending Library (CELL).

This year is a very special year for SHAA because we are celebrating our 50 year anniversary. We are expecting a record attendance as the convention is to be held in the centrally located city of Birmingham, and because we are going to allocate more time and money in advertising this “golden anniversary” convention to SHAA members, ABESPA licensees and other professionals in the state who work with communicatively disordered individuals.

I am requesting that ABESPA consider increasing its contribution to \$28,000 for 2009 (\$25,000 for convention continuing education expenses, and \$3,000 for the CELL library). Though this is a considerable increase from last year, it is a one-time-only special request due to the additional expenses of this momentous occasion. This increase is being requested for several reasons:

- The SHAA Convention Committee has been able to procure more nationally renowned speakers than ever before for the '09 convention. Some of these popular speakers have been on our “request list” for three years, and have just now been able to work our state convention into their speaking schedules. Among them are past and present ASHA Presidents and several ASHA Fellows.
- We are incurring more expense in travel costs (airfare, hotel, mileage reimbursement, etc) for invited speakers. As you are aware, these costs have risen tremendously over the past three years nationally.
- During the July SHAA Board meeting, the Board voted to increase the fee awarded to invited speakers to a level more commensurate with '08 national rates and adjusted the mileage reimbursement to meet the '08 state recommended level of 58.5 cents per mile.
- Our Continuing Education Lending Library (CELL) Director, Ms. Angela Jones, is ready at this point to purchase some recording equipment needed to duplicate “teacher-made” diagnostic and therapeutic CDs/DVDs. These CDs/DVDs, recorded by speech-language pathologists and audiologists across the state, would allow SHAA to offer more and varied materials to our SHAA members and ABESPA licensees for continuing education purposes. Monies requested would also be used to purchase new commercially-produced materials to be added to the library which address the most recent additions to the Scope of Practice in both speech-language pathology and audiology. We commend Ms. Jones for her thorough work in investigating the most current, and most “clinically relevant” materials on the market today. Her recent report to the SHAA Executive Board was quite impressive, and we feel additional financial support is warranted.

Our 2009 SHAA Convention will be held March 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> at The Wynfrey Hotel in Birmingham. Last year, we had a record attendance at Auburn of 538 registered participants. Of those, 342 (64%) reported that they were ABESPA licensees and requested ABESPA CE verification in pre-registration. However, we gave out over 450 continuing education packets at the convention so I believe the actual number of ABESPA licensees participating was actually greater than that. We find that not all convention attendees fully complete that particular portion on the convention registration form for whatever reason.

ABESPA licensees will once again receive a discount on the '09 SHAA Convention registration fee. ABESPA licensees who are also SHAA members will receive the maximum discount on registration. Because of these discounts, we feel the SHAA state convention is also a marvelous recruiting venue for both associations. A postcard informing ABESPA licensees of convention details will be mailed out around November. This postcard will refer licensees to the SHAA website ([www.alabamaSHAA.org](http://www.alabamaSHAA.org)), where convention information will be posted, i.e., convention registration form, convention schedule, hotel/convention center information, etc.

CELL continues to serve a large number of our ABESPA licensees and our SHAA members. A system was incorporated over a year ago that has insured user accountability, which has aided in the retention of CELL materials.

As the President of SHAA, I would like to thank the ABESPA Board and Wanda Rawlinson for all the help and support the SHAA Association receives on a year-to-year basis. We appreciate the very positive working relationship we share, and look forward to working with ABESPA in the future. If you have any questions concerning this request, the 2009 SHAA convention, or CELL, please feel free to contact me.

Sincerely,

Dr. Jennifer H. Vinson  
President, SHAA (2007-2009)  
P.O. Box 357  
Normal, Alabama 35762  
(256) 372-4035 – work; (256) 721-9332 (home); (256) 679-5804 (cell)

## Sample letter from the President thanking ABESPA for their financial support:

March 5, 2008

Margaret Hemm  
Chair, ABESPA  
P. O. Box 304760  
Montgomery, AL 36130-4760

Dear Margaret:

On behalf of the Speech and Hearing Association of Alabama (SHAA), I would like to thank the Alabama Board of Examiners in Speech Pathology and Audiology (ABESPA) for its support of our 2008 continuing education efforts. We appreciate the \$15,000.00 contribution supporting our presenter expenses at the 2008 SHAA Convention and the \$2000.00 contribution supporting the Continuing Education Lending Library (CELL).

Our annual convention was held February 28, February 29 and March 1, 2008 at The Hotel in Auburn and Dixon Convention Center in Auburn. This year, we had a record attendance at Auburn of 538 registered participants. Of those, 342 (64%) reported that they were ABESPA licensees and requested ABESPA CE verification in pre-registration. However, we gave out over 450 continuing education packets at the convention so I believe the actual number of ABESPA licensees participating was actually greater than that. We find that not all convention attendees fully complete that particular portion on the convention registration form for whatever reason.

CELL continues to serve a large number of our ABESPA licensees and SHAA members. The largest volume for CELL remains in the Fall each year. Ms. Angela Jones, our new CELL Chair is particularly grateful for your support, and has some new, creative ideas to enhance the CELL library. Her ideas include videotaping in-state speech-language pathologists and audiologists performing evidenced-based researched therapeutic and diagnostic procedures for check-out availability, as well as purchasing the necessary equipment to produce those videotapes. As always, we continue to have a number of tapes that need to be replaced and other new ones we would like to purchase. Your contribution to this library is always appreciated, and much needed!

Again, thanks to ABESPA for its continued support. I continue to enjoy the positive working relationship between the ABESPA Board and SHAA. If you have any questions concerning the SHAA convention or CELL, please contact me at the numbers provided below.

Sincerely,

Dr. Jennifer H. Vinson  
SHAA President, (2007-2009)  
Speech and Hearing Association of Alabama  
P.O. Box 357  
Normal, AL 35749  
(256) 372-4035  
(256) 721-9332

## Public Information Committee Chair

### TERM OF SERVICE:

The Public Information Committee Chair serves by special appointment 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. Chair the Public Information Committee composed of 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 (Typically 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:**

3. Provide the student's perspective on issues discussed by the Board.
4. Suggest effective recruitment methods for student members
5. Suggest ways to involve students in the association once they become members
6. Report to the Executive Board at all scheduled Board meetings

## Technology Committee Chair

### **TERM OF SERVICE:**

The Technology Committee Chair serves by special appointment at the discretion of the SHAA President with the concurrence of the Executive Board. There is no limitation on the allowable number of years of service.

### **KEY TASKS and TIMELINE:**

1. Select committee members as needed, in consultation with the SHAA President
2. Create and maintain pages for SHAA's web site
3. Review and suggest changes as indicated to policies and procedures regarding SHAA's use of the web site and other technologies
4. Solicit and consider input for improvements to the site from the SHAA Executive Board, Advocates, and other SHAA members as feasible
5. Post sponsored links and job listings according to SHAA's guidelines
6. Communicate changes in the website to the membership, as appropriate
7. Write newsletter articles as requested
8. Report to the Executive Board at all scheduled Board meetings

## 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 Director)
3. Pay monthly salary to the Director and any expenses incurred by the Director
4. Develop annual budget to be presented at the board meeting following the convention
5. Communicate with other officers and agents of the Association regarding budgeted amounts
6. Write checks as needed and forward receipts to 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

### 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:

1. Attend all Executive Board meetings as a voting member
2. Coordinate the planning of the Annual Convention, as follows:

#### March

1. Collect Convention Evaluation forms from the registration table at the convention and summarize feedback
2. Meet with representatives of possible convention venues for the coming year or the year following, along with the SHAA President and the Executive Director
3. Select Convention Committee chairs and committee members for the coming year. Committee members may help with some of the duties listed below.
4. Invite convention committee chairs and committee members to a Convention Planning Meeting in April or May.
  - a. Request that they bring to the meeting names of proposed speakers.
  - b. Send them each a copy of the contract guidelines for speakers from the Executive Director.
5. Write article for the Summer edition of the Review

#### April/May

1. Choose a color scheme and theme for the convention.
2. Send the color scheme and theme to SHAA's graphic artist so that a logo can be formulated for use in the pre-convention mailing and the fall Review
3. Meet with Convention Committee Chairs and Committee members prior to the Summer Board Meeting. At this Convention Committee meeting: the VP should have copies of:
  - a. SHAA Convention evaluation summaries
  - b. Blank convention color grids to make notes on for each committee member
  - c. Stipend guidelines for convention speakers

#### June/July

1. Report convention planning progress at Summer Board Meeting
2. Coordinate work of Convention Committee chairs to help prevent schedule conflicts

3. Assist executive director in obtaining completed contracts from speakers before the school year starts, if possible

#### September

1. Write article for the Fall/Winter Review

#### October

1. Assist executive director with revision of preconvention information to be included in Review and mailed to non-members in a preconvention mailing in November
2. Assist executive director with revision of a letter about convention to be mailed to all Special Education Coordinators highlighting targeted sessions that pertain to school-based SLPs/AUDs
3. Find a florist to do arrangements for the SHAA Association Meal
  - a. One arrangement for each table
  - b. One large arrangement in front of the podium at the head table
  - c. One arrangement on either side of the podium at the head table
4. Coordinate meeting room assignments at the convention hotel with the Executive Director

#### November-December

1. Put together gift bags for the speakers and the Convention Committee members. Ideas for items to include:
  - a. Gift items bearing the SHAA or Convention logo
  - b. Pens or other office supplies
  - c. Snacks
  - d. Refrigerator magnets
  - e. Mouse pads

#### January

1. Contact the clinical supervisors of the five state universities with speech-language and audiology programs
  - a. Give details about the student volunteer program at the SHAA convention (SignUpGenius.com has been used successfully)
  - b. Outline benefits to SHAA student members
  - c. Describe the award given to the university program with the most student members
2. Communicate with student volunteers
  - a. Setup SignUpGenius.com with slots as follows:

Wed	10-2	5 students	Assemble folders, organize registration, take photos
	12-4	5 students	Assemble folders, organize registration, take photos
Thurs	7-11	8 students	Help at registration desk (3) Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1) Take photos (1)
Thurs	11-3	10 students	Help at registration desk (2) Distribute lunches at Birmingham 3 (2) Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1) Take photos (2)
Thurs	3-7	7 students	Help at registration desk (1) Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1) Take photos (2)
Fri	7-11	5 students	Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1) Take photos (1)
Fri	11-3	8 students	Help at registration desk (2) Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1) Take photos (2)
Thurs	3-6	7 students	Help at registration desk (3) Raffle table (1) Membership/T-shirt table (1) Silent Auction tables (1) ASHFoundation (1)

- b. They must set up a SHAA student member account online
- c. Give them the information they need to input when they register for the convention in order to receive free registration (from the Executive Director)

3. Submit letter to the Executive Director for the Convention Program Guide
4. Assist the Executive Director with revision of the Convention Program Guide
5. Give the Executive Director the names of those who will be speaking or directing activities during the association dinner for the Dinner Program. These people will be seated at the head table and the Director will make place cards for them. This will typically include:
  - a. SHAA President
  - b. ABESPA Liaison to SHAA
  - c. Vice President for Convention (to give convention report and introduce featured speaker, and to announce certificate and table décor winners)
  - d. Featured speaker (optimally for CE credit)
  - e. Honors Committee Chair
6. Assist the Director with the design of the Dinner Program as needed with quotes or facts related to the convention theme for the back of the program
7. Choose someone to coordinate moderators for all the educational sessions of the convention. (Doreen typically does this) Moderators will:
  - a. Pick up a wire mesh tray from the registration area and take it to the session
  - b. Follow the instructions provided by the Director of Continuing Education on a sheet in the tray
  - c. Give the speaker the gift from the tray
  - d. Handle any problems that arise during the session
- f. Plan door prizes to give away, usually before and during the association dinner
  - a. 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
  - b. Contact ASHA to see if they are willing to donate one free registration to the ASHA annual convention (Director prints certificate)
  - c. SHAA always provides one free hotel night certificate for the next year's convention (Director prints certificate)
  - d. Contact local stores for door prizes, especially
  - e. Encourage all Convention Committee Chairs and Members to help you with this
  - f. Once the door prizes are collected
    - 1) Write the donor name for each door prize on a card and tape on the door prize (Bring extra cards to the convention because vendors give door prizes to you as they arrive without prior notice.)
    - 2) At the time that the door prizes are given, announce who donated them

- 3) Remove the donor name card from the prize and write the winner's name on it
- 4) After the convention, send a list of items, their donors, and their recipients to the Director of Publications for inclusion in the SHAA *Review*. Most door prizes are awarded at a set time during the convention.
- g. 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.

#### February

1. Schedule student volunteers in 4-hour time slots, making the schedule available to the student volunteers, the Director of Continuing Education, and the Executive Director
2. Make all convention food selections, with information on budgeted amount provided by the treasurer
  - h. The SHAA Board meeting the Wednesday of convention week
  - i. The ABESPA meeting
  - j. The Association Meal
  - k. Boxed lunch meetings (AAC, CELL, School Affairs, ABESPA Forum)
  - l. Boxed lunches ordered from the hotel for convention attendees each day
  - m. Morning and afternoon snacks each day of the convention
  - n. Breakfast each morning of the convention
3. 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 Executive Director for posting on the website and to the Director of Publications for inclusion in the *Review*.

#### At the Convention

1. Assist in assembling folders on Wednesday morning of convention week, coordinated by the Executive Director
2. Place speaker gifts in the moderator trays to be taken by the moderators before each session
3. Distribute convention committee gifts
4. Supervise student volunteers and make sure they understand their duties
5. Monitor educational sessions with help from the Executive Director and others as needed
  - a. Make sure that signage is correct
  - b. Post Session Closed notices when rooms are full

**Executive Director Handles:**

- Getting signed contracts from speakers and conveying CE information from them to the Director of Continuing Education
- 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 for Convention:
  - 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 and bought lunches
- Arranging AV for all convention events
- Reserving tables for SHAA committee displays
- Designing and printing Convention Program Guide and Dinner Agenda, with review by the VP for Convention
- Providing educational session signage to the hotel
- Easels and supplies for the registration and committee tables
- Money boxes or bags for fundraising tables

**Director of Continuing Education Prepares and Brings:**

- Speaker Evaluation Forms
  - Wire Mesh Trays, which contain for each session:
    - PPT remote
    - A copy of the moderator guidelines
    - Speaker evaluation forms
    - Speaker gift (provided by VP for Convention)
- Moderator will pick up the tray from the registration counter.

**Items to bring with you to Convention:**

- Door Prize Cards
- Student Volunteer Final List – make copies to give to each student and to tape on assigned tables
- Speaker Gift Bags
- Convention Committee Gifts
- Folder inserts sent to you by vendors for inclusion in the convention folders
- Door prizes sent to you by vendors

## **Vice-President for Governmental Issues**

### **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

# 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

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### ***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

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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

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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

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### ***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)*

## Web site

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### **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)*