



**Missouri
Speech-Language-Hearing
Association**

**Operational
Policies
&
Procedures**

October 2013

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Columbia, MO 65201
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Missouri Speech-Language-Hearing Association Operational Policies & Procedures

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MSHA EXECUTIVE BOARD
AUGUST 1, 2013 – JULY 31, 2014

President 2013-2014

Jane Webb, MS, CCC-SLP
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President Elect 2013-2014

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Vice President for Communication 2012-2014

Cheryl Needham-Rives
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Vice President for Legislative Affairs 2013-2015

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Vice President for Audiology Services 2013-2015

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Vice President for School Services 2013-2015

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Vice President for Clinical Services 2012-2014

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Vice President for Professional and Public Relations 2012-2014

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Graduate Student Member 2013-2014

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MSHA Office

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Current as of August 1, 2013



MISSOURI

Speech-Language-Hearing Association

MSHA Terms of Office for Board Members

Terms for the Vice Presidents are two years

Terms for the President, President Elect and Past President are one year (with an understanding from the President Elect that the service will be for three consecutive years – one each as President Elect, President and Past President)

The following officer is elected **Every Year**:

- President Elect

The following officers are elected in **Odd years**:

- VP for School Services
- VP for Audiology Services
- VP for Legislative Affairs

The following officers are elected in **Even years**:

- VP for Communication
- VP for Public Relations
- VP for Clinical Services

The following officer is **appointed** for a term of **One year**:

- Graduate Student Member

Constitution
of the MISSOURI SPEECH-LANGUAGE-HEARING ASSOCIATION

Article I—INCORPORATION

This non-profit organization is incorporated under the general laws of the State of Missouri.

Article II—NAME

The name of this non-profit corporation shall be the Missouri Speech-Language-Hearing Association, Inc. (MSHA). Hereafter referred to as the Association.

Article III—MISSION

MSHA serves as the state association representing speech-language pathologists, audiologists, speech, language and hearing scientists and related personnel associated with organized speech, language and hearing educational and health-care settings. More specifically, the mission of MSHA is to represent its members, to provide leadership, to perform membership services, to advocate the rights of persons with communication disorders, and to serve as a catalyst for practice innovation toward enabling members to better serve the public interest and the profession.

Article IV—PURPOSE

- A. To support and promote speech-language pathology and audiology as professions.
- B. To encourage and enforce high ethical and professional standards for the practice of speech-language pathology and audiology which will provide the best possible services to the citizens of the State of Missouri.
- C. To develop and conduct programs for maintaining and improving the competence of speech-language pathologists, audiologists and associated personnel.
- D. To stimulate the exchange of information among professionals of the association and related fields.
- E. To promote the scientific research and the prevention of disorders of human communication.
- F. To advocate for the rights of persons with communicative disorders.
- G. To encourage basic scientific study of the process of individual human communication with special reference to speech, language and hearing.
- H. To promote appropriate academic and clinical preparation of individuals entering the discipline of human communication sciences and disorders and promote the maintenance of current knowledge and skill of those within the discipline.
- I. To foster improvement of clinical services and procedures concerning such disorders.
- J. To promote the individual and collective professional interests of the members of the Association.

Article V—MEMBERSHIP

The membership of the Association shall consist of six classes: Active Members, Associate Members, Adjunct Members, Student Members, Honorary Members and Life Members and such other categories as may be established in the Bylaws. The right to vote or hold office shall be limited to Active and Life Members.

Article VI—OFFICERS

The officers of MSHA must be active or life members. They shall be the President, President Elect/Treasurer, Past President, Vice President for Clinical Services, Vice President for Communication, Vice President for Legislative Affairs, Vice President for Audiology Services, Vice President for School Services, and Vice President for Professional and Public Relations. The President Elect shall be elected annually for a term of one year and shall succeed successively to the office of President and then to the office of Past President, serving for one year in each office. The Vice Presidents shall each serve for two years as provided in the Bylaws.

Article VII—EXECUTIVE BOARD

The Executive Board shall consist of the officers of MSHA, a Graduate Student Board Member (voting), and the Association Manager (non-voting) as provided in the Bylaws. The Executive Board is the legally responsible governing body of the Association.

Article VIII—AMENDMENTS

This constitution may be amended by the membership. Any proposed amendment must be submitted in writing to the MSHA Executive Board. The Board shall evaluate the proposed amendment to determine that it concurs with the mission and purpose of MSHA, has no adverse effect on the management of the Association and is in compliance with relevant corporation and tax laws. Upon review and approval by a quorum of the MSHA Executive Board, the proposed amendment(s) shall be published and mailed or distributed via electronic method to the membership at least 30 days prior to balloting. The proposed amendment(s) shall then be submitted to the entire MSHA active and life membership for vote by mail and/or electronic method. Members shall be allowed 30 days after the mailing of the ballot to return their ballot. A simple majority of these members voting shall be necessary for approval. All proposed amendments not approved by the Executive Board shall require a written response sent to the author of the amendment. In addition, the Board's justification for opposing the amendment shall be published in the Association newsletter.

Bylaws
of the MISSOURI SPEECH-LANGUAGE-HEARING ASSOCIATION

Article I—MEMBERSHIP

A. Classifications of Membership

The membership of the Association shall consist of six classes: Active, Associate, Adjunct, Student, Life and Honorary Members. Members must support the mission and purposes of MSHA as stated in Articles III and IV of the MSHA Constitution. The members must agree to the Code of Ethics of the Association as stated in Article II of the Bylaws of MSHA. The right to vote and hold office shall be limited to Active and Life Members. Members must affiliate at the highest level of membership for which they qualify. Decisions as to the eligibility of an application for membership shall be the responsibility of the Vice President for Professional and Public Relations or designee. All protested memberships will need a quorum vote of approval by the Executive Board.

1. Active Membership may be granted to persons who hold a graduate degree with major emphasis in speech-language pathology, audiology, or speech, language, or hearing science or a graduate degree and present evidence of active research, interest, and performance, in the field of human communication. In addition, only individuals who reside or work in the State of Missouri are eligible to be Active Members.
2. Associate Membership may be granted to persons who provide speech-language pathology and/or audiology and are not eligible as Active Members. They must hold a minimum of a bachelor's degree or the equivalent from an accredited university or college in speech-language pathology and/or audiology. In addition, only individuals who reside or work in the State of Missouri are eligible to be Associate Members.
3. Adjunct Membership may be granted to persons who are not eligible as Active or Associate Members.
4. Life Membership may be granted upon written application to the Executive Board when a previous or current Active Member becomes 62 years of age providing that the individual has been an Active Member in good standing for at least ten consecutive years prior to this age or application.
5. Student Membership may be granted to any person who is actively pursuing a degree in speech-language pathology and/or audiology in an accredited university or college. The student's status will be verified by the program director who will, upon review, sign the application for student membership.
6. Honorary Membership may be conferred at the discretion of the Executive Board.

B. Rights Reserved to Members

The following rights are reserved to the Active and Life Members of the Association:

1. Election of the voting members of the Executive Board.

2. Privilege of recall of voting members of the Executive Board, according to the procedures outlined in Article III section F of these Bylaws.
3. Approval of all proposed amendments to the Bylaws of the Association, according to the procedures outlined in Article XI of these Bylaws.

C. Termination of Membership

1. Membership in any class will be suspended when dues are three (3) months past due. Reinstatement shall be allowed upon payment of a reinstatement fee as established by the Executive Board.
2. Any member in any class of membership who has violated the Code of Ethics of the Association will be suspended from Membership by a quorum vote of the Executive Board. Individuals who have been found to have violated the Code of Ethics may request a hearing before the entire Executive Board prior to final action. Reinstatement of a suspended individual is at the discretion of the Executive Board. In no case shall reinstatement be granted before at least one year has elapsed and then only after a quorum vote of the Executive Board. All ballots pertaining to suspension and reinstatement shall be secret.

Article II—ETHICS

The “Code of Ethics” of the Association shall be Equivalent to the Code of Ethics of the American Speech-Language-Hearing Association for all classes of membership.

Article III—EXECUTIVE BOARD

A. Powers

The Executive Board is the legally responsible body of the Association. It establishes the policies of the Association and exercises all powers except those reserved to the Membership. The Board shall manage the affairs of MSHA, actively pursue the mission and purposes of MSHA, approve the strategic planning of MSHA and establish the priority of all programs and activities. The Board will have discretion in the control, management, investment, and disbursement of the Association’s funds. The Board shall approve a budget prior to the beginning of each fiscal year and will present this budget to the membership through the Association newsletter or via electronic method. The Board may establish whatever rules and regulations for the conduct of its business it deems advisable, and may appoint whatever agents it considers necessary to carry out its powers. The Board shall report actions taken on major policy matters to the membership through the MSHA newsletter, separate mailing, or by electronic method. When in the best interest of the Association, the Board shall establish liaisons with organizations having direct or peripheral interest in the field of speech-language and hearing through joint committee or other appropriate means. The Board shall maintain close contact with all representatives of the State of Missouri within the American Speech-Language-Hearing Association. The Executive Board shall perform these functions through the offices of the Association and through the committees that report to the Executive Board. The Board shall create and dissolve committees, designate their charges, establish policy with regard to size, type of membership, and length of members’ terms. Members of the Executive Board shall be assigned certain committees and will be responsible for supervising, coordinating,

monitoring, and approving expenditures of their committees. The name, purpose and duties for each board office and each committee shall be stated in the MSHA Operational Policy and Procedure Manual. This manual shall be reviewed, amended, and approved as needed by the Executive Board.

B. Composition

The Executive Board consists of eleven members, as follows:

President, President Elect/Treasurer, Past President, Vice President for Audiology Services, Vice President for Clinical Services, Vice President for Communication, Vice President for Legislative Affairs, Vice President for Professional and Public Relations, Vice President for School Services, Graduate Student Board Member (voting) and Association Manager (non-voting).

C. Terms of Office

1. The President-Elect shall serve for three consecutive one-year terms, as President-Elect, President, and Past President.
2. Vice-Presidents are elected for terms of two years, the terms to be staggered such that approximately one-half are elected each year.
3. The Graduate Student Board Member is appointed for a term of one (1) year.
4. No elected officer shall serve more than two full terms in the same office successively, nor more than three full terms successively in any vice-presidential office.
5. Terms of office shall coincide with the fiscal year.

D. Nomination and Election

1. A Committee on Nominations, consisting of a chairperson and four other Active or Life Members, will be appointed by the Executive Board. The Committee on Nominations shall prepare a slate of nominees for each office which will become vacant the following year. The nominees shall have demonstrated active involvement in the Association. An attempt will be made to have at least two Active and/or Life Members in good standing on the slate. These individuals must be willing to serve if elected. The slate of nominees must be mailed and/or electronically provided to the membership or reported in the MSHA Newsletter, so that additional nominations may be made. These additional nominees will require at least five Active and/or Life Members to nominate an individual with the person agreeing to serve if elected.
2. Election to each office shall be by mail ballot or by electronic ballot of the entire Active and Life Membership of the Association. The Membership will have 30 days to return their ballots. The nominees receiving the most votes shall be elected. In case of a tie vote, the Executive Board shall resolve the tie.

E. Meetings

The Executive Board shall meet at least four times each year at such times and places as the President may determine. A quorum shall consist of six or more voting members of the Executive Board. At the discretion of the President, business of the Executive Board may be conducted by mail, telephone or electronic method. All meetings of the Executive Board shall be open to observation by the Membership except for matters pertaining to alleged ethical practices violations.

F. Removal from Office

Any officer may be removed from office by a three-fourths (3/4) vote of the Membership, balloting shall be by mail or electronic method. At least 25% of the Membership must have signed a petition for removal in order to initiate a ballot of the Membership; or, the Executive Board, by majority vote, may initiate a ballot of the Membership. The officer involved may request a fair hearing before the Membership at a regular or special meeting.

G. Vacancies

Should a vacancy on the Executive Board occur for any reason including inability to serve, the Executive Board shall appoint an individual to fill the remainder of the term of the vacated office, with the exception of President. When a vacancy occurs in the office of President, the President Elect shall serve the remainder of the term in addition to the presidential term to which this officer was elected. Should a vacancy occur in the office of President Elect, then both a President and President Elect shall be elected in the next regular election.

H. Indemnification

Every member of the Executive Board as defined in Article III of the Bylaws, member of any committee or board, and any employee of the Association or any other agent of the Association, (all hereinafter called "Representative of the Association") shall be indemnified by the Association against all liabilities, costs and expenses, including counsel fees, incurred by, or imposed upon, such a representative, in connection with any proceeding of any kind in which that representative may be made a party, or in which there may be involvement in any way, by reason of being or having been a representative of the Association at the time such liabilities, costs, and expenses accrue, except in those cases in which the representative of the Association is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The Executive Board shall have the power to determine whether the representative of the Association has met the standard for indemnification set forth in this Section and to grant or deny the application. This right of indemnification shall be in addition to, and not exclusive of all other rights to which such a member, officer or employee may be entitled.

I. Honors

The Executive Board shall oversee the Committee on Honors with the Vice President for Professional and Public Relations serving as chair.

Article IV—MEETINGS OF THE ASSOCIATION

- A. Conventions. A Convention of the Association shall be held annually at a time and place to be determined and approved by the Executive Board.
- B. Plenary Session. During the Annual Convention of the Association the Membership shall meet for the purpose of presenting annual reports of the Officers of the Association and to conduct any other business, which has been reserved to the Membership.

Article V—DUES AND FISCAL

- A. The fiscal year of the Association shall be fixed by the Executive Board, subject to the appropriate law.
- B. The annual dues of the Association shall be determined by the Executive Board. Dues will be waived for Life Members.
- C. The membership year shall be established by the Executive Board. Applications for renewal shall be issued annually prior to the last day of the membership year.

Article VI—PUBLICATIONS

The Association shall publish and distribute to all classes of Membership a “Newsletter.” The “Newsletter” shall be published at least three times a year. Other publications may be printed and distributed at the discretion of the Executive Board.

Article VII—DISCRIMINATION

The Association shall not discriminate on the basis of race, national origin, religion, age, gender, gender identification, sex, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

Article VIII—ASSOCIATION AWARDS

- A. Honors of the Association

The Honors of the Association may be presented to an individual upon recommendation by the appropriate committee and approval of a quorum vote of the Executive Board. This award recognizes exceptional and extraordinary contributions to the field of speech, language and hearing and is the highest honor that the Association can give.

- B. Awards of the Association

Upon the recommendation of the appropriate committee and approval of the Executive Board in accordance with criteria outlined in the MSHA Policies and Procedures Manual, awards shall be given by the Association. These awards may be for outstanding graduate student, outstanding clinician or teacher, or any other activity which is deemed appropriate by the Executive Board.

Article IX—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Association where applicable and in which they are not inconsistent with these

Bylaws, with the articles of incorporation or any special rules that the Association may adopt.

Article X—LIQUIDATION

In the event of the liquidation and dissolution of MSHA, any properties, funds or monies, securities or other assets belonging to MSHA, shall be disposed of as follows: all liabilities and obligations of MSHA shall be paid and discharged, or adequate provision shall be made therefore; assets held by MSHA subject to legally valid requirements for their return, transfer or conveyance, upon dissolution and liquidation, shall be returned, transferred or conveyed in accordance with such requirements; and all remaining assets held by MSHA shall be determined by the current Executive Board to be used in whatever manner they deem appropriate.

Article XI—AMENDMENTS

These Bylaws may be amended by the membership. All proposed amendment(s) must be submitted in writing to the MSHA Executive Board. The Board shall evaluate the proposed amendment to determine that it concurs with the mission and purpose of the MSHA, has no adverse effect on the management of the Association and is in compliance with relevant corporation tax laws. Upon review and approval by a quorum vote of a meeting of the Executive Board, the proposed amendment shall be published and mailed or distributed via electronic method to the membership at least 30 days prior to balloting. The proposed amendment(s) shall then be submitted to the entire MSHA Active and Life Members for vote by mail or by electronic method. Members shall be allowed 30 days after the mailing of the ballot to return their ballot. A simple majority of these members voting shall be necessary for approval. All proposed amendments not approved by the Executive Board shall require a written response sent to the author of the amendment. In addition, the Executive Board's justification for opposing the amendment shall be published in the Association newsletter.

Updated 8/2010

MSHA Mission Statement

MSHA serves as the state association representing speech-language and hearing scientists and related personnel associated with organized speech, language and hearing educational and health care settings. More specifically, the mission of MSHA is to represent its members, to provide leadership, to perform membership services, to advocate the rights of persons with communication disorders, and to serve as catalyst for practice innovation toward enabling members to better serve the public interest and the profession.

PRESIDENT

DESCRIPTION: The President shall oversee all operations of the Association and shall preside at Executive Board meetings and the annual business meeting of the Association.

DUTIES: The President shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Submit President's Message to MSHA Newsletter editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
4. Submit proposed budget annually for officer's budget.
5. Preside at all meetings of the Executive Board and at the annual business meeting of the Association.
6. Monitor the President Elect, Past President and Vice Presidents to assure that standing committees are functioning and operating within established procedures.
7. Establish ad hoc committees and task forces as necessary.
8. Supervise daily operations of the Central Office.
9. Establish, through the Executive Board, a yearly budget.
10. Monitor budget regularly
11. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
12. Appoint liaison to Department of Education (DESE)
13. Appoint State Education Advocacy Leader to ASHA (SEAL).

14. When provided for in the annual budget, attend the Council for State Association Presidents (CSAP) meetings in May and November.
15. Plan the President's Luncheon program at the annual convention (honors, special awards and recognitions, etc.). Work with the Central Office on materials needing to be ordered.
16. Plan the annual business meeting to be held each year at the convention.
17. Coordinate preparations for all meetings of the Executive Board (time, place, agenda, etc.) through Central Office.
18. Review the minutes of all Executive Board meetings prior to distribution to Board members.
19. Coordinate emergency meetings or decisions/actions that are necessary between regularly scheduled meetings.
20. Promote the common interests of the Association as the primary spokesperson for the Association and for the communicatively disabled populations served by speech-language pathologists and audiologists. Attend or assign an EB member(s) to attend events or meetings with related agencies that promote current goals on the Strategic Plan.
21. Pass the files, records, documents and "Roberts Rule of Order" Book down to the next President.
22. Review Graduate Student Board Member applications and make recommendation to the Board (*see page 5 of President Duties for process*).
23. Sign all MSHA contractual documents, along with President-Elect.
24. Attend or assign an EB representative to attend and oversee all meetings of the Convention Planning Team.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement.
2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the rate specified on the reimbursement form.

PRESIDENT - TIMELINE

Throughout Year:

- Submit articles to MSHA newsletter according to deadlines
- Respond to communications from the general public, MSHA membership, EB, CPT, Central Office, and ASHA
- Attend Stakeholder meetings as the Representative from MSHA, i.e., DESE, etc.
- Attend Convention Planning Team meetings or send a representative from the Executive Board
- Review the minutes of each EB meeting
- Develop a timely Agenda for each EB meeting
- Preside at all meetings of the Executive Board

August Attend CPT Convention Planning Session

September Submit newsletter article

October Develop Agenda for Fall EB Meeting

October: Attend Fall Workshop (if possible)

November 1 Submit necessary documentation for ASHA State Recognition (2014, 2019)
Attend CPT Convention Planning Session

December Submit newsletter article

January Develop Agenda for the January EB Meeting (conference call)
Attend CPT Convention Planning Session

February Send letter of congratulations to newly elected board members
Attend Legislative Day (if possible)

March Attend CPT Convention Planning Session
Develop Draft Agenda for EB meeting at Convention
Develop Draft Order and Timeline for the Ask MSHA session.
Develop Draft Order and Timeline for Presidential Luncheon.

April Preside over the EB meeting prior to Convention.
Introduce and Welcome the Newly Elected Officers to the EB meeting.
Attend the MSHA Convention.
Preside over the President's Luncheon during convention
Preside over the ASK MSHA session.

Volunteer at convention sessions, Silent Auction, etc.

- April Submit newsletter article
- May Incoming President composes Welcome Letter for MSHA website.
Budget information to Central Office
Submit any expense vouchers prior to the end of the MSHA fiscal year.
Outgoing President develops Agenda for EB Summer Retreat
- June Submit newsletter article
- June/July Attend CPT Convention Review Session
- July Incoming President presides over Day 2 of Summer Retreat; Outgoing President
presides over Day 1 of Summer Retreat

Process for Selecting New Graduate Student Board Member

The Graduate Student Board Member will be chosen from recommendations from all universities in Missouri with speech pathology and audiology programs including:

- Fontbonne University
- Missouri State University
- Rockhurst University
- Saint Louis University
- Southeast Missouri State University
- Truman State University
- University of Central Missouri
- University of Missouri-Columbia
- Washington University

At the time of Board elections, the president will send a letter to all university chairs requesting the name of a student willing to serve. Accompanying the name must be a letter of support from the university program chair. The student's signature will be included on the nomination form, signifying that they are aware of the nomination and will abide by the terms of office, if selected.

The chairs should be informed that the qualifications and expectations for this office include but are not limited to:

Graduate student status with one year remaining
Member of MSHA
National NSSLHA member
Able to serve one year term on the board
Receive mentoring from the board

Also included in the information to the chair should be a copy of the P&P guidelines for this position and the timeline or simply a summary of the obligations listed in the manual.

Applications are then reviewed by the presidents (s) and recommendations are made to the Board.

PRESIDENT ELECT/TREASURER

DESCRIPTION: The President Elect/Treasurer prepares to assume the leadership role of President. In the absence of the President, the President Elect/Treasurer shall have responsibility for support and guidance of all association activities. The President Elect/Treasurer shall be the treasurer and serve as custodian of MSHA funds. Responsibilities include the maintaining of banking functions in the name of MSHA, supervise the maintaining of the general ledger, assist in the development and monitoring of the budget, and reporting to the membership and to appropriate state and federal agencies.

DUTIES: The President Elect/Treasurer shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Submit agenda items to Central Office or President prior to EB meetings.
4. Submit articles to MSHA Newsletter editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
5. Advise Past President on Nominations of qualified successors to this office.
6. Fulfill the duties of the President if he/she is unable to do so.
7. If provided in the annual budget, attend the Council of State Association Presidents (CSAP) meetings in May and November.
8. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
9. In conjunction with Central Office, review MSHA summary of expenses on a quarterly basis.
10. In conjunction with Central Office, review and submit a written report, to the EB at each of the regular meetings as to the financial condition of the association.

President-Elect/Treasurer (continued)

11. In conjunction with Central Office, review and submit to each officer on the EB a summary of expenditures submitted for payment and current balance for his or her budget at each regular EB meeting. Monitor any unusual or excessive expenditure and report to the EB any such deviation from the budget.
12. In conjunction with Central Office, advise the President and EB of procedural changes that are made with financial records and procedures.
13. In conjunction with Central Office, advise and report on the feasibility of special committee or Association activities which may require monies exceeding budgeted and usual or customary expenditures.
14. In conjunction with Central Office, ensure communication with bank, the IRS, and Secretary of State (Annual Registration Report is generally filed by Central Office) regarding corporate or non-profit status.
15. In conjunction with Central Office, submit annual income statement to EB at fall meeting and to the Association membership through the newsletter.
16. In conjunction with Central Office, ensure that the Federal Tax Exemption status is still appropriate and is maintained. Review with EB current and planned financial and association activities to ensure this status is met.
17. Responsible for signing all MSHA contractual documents, along with President.
18. Serve in role of CE Coordinator to review all continuing education activities submitted for ASHA CEUs.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual)
2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate currently approved by the board, per the reimbursement form.

PRESIDENT ELECT/TREASURER - TIMELINE

Throughout the year before each board meeting, submit agenda items to president, including a report of activities since the previous meeting

December 30, March 30, June 30 and September 30: Submit newsletter articles to VP for Communication; include financial statement for the winter issue of the *MSHA Link*

August	Attend CPT Convention Planning Session
Fall	Report on annual income statement at EB meeting
Oct/Dec	Central Office will prepare tax documents for submission.
November	Attend CSAP in the year as President Elect
December	Review, sign and submit MSHA taxes to IRS by December 15
December	Update frequently asked question section of the consumer/public section of the website.
Quarterly	Review MSHA expenses and consult with Central Office regarding thoughts and recommendations
Ongoing	Review and approve/disapprove CEU activities as submitted by Central Office
April	Attend Convention and assist in any capacity needed
May	Attend the CSAP meeting in May as President Elect
May	Incoming President composes Welcome Letter for MSHA website. Budget information to Central Office Submit any expense vouchers prior to the end of the MSHA fiscal year. Outgoing President develops Agenda for EB Summer Retreat
June 30	Submit newsletter article
June/July	Incoming President presides over Day 2 of Summer Retreat; Outgoing President presides over Day 1 of Summer Retreat
June/July	Attend CPT Convention Review Session

PAST PRESIDENT

DESCRIPTION: The Past President shall provide guidance to the Executive Board, develop long-range planning efforts, monitor the Committee on Nominations and supervise the process for the election of offices.

DUTIES: The Past President shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chair for Committee on Nominations prior to beginning of new fiscal year and supply list of committee members, and their contact information to Central Office and President.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee report at each EB meeting.
6. Submit articles to MSHA Newsletter editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
7. Submit proposed budget annually for assigned committees.
8. Make sure the Committee on Nominations is in place and functioning according to the requirements of the MSHA Bylaws.
9. Make sure that elections of officers to serve on the Executive Board are carried out at the appropriate times in the appropriate manner.
10. Ensure that there is at least 1 person (preferably 3) for each vacant EB office and that they provide the Central Office with a short bio and photograph by a designated deadline.
11. Check with Central Office to ensure that all nominees meet the requirements to run for office.
12. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.

13. Prepare the election ballot for the election of officers with the Central Office.
14. Supervise the voting process for the election of officers with the Central Office.
15. Notify the President of the election results.
16. Notify the nominees and other Board members of the results of the election and provide to them pertinent information for that position (Operational Policies and Procedures Manual, budget information, etc.
17. Serve as ex-officio member of any ad hoc committee or task force as requested by the President.
18. Coordinate the Association's long range planning efforts.
19. Responsible for soliciting nominations for and mentoring of the Graduate Student Board Member.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual).
2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate approved by the board and on the reimbursement form.

PAST PRESIDENT - TIMELINE

Ongoing	Be available to the President all year.
August	
September	Send letters to university chairs requesting nominations for Graduate Student Board Member. Submit newsletter article
October	
November	
December	Slate of nominees to be published in the winter issue of the <i>The MSHA Link</i> (published in January). The election process is online for voting members only. Biographies of candidates will be published in the winter issue of <i>The MSHA Link</i> . Members shall have 30 days to complete the ballot online. Submit newsletter article
January	
February	
March	Submit nominations for Graduate Student Board Member to the President for review and selection
April	Submit newsletter article
May	
June	Prepare Call for Nominations for Fall issue of the <i>MSHA Link</i> . Submit newsletter article
June	
July	

VICE PRESIDENT FOR AUDIOLOGY

DESCRIPTION: The Vice President for Audiology will organize, advise and monitor the following committees: Audiology Affairs.

DUTIES: The Vice President for Audiology shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members, and their contact information to Central Office and the President.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee reports at each EB meeting.
6. Monitor your committees as to spending. Submit receipts to Central Office.
7. Submit articles to MSHA Link editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, Calendar of events, special features, etc.
8. Submit proposed budget annually for assigned committees/convention, etc.
9. Advise Past President on Nominations of qualified successors to this office.
10. Organize committee for which the following apply:
 - a. Committee Chairs and members will be MSHA members.
 - b. Committee members will be updated annually and may be drawn from the Committee Pool Data forms (obtained from Central Office) or other sources and appointed by the Chair.

Vice President for Audiology (continued)

- c. Activity of the committee will be reported to the EB for further input and guidance.
 - d. Expenses of the committee are approved by the VP and vouchers for payment must be signed by the VP.
 - e. Each committee is given a budget determined by the VP and approved by the EB.
 - f. Committee meetings may be held at the discretion of the Chair anytime during the year and are encouraged at the annual convention.
- 11. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
 - 12. Disseminate to committees and/or membership any information from ASHA, MSHA, state education dept., etc. on continuing education, professional standards, policies and procedures, etc.
 - 13. Report to the EB topics which the committee feels the Board should investigate, discuss, or lobby by action of a task force appointed by the President.
 - 14. Work with VP for Legislative Affairs to ensure audiology is represented accordingly on Legislative Day.
 - 15. Recruit members to serve on the Audiology Affairs Committee.
 - 16. Develop and coordinate a webinar to provide CEUs to Audiologists.

Executive Board Financial Policies

- 1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual).
- 2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate as approved by the board and on the reimbursement form.

AUDIOLOGY COMMITTEE

POLICY: The duties of the Audiology Committee shall include addressing the continuing education needs of MSHA members working as Audiologists; disseminating information/interpretation regarding changes in professional regulations, licensing procedures or third party payers; addressing concerns of MSHA members re: Audiology topics.

PROCEDURES: The Audiology Committee shall:

1. Consist of interested MSHA members throughout the state under the direction of a Committee Chair. The Chair will be appointed by the VP for Audiology for a term of 2 years and thereafter report to him/her. This committee may consist of regional groups, each having a Committee Chair appointed by and reporting to the VP.
2. Report regularly to the VP for Audiology including a Committee Report to be submitted by the Committee Chair prior to each Executive Board Meeting. (Event calendar to be supplied by VP)
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
4. Review expenditures, other than for routine expenses (postage, phone calls, etc.) with VP for Audiology Affairs.
5. Meet as needed with one meeting to coincide with the annual MSHA convention, to develop programs which will meet the needs of Audiologists who are MSHA members (all proposed programs to be approved by the Executive Board).
6. Have the option of coordinating an annual workshop. The Committee Chair shall work closely with the VP for Audiology and Central Office.
7. Contact MSHA members who indicate an interest in serving on the Audiology Committee via the Committee Data Pool Survey form. Completed forms will be given to the VP for Audiology who will present them to the appropriate Committee Chair.
8. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related to Audiology. Articles are to be presented to the VP for Audiology one week prior to the newsletter deadline (Event calendar to be supplied by VP).

VICE PRESIDENT FOR AUDIOLOGY – TIMELINE

August	Begin search for speaker for audiology webinar
September	Submit newsletter article
October	
November	
December	Submit newsletter article
January	Conduct Audiology webinar
February	Attend Legislative Day
March	
April	Submit newsletter article
May	
June	Submit newsletter article
July	

VICE PRESIDENT FOR CLINICAL SERVICES

DESCRIPTION: The Vice President for Clinical Services will organize, advise and monitor the following committees: Clinical/Rehab Issues and Multicultural Concerns. In addition the VP for Clinical Services shall follow the guidelines below.

DUTIES: The Vice President for Clinical Services shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members to Central Office.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee reports at each EB meeting.
6. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
7. Submit articles for *The MSHA Link* editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
8. VP for School Services, VP for Clinical Services, Early Childhood Chair, and School Affairs Chair will work with the Central Office on the details of the workshops. Assist School Services Chair and coordinate with Central Office in securing speakers for the Fall Workshop. Assist with any aspect of the Fall Workshop as needed before and at the event.
9. Submit proposed budget annually for assigned committees/convention, etc.
10. Advise Past President on Nominations of qualified successors to this office.
11. Organize committee for which the following apply:
 - a. Committee Chairs and members will be MSHA members.

- b. Committee members will be updated annually and may be drawn from the Committee Pool Data forms (obtained from Central Office) or other sources and appointed by the Chair.
 - c. Activity of the committee will be reported to the EB for further input and guidance.
 - d. Expenses of the committee are approved by the VP and vouchers for payment must be signed by the VP.
 - e. Each committee is given a budget determined by the VP and approved by the EB. The budget should reflect expenses for phone calls, postage, printing of mailings to committee members.
 - f. Committee meetings may be held at the discretion of the Chair any time during the year and are encouraged at the annual convention.
12. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
 13. Disseminate to membership any information from state and national education depts., etc. on continuing education, professional standards, policies and procedures, etc.
 14. Report to the EB topics which the committee feels the Board should investigate, discuss, or lobby by action of a task force appointed by the President.
 15. Recruit members to serve on the Multicultural Concerns Committee, Rehab/Clinical Issues Committee and Minority Student Leadership Program.
 16. Update the Frequently Asked Question section of the website.
 17. Monitor STAR, SMAC representatives (for current duties please see the corresponding pages at asha.org).
www.asha.org/practice/reimbursement - SMAC link
www.asha.org/practice/reimbursement/private-plans/reimbursement-network - STAR link

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual).
2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursed rate as approved by the board and on the reimbursement form.

MULTICULTURAL CONCERNS COMMITTEE

DESCRIPTION: The multicultural concerns committee was established to address the concerns raised by the minority membership of the Association. The committee functions to increase minority participation in the Association, to assist in the development of provision of quality services to minority populations, and to provide for inclusion of multicultural concerns in all Association services and programs.

DUTIES: The Ad Hoc Committee on Multicultural Concerns shall:

1. Consist of a Chairperson and at least three additional members in good standing.
2. Report to the Vice President for Clinical Services.
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
4. Submit a committee report to VP prior to Executive Board meetings.
5. Submit a year-end committee report before final Executive Board meeting of fiscal year.
6. Submit expense vouchers as outlined in policies and procedures.
7. Plan to confer by meeting, correspondence, and/or conference call as needed.
8. Increase minority participation in the Association.
9. Forms a Minority Student Leadership Program Committee (MSLP).
10. Provide for multicultural concerns in all Association services and programs.
11. Develop and/or maintain a service delivery model for minority populations.
12. Execute other specific charges assigned by the VP for Professional and Public Relations.
13. Submit pertinent news releases and/or articles to the MSHA Newsletter/Web Page editor.
14. Conduct periodic needs assessments of members.
15. Address concerns members have as they serve minority populations.
16. Submit all proposed action to the Executive Board for its approval.
17. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related. Articles are to be presented to the VP for Professional and Public Relations one week prior to the newsletter deadline (Event calendar to be supplied by VP).

REHAB/CLINICAL ISSUES COMMITTEE

DESCRIPTION: The duties of the Rehab/Clinical Issues Committee shall include addressing the continuing education needs of MSHA members working within Rehab/Clinical settings; disseminating information/interpretation regarding changes in state and national regulations, licensing procedures, accrediting bodies (i.e. JCAHO or CARF), or third party payers; addressing concerns of MSHA members re: Rehab/Clinical Issues.

DUTIES: The Rehab/Clinical Issues Committee shall:

1. Consist of interested MSHA members throughout the state under the direction of a Committee Chair. The Chair will be appointed by the VP for Clinical Services for a term of 2 years and thereafter report directly to him/her. This committee may consist of regional groups, each having a Committee Chair appointed by and reporting to the VP.
2. Report regularly to the VP for Clinical Services including a Committee Report to be submitted by the Committee Chair prior to each Executive Board meeting. (Event calendar to be supplied by VP).
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year
4. Review expenditures, other than for routine expenses (postage, phone calls, etc.) with VP for Clinical Services.
5. Meet as needed, with one meeting to coincide with the annual MSHA convention, to develop programs which are in the best interest of MSHA members working in rehab/clinical settings. (All proposed programs to be approved by the Executive Board).
6. Have the option of coordinating an annual workshop. The Committee Chair shall work closely with the VP for Clinical Services and Central Office.
7. Contact MSHA members who indicate an interest in serving on the Rehab/Clinical Issues Committee via the Committee Data Pool Survey form. Completed forms will be given to the VP for Clinical Services who will present them to the Early Childhood Committee Chair.
8. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topic related to Rehab/Clinical issues and the committee meeting updates. Articles are to be presented to the VP for Clinical Services one week prior to the newsletter deadline (Event calendar to be supplied by VP).

Vice President for Clinical Services Timeline

August

September Submit newsletter article

October: Attend Fall Workshop

November

December Submit newsletter article

January Solicit speakers for medical track of Fall Workshop

February

March

April Submit newsletter article

May

June Submit newsletter article

June

July

VICE PRESIDENT FOR COMMUNICATION

DESCRIPTION: The VP for Communication shall be the editor of the association newsletter, website, and ad hoc member of technology and website committees. Responsibilities include publishing the newsletter four times a year (September, December, March, and June), gathering news, and monitoring the MSHA website.

DUTIES: The Vice President for Communication shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members, and their contact information to Central Office and the President.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit communication committee reports at each EB meeting.
6. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
7. Forward articles to Central Office. Include a photo of yourself to publish with the
 - a. Editor's News article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
8. Submit proposed budget annually for assigned committees/convention, etc.
9. Advise Past President on Nominations of qualified successors to this office.
10. Take notes on newsworthy items during EB meeting.
11. Establish newsletter deadlines. Currently these are:
 - a. December 30 - Spring newsletter
 - b. March 30 - Summer newsletter
 - June 30 - Fall newsletter
 - September 30 - Winter newsletter

Vice President for Communication (continued)

12. Send out reminder notices two weeks prior to newsletter submission deadlines to Missouri University Program Chairs, NSSHLA Presidents and Regional Association Presidents. Others to send reminder memos to include: ASHA Advisory Councilors, Missouri Advisory Commission for SP/A Chairperson, and DESE.
13. Collect all article submissions and edit as needed. Determine appropriateness of submissions and set guidelines for type/length of articles to be printed, if necessary.
14. Organize and submit articles to Central Office for layout.
15. Edit and check rough draft for spelling, grammar, punctuation and accuracy errors. Follow publications guide provided by Central Office. Submit changes to Central Office.
16. Review the website and links, report changes/additions to be made to the Central Office.
17. Oversee website activity for updates. Receive updated information from various offices for the Frequently Asked Questions section of the website.
18. Oversee and coordinate activities of the Archivist.
19. Oversee website activity for updates.
20. The **Website** and **Technology** committees are comprised of MSHA members who update, monitor, and approve information pertinent to the memberships' interests and needs as they pertain to the MSHA mission statement. The website committee determines the placement of links and resources. The committee monitors all links for content and approval under the defined guidelines found on the website. The VP for Communication secures members for this committee as well as members who administrate the social networking connections and the technology committee. The Central Office assumes the role for posting information and maintenance of the website as well as the addition of future technology.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual)

2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate approved by the Executive Board and on the reimbursement form.

VICE PRESIDENT FOR COMMUNICATION - TIMELINE

Ongoing:

1. Two weeks prior to submission deadline date for each newsletter, email the frequent contributors and the executive board members a reminder.
2. At or around the deadline date for each newsletter, receive a publication timeline from Central Office.
3. Update the website with articles as needed. Check with individual officers to see if they want their current newsletter article posted on the website.

August

September Submit newsletter article

October:

November

December Submit newsletter article

January

February

March Submit newsletter article

April

May

June Submit newsletter article

July

VICE PRESIDENT FOR LEGISLATIVE AFFAIRS

DESCRIPTION: The Vice President for Legislative Affairs is responsible for representing the Association in matters relating to the state legislature, national congress and state governmental administrative offices. The office will organize, advise and monitor the Legislative Committee.

DUTIES: The Vice President for Legislative Affairs shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members, and their contact information to Central Office and the President.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee reports at each EB meeting.
6. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
7. Submit articles to MSHA Newsletter editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
8. Submit proposed budget annually for assigned committees/convention, etc.
9. Advise Past President of qualified successors to this office.
10. Represent the Association to the State Legislature through testimony at state legislative and administrative committee hearings, contact with the media, contact with the offices of state government and correspondence with the membership and the public.

Vice President for Legislative Affairs (continued)

11. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
12. Serve as a resource for contact with federal congress persons regarding issues of importance to the Association.
13. Serve as liaison with ASHA regarding pertinent matters of governmental and legislative importance in Missouri.
14. Coordinate the activities and functions of the MSHA Legislative Network. The VP for Legislative Affairs may appoint a MSHA member to Chair the Legislative Network, but still retains responsibility for the activities and functions of the Network.
15. Advise the EB and the Association through meetings and correspondence of legislative, governmental and other third party affairs pertinent to the Association.
16. Maintain liaison with the Advisory Commission for speech pathology and clinical audiology to the Board of Registration for the Healing Arts.
17. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
18. Coordinate Annual Legislative Day with President and the Central Office.
19. Organize committee for which the following apply:
 - a. Committee Chairs and members will be MSHA members.
 - b. Committee members will be updated annually and may be drawn from the Committee Pool Data forms (obtained from Central Office) or other sources and appointed by the Chair.
 - c. Activity of the committee will be reported to the EB for further input and guidance.
 - d. Expenses of the committee are approved by the VP and vouchers for payment must be signed by the VP.
 - e. Each committee is given a budget determined by the VP and approved by the EB. The budget should reflect expenses for phone calls, postage, printing of mailings to committee members
 - g. Committee meetings may be held at the discretion of the Chair anytime during the year and are encouraged at the annual convention.
20. Recruit members to serve on the Legislative Committee.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement.

2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate as approved by the board and on the reimbursement form.

LEGISLATIVE COMMITTEE

POLICY:

PROCEDURES: The Legislative Committee shall:

1. Consist of interested MSHA members throughout the state under the direction of a Committee Chair. The Chair will be appointed by the VP for Legislative Affairs for a term of 2 years and thereafter report to him/her.
2. Report regularly to the VP for Legislative Affairs including a Committee Report to be submitted by the Committee Chair prior to each Executive Board Meeting. (Event calendar to be supplied by VP)
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year
4. Review expenditures, other than for routine expenses (postage, phone calls, etc.), with VP for Legislative Affairs.
5. Meet as needed, with one meeting to coincide with the annual MSHA convention, to develop programs which are in the best interest of MSHA (all proposed programs to be approved by the Executive Board).
6. Contact MSHA members who indicate an interest in serving on the Communications Committee via the Committee Data Pool Survey form. Completed forms will be given to the VP for Legislative Affairs who will present them to the Legislative Committee Chair.
7. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related to Legislative Committee meeting updates. Articles are to be presented to the VP for Legislative Affairs one week prior to the newsletter deadline (Event calendar to be supplied by VP).

VICE PRESIDENT FOR LEGISLATIVE AFFAIRS TIMELINE

The timeline of duties for MSHA VP for Legislative Affairs should correspond with the Missouri State Senate General Assembly Open Session which typically runs from early January through mid-May.

Throughout Year	Submit articles to MSHA newsletter according to deadlines. Post information of interest on MSHA website and listserv. Submit committee reports at each EB meeting.
August	
September	Submit newsletter article
October:	Contact the State Capitol to set up time and location for Legislative Day. Make yourself available to speak to the membership on the morning of Legislative Day. Arrange for tables, chairs and any other furniture that may be needed for the day. Attend Fall Workshop
November	Notify membership of Legislative Day and schedule of events through mail, email, newsletter etc. Contact universities and work with student MSHA board member to encourage participation. Request RSVP to Central Office
December	Write article for the MSHA webpage that will advertise/promote date and schedule for Legislative Day. Coordinate with Central Office announcement to the membership. Encourage members to write their legislators inviting them to stop by MSHA's table at Legislative Day. Make a sample letter available to members. Submit newsletter article
January	Throughout the Open Session monitor legislation. Send out bills of interest to the membership and discuss with EB. Keep in contact with offices of state government and correspond with membership and public. Encourage membership attendance at committee hearings when appropriate. Encourage membership correspondence and support relating to bills of interest.

Identify the number of attendees and confirm numbers with Central Office for lunch order.

Set up lunch delivery to the Capitol for the Legislative Day lunch. Obtain a list of senators and house representatives. Remind those attending to look up their senators and representatives prior to attending

February	Legislative Day
March	Submit Newsletter Article
April	
May	Submit proposed annual budget for office. Recruit representatives to Legislative Committee. Assign Chairs of Committee if desired.
June	Submit newsletter article
July	

VICE PRESIDENT FOR PROFESSIONAL AND PUBLIC RELATIONS

DESCRIPTION: The Vice President for Professional and Public Relations shall oversee the following committees: Membership and Recruitment, Honors and Public Relations.

DUTIES: The Vice President for Professional and Public Relations shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members, and their contact information to Central Office and the President.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee reports at each EB meeting.
6. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
7. Submit articles to *The MSHA Link* editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
8. Submit proposed budget annually for assigned committees/convention, etc.
9. Advise Past President of qualified successors to this office.
10. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
11. Ensure that each committee be comprised of no less than three members (Chair and two additional members in good standing). Request a Proclamation from Governor for Better Hearing and Speech Month in March and report the information to the EB at the next EB meeting. Provide information to Central Office for inclusion in the *MSHA Link*.

Vice President for Professional and Public Relations (continued)

12. Promote the services provided by Speech-Language Pathologists and Audiologists (includes overseeing Better Hearing & Speech Month activities).
13. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
14. Obtain Committee Reports prior to and submitted during Executive Board meetings.
15. Submit Awards nominees' information to the Executive Board for their approval.
16. Oversee the Honors Nominations, forwarding all Names, Nominators, background info, and Photos of winners to Central Office for *MSHA Link* and Web publication. After two years shred and dispose of information.
17. Inform nominators of their presentation to the nominees at the President's Luncheon.
 - a. Instruct nominators of award winners to discretely ensure winners' attendance at award ceremony.
 - b. Instruct nominator with the actual presentation of the award to the winner.
 - c. Purchase plaques to be presented at luncheon.
 - d. Forward information and names of winners to Central Office for *MSHA Link* and Web publication.
 - e. Request checks from Central Office for awardees (if necessary).
18. Inform nominator of the Ambassador.
 - a. Ensure that the Ambassador info and photo arrive at Central Office at least one month before convention for publication purposes.
 - b. Prepare nominator for the actual presentation of the award to the winner.
 - c. Work with Central Office on the family's stay at convention and attendance at the luncheon.
19. Organize committee for which the following apply:
 - a. Committee Chairs and members will be MSHA members.
 - b. Committee members will be updated annually and may be drawn from the Committee Pool Data forms (obtained from Central Office) or other sources and appointed by the Chair.
 - c. Activity of the committee will be reported to the EB for further input and guidance.

Vice President for Professional and Public Relations (continued)

- d. Expenses of the committee are approved by the VP and vouchers for payment must be signed by the VP.
 - e. Each committee is given a budget determined by the VP and approved by the EB. The budget should reflect expenses for phone calls, postage, printing of mailings to committee members.
 - f. Committee meetings may be held at the discretion of the Chair anytime during the year and are encouraged at the annual convention.
20. Monitor the MSHA historian and disseminate all pertinent documents to the historian.

Executive Board Financial Policies

- 1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual).
- 2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate as approved by the Executive Board and on the form.

MEMBERSHIP AND RECRUITMENT COMMITTEE

DESCRIPTION: The duties of the Membership and Recruitment Committee are to recruit new members, plan new policies and programs to meet the needs of the membership, expand and emphasize member benefits and work closely with MSHA Central Office to facilitate publication of the MSHA Membership Directory.

DUTIES: The Membership and Recruitment Committee shall:

1. Consist of three or more members in good standing.
2. Report to the Vice President for Professional and Public Relations.
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year
4. Submit a committee report to VP prior to Executive Board meetings.
5. Submit a year-end committee report and a proposed budget to the VP 3 weeks prior to the Final EB meeting of the fiscal year.
6. Submit expense vouchers as outlined in policies and procedures manual and remain within budget.
7. Meet as needed to develop and/or maintain programs to benefit the membership (all proposed programs must receive approval of the Executive Board).
8. Assist Central Office with membership correspondence, membership renewal, new member packets, Committee Pool Data forms and questionnaires.
9. Promote MSHA membership.
10. Recruit new members and maintain current members.
11. Offer opportunities for members to communicate their needs and concerns.
12. Keep informed about current MSHA issues.
13. Participate in and promote state convention attendance.
14. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related. Articles are to be presented to the VP for Professional and Public Relations one week prior to the newsletter deadline (Event calendar to be supplied by VP).

Timeline: Email suggestions to Vice President for assisting members by October 1st.

PUBLIC RELATIONS COMMITTEE

DESCRIPTION: The duties of the public relations committee shall consist of disseminating information about the Association's activities to the general public; maintaining a flow of information to various news media; periodically writing informational articles for non-professional periodicals which are related to the professional aspects of the association; coordinating activities and providing information to the news media for May is Better Hearing and Speech Month; and planning an Association Reception at the annual ASHA convention.

DUTIES: The Public Relations Committee shall:

1. Consist of three or more members in good standing. The members will be appointed by the VP for Professional and Public Relations and thereafter report to him/her.
2. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
3. Submit a committee report to VP prior to each Executive Board meeting.
4. Submit a year-end committee report before final Executive Board meeting of fiscal year.
5. Submit expense vouchers as outlined in policies and procedures manual and remain within budget.
6. Follow the timeline established for promotion of May is Better Hearing and Speech Month.
7. Establish and/or maintain a news media network to disseminate information about the association's activities to the general public.
8. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related. Articles are to be presented to the VP for Professional and Public Relations one week prior to the newsletter deadline (Event calendar to be supplied by VP).

HONORS COMMITTEE

DESCRIPTION: The Honors Committee is responsible for the recommendation to the Executive Board of the recipients for the Association Awards.

DUTIES: The Honors Committee shall:

1. Consist of a Chairperson and at least three additional members in good standing.
2. Report to the Vice President for Professional and Public Relations.
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
4. Submit a committee report to VP prior to Executive Board meetings.
5. Submit a year-end committee report before final Executive Board meeting of fiscal year.
6. Submit expense vouchers as outlined in policies and procedures manual and remain within budget.
7. Establish and/or revise the criteria for selection for annual Association awards (all proposed action must receive Executive Board approval).
8. Establish and/or revise nomination forms for Association awards.
9. Submit a Call for Nominations article for the November issue of MSHA Newsletter.
10. Arrange for the distribution of nomination forms to members in the November issue of MSHA Newsletter.
11. Send personalized letter soliciting nominations to universities, large employers such as school districts and private practice organizations and special interest groups.
12. Establish a deadline for nominations.
13. Read each nomination, rank the choices, and return the recommendation to the VP for Professional and Public Relations.
14. Plan to confer by meeting and/or conference call as needed.
15. Submit MSHA Newsletter articles or Web information on each recipient of Association awards after the awards are presented at the annual MSHA convention to the VP for Communication and the Central Office.
16. Select a person as a state nominee for the Louis Dicarolo Award established by the American Speech-Language-Hearing Association.
17. Select a person as a state nominee for the Frank Kleffner Award established by the American Speech-Language-Hearing Association.
18. Notify sponsors that their nominations have been received and are being reviewed by the Honors Committee.
19. Notify sponsors of the nominee selected for each Honor.
20. Thank sponsors for submitting their nominations and encourage the to participate in the following year's competition.
21. Notify the employer of the recipient of each Honor.

Timeline

January 1st: Receive all nominations

February 1st: Have all nomination score sheets returned to Vice President for Public Relations.

VICE PRESIDENT FOR PROFESSIONAL AND PUBLIC RELATIONS - TIMELINE

Ongoing:

1. Attend 4 quarterly meetings
2. Compile a budget for Summer retreat
3. Compile Honors and Membership Committee (see timelines for exact details) and complete work associated with each.
4. Write 4 newsletter articles
5. Work with Central Office on correct criteria for awards of the association.
6. Attend Legislative Day
7. Provide Historian with copies of materials (newsletters, brochures, etc,)

August

September Submit newsletter article
Obtain names for committees (Honors and Membership) from Central Office

October 1 Contact committees (Honors and Membership) volunteers
October 31 Mail letter to University Dept. Chairs and MSHA Organizations reminding them to nominate individuals for awards of the association

November 1 Secure Honors Committee
November 30 All nominations submitted

December 15 Compile and mail nominations to Honors Committee
December 30 Submit newsletter article

January 15 All award voting returned to VP for calculation

February 1 Notify winners and non-winners
February 15 Order plaques for award winners and MSHA EB Members
(Be certain to obtain the exact spelling on the EB names, i.e. some use middle initial for formal name)

Attend Legislative Day

March 1 Contact Honors committee and vote on submission for Louis M. DiCarlo Award for the ASHA Foundation

March Complete DiCarlo nomination

March Obtain plaques

April 1	Submit DiCarlo nomination to the ASHA Foundation
April	Present awards at President's Luncheon during convention
	Assist with convention
April 30	Write thank you letter to Honors Committee
April	Submit newsletter article
May	Budget information to Central Office
June	Check guidelines for nominations to be certain there are not any changes
June 30	Nominations should be included in the fall newsletter
June 30	Submit newsletter article
July	

VICE PRESIDENT FOR SCHOOL SERVICES

DESCRIPTION: The Vice President for School Services will organize, advise and monitor the following committees: Early Childhood and School Services. In addition the VP for School Services shall follow the guidelines below.

DUTIES: The Vice President for School Services shall:

1. Be a member of the Executive Board and attend all meetings.
2. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. disbursing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy and balance of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
3. Assign Chairs for respective committees prior to beginning of new fiscal year and supply list of committee members and contact information to Central Office.
4. Submit agenda items to Central Office or President prior to EB meetings.
5. Submit committee reports at each EB meeting.
6. Disburse all budgeted expenditures of the committees abiding by requirements of the Central Office to submit vouchers, include appropriate receipts, and remain within budget passed by the Executive Board.
7. Submit articles to MSHA Newsletter editor by deadline (December 30, March 30, June 30 and September 30). Include a photo of yourself to publish with the article. Submit pertinent web information. Submit pertinent articles for committees in action, FYI, Calendar of events, special features, etc.
8. Submit proposed budget annually for assigned committees/convention, etc.
9. Advise Past President on Nominations of qualified successors to this office.
10. Organize two MSHA committees (Early Childhood and School Services) for which the following apply:
 - a. Committee Chairs and members will be MSHA members.
 - b. Committee members will be updated annually and may be drawn from the Committee Pool Data forms (obtained from Central Office) or other sources and appointed by the Chair.

Vice President for School Services (continued)

- c. Activity of the committee will be reported to the EB for further input and guidance.
 - d. Expenses of the committee are approved by the VP and vouchers for payment must be signed by the VP.
 - e. Each committee is given a budget determined by the VP and approved by the EB. The budget should reflect expenses for phone calls, postage, printing of mailings to committee members.
 - f. Committee meetings may be held at the discretion of the Chair any time during the year and are encouraged at the annual convention.
11. Update Frequently Asked Question section of the website by disseminating information to the Vice President for Communication for coordination with the webmaster.
 12. Monitor DESE and SEALS. Disseminate to membership any information from SEALS, DESE Liaison, committees, ASHA, MSHA, state education dept., etc. on continuing education, professional standards, policies and procedures, etc.
 13. Report to the EB topics which the committee feels the Board should investigate, discuss, or lobby by action of a task force appointed by the President.
 14. Recommend speakers for the fall *Issues and Answers* and *Early Childhood Workshops*.
 15. Ensure workshop information on both Issues & Answers and Early Childhood be submitted prior to the Newsletter deadline. Information should include speaker's bios, workshop content, workshop agenda, and learning outcomes to be included in the Fall *MSHA Link* to publicize the members. Ensure that brochure is produced correctly and in a timely manner by the Central Office.
 16. VP for School Services, VP for Clinical Services, Early Childhood Chair, and School Affairs Chair will work with the Central Office on the details of the workshops.
 17. Ensure Chairs and self will assist Central Office at the workshop location.
 18. Recruit members to serve on the School Affairs and Early Childhood Committees.

Executive Board Financial Policies

1. Documentation of Expenses:
A fully itemized expense voucher with all supporting documents attached must be submitted prior to reimbursement for all expenses for which EB members and their committees request reimbursement. (See expense forms attached at the end of the manual).

2. Executive Board and Committee Meeting Expenses: Members of the EB, committee members and invited guests shall be compensated for mileage to authorized meetings at the reimbursement rate as approved by the board and on the reimbursement form.

SCHOOL SERVICES COMMITTEE

DESCRIPTION: The duties of the School Affairs Committee shall include addressing the continuing education needs of MSHA members working in the Public Schools; coordinating the Annual Issues and Answers workshop; disseminating information/interpretation regarding changes in state and national regulations; addressing concerns of MSHA members re: caseload, ethics, certification, etc. in public schools.

DUTIES: The School Services Committee shall:

1. Consist of interested MSHA members throughout the state under the direction of a Committee Chair. The Chair will be appointed by the VP for School Services for a term of 2 years and thereafter report to him/her.
2. Report regularly to the VP for School Services including a Committee Report to be submitted by the Committee Chair prior to each Executive Board Meeting. (Event calendar to be supplied by VP)
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
4. Review expenditures, other than for routine expenses (postage, phone calls, etc.) with VP for School Services.
5. Meet as needed, at least one time annually with the meeting to coincide with the annual MSHA convention, to develop programs which will meet the needs of MSHA members working in Public Schools (all proposed programs to be approved by the Executive Board). All other correspondence by email, phone or mail.
6. Coordinate the Issues & Answers Workshop in the Fall of each year to take place the day before the Early Childhood Workshop, working closely with the VP for School Services and Central Office.
7. Submit appropriate concerns to MSHA's liaison to the Department of Elementary and Secondary Education.
8. Contact MSHA members who indicate an interest in serving on the School Affairs Committee via the Committee Data Pool Survey form. Completed forms will be given to the VP for School Services who will present them to the School Services Committee Chair.
9. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topics related to School Affairs Committee meeting updates. Articles are to be presented to the VP for School Services one week prior to the newsletter deadline (Event calendar to be supplied by VP).

EARLY CHILDHOOD COMMITTEE

DESCRIPTION: The duties of the Early Childhood Committee shall include addressing the continuing education needs of MSHA members working with children birth to five; coordinating an annual workshop; disseminating information/interpretation regarding changes in state and national regulations; addressing concerns of MSHA members re: Early Childhood topics.

DUTIES: The Early Childhood Committee shall:

1. Consist of interested MSHA members throughout the state under the direction of a Committee Chair. The Chair will be appointed by the VP for School Services for a term of 2 years and thereafter report to him/her.
2. Report regularly to the VP for School Services including a Committee Report to be submitted by the Committee Chair prior to each Executive Board Meeting. (Event calendar to be supplied by VP)
3. Committee Chairs shall submit a proposed budget to the VP seven (7) weeks prior to the final EB meeting of the fiscal year.
4. Review expenditures, other than for routine expenses (postage, phone calls, etc.) with VP for School Services.
5. Meet as needed, at least one time annually with the meeting to coincide with the annual MSHA convention, to develop programs which will meet the needs of MSHA members working in Public Schools (all proposed programs to be approved by the Executive Board). All other correspondence by email, phone or mail.
6. Coordinate the annual Early Childhood workshop in the fall of each year to follow the Issues and Answers workshop the day before working closely with the VP for School Services and Central Office.
7. Submit appropriate concerns to MSHA's liaison to the Department of Elementary and Secondary Education.
8. Contact MSHA members who indicate an interest in serving on the Early Childhood Committee via the Committee Data Pool Survey form. Completed forms will be given to the VP for School Services who will present them to the Early Childhood Committee Chair.
9. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities and topic related to Early Childhood and the committee meeting updates. Articles are to be presented to the VP for School Services one week prior to the newsletter deadline (Event calendar to be supplied by VP).

VICE PRESIDENT FOR SCHOOL SERVICES – TIMELINE

August	Confirm workshop info with Central Office
September	Submit newsletter article Begin discussing topics/speakers/location (for the following year, i.e., 2014 Workshop in 2013, with committee chairs/members, work with Central Office to determine budget, location, etc. Try to finalize by March 1 st)
October	Attend Fall Workshop
November	
December	Submit newsletter article
January	
February	
March	Finalize details of workshops with Central Office
April	Submit newsletter article
May	
June	Submit newsletter article
July	

GRADUATE STUDENT BOARD MEMBER (VOTING MEMBER)

DESCRIPTION: The Graduate Student Board Member represents university student MSHA members for the Executive Board.

DUTIES: The Graduate Student Board Member shall follow the guidelines below.

1. Be a voting member of the Executive Board and attend and participate in all meetings.
2. Submit agenda items to Central Office EB meetings.
3. Submit a report at each EB meeting.
4. Submit articles to MSHA Newsletter editor by deadlines (December 30, March 30, June 30, and September 30). Include a photo of yourself to publish with the article. Submit pertinent articles for committees in action, FYI, Calendar of Events, special features, etc. The graduate student board member will encourage Missouri NSSLHA Chapters to submit information to the MSHA newsletter.
5. Update MSHA Website quarterly by submitting additions and changes pertinent to students in speech-language pathology and audiology programs in the state of Missouri.
6. Attend Legislative Day as a student representative from the state of Missouri.
7. Abide by requirements set forth in Policies and Procedures Manual for the following:
 - a. dispersing of funds for authorized projects and committees
 - b. submitting expense vouchers
 - c. monitoring the accuracy of assigned budget by reviewing the financial summary obtained at each EB meeting
 - d. managing budget
8. Monitor and Update MSHA's Facebook page, under the guidance of the VP of Communications
9. Coordinate the SWAPS (Students Will Accept Pre-Owned Stuff) event at the MSHA Convention. Grad Student will gather all donations at Convention, sort and organize in the SWAPS area, and oversee the SWAPS time frame. Additionally, Grad Student will gather any left-over materials for use or donations. Grad Student may recruit student members or other members as a committee to oversee SWAPS.

GRADUATE STUDENT BOARD MEMBER TIMELINE

August

September Update online student page with upcoming events, news
Submit newsletter article

October

November Work with VP for Legislative Affairs to contact student organizations about
Legislative Day

December Submit newsletter article
Update online student page with upcoming events, news

January Update online student page with upcoming events, news
Send out information regarding SWAPS to universities

February Attend Legislative Day
Send SWAPS Reminder

March Contact student organizations to follow up on questions/concerns/ideas for
following year (ex. Online survey, questionnaire)
Send SWAPS Reminder

April Submit newsletter article
Update online student page with upcoming events, news

May Create/update student organization contact list to include current officers

June Update online student page with upcoming events, news
Submit newsletter article

July Attend Board Retreat

MSHA CENTRAL OFFICE

DESCRIPTION: The Central Office has been authorized by the Executive Board to administer many essential operations of the Association which are outlined in the procedures section for each officer and the procedure section below.

DUTIES: The Central Office shall be responsible for the following duties:

Central Office Duties

1. Return telephone calls, forward mail to appropriate officer and answer correspondence in a timely manner. Distribute information to members and others as requested.
2. Type correspondence, make telephone calls, send faxes for President at his/her request.
3. Clerical duties as necessary and requested by President/Board.
4. Work with board/committees to secure speakers for events.
5. Prepare annual filings with the State of Missouri.

Financial

1. Handle all expenses and revenues for the Association.
2. Review and reconcile monthly bank statements in order to monitor fund balances.
3. Prepare and submit income tax returns, annual reports and other necessary IRS filings.

Convention

1. Prepares all pre-event publication and mailing for promotion and registration.
2. Oversees convention preregistration efficiently while promoting public relations. Attends Convention, supervises and conducts on-site registration effectively. Assist with implementation of the President's luncheon and awards ceremony with input from President and VP for Professional and Public Relations to enhance the convention.
3. Works with convention facility for all manner of convention logistics.
4. Answer phone calls requesting general information regarding convention in a timely and effective manner.
5. Conducts contract negotiations with speakers suggested by the CPT.
6. Responsible for printing of all convention related materials.
7. Responsible for assigning and guiding NSSLHA group or an appropriate university team to collate convention packets for attendees.

Fall Workshop

1. Attend workshops as a MSHA representative to conduct on-site registration and ensure that hotel contract is honored.
2. Secure a contract with the hotel where workshops will be held that includes room block, banquet, AV arrangements and meeting room set-up based on information provided by committee or VP for School Services in a timely and effective manner.
3. Oversee that brochure is produced correctly and in a timely manner.
4. Prepare and send contract to invited speakers in a timely manner.

5. Ensure that registrations are efficiently processed prior to workshop.
6. Submit financial report of expenses and revenues pertaining to workshop in a timely manner.

CEU Administration

1. Submit all Association events for ASHA CEUs, if required, including all abstracts, disclosures, time ordered agenda and brochures pertaining to the event.
2. Prepares certificates and ASHA required forms for event.
3. Submits all post-event forms to ASHA for CEU credit
4. Maintains CEU files for ASHA required time frame.

Executive Board

1. Organize Executive Board meetings (hotel, room, luncheon arrangements, etc.). Prepare and mail agenda to each Board member prior to each Board meeting after approved by the President.
2. Compose minutes of Board meetings and distribute to Board members within two weeks of Board meeting after approved by the President.
3. Maintain annual record of minutes, committee reports, end-of-year committee reports for corporation status and archives.
4. Handle Executive Board officer election procedures in a timely manner.
5. Ensure that the Board operates according to the time lines and guidelines outlined in the MSHA Constitution and By-laws.

Committee Work

1. Implement mailings, order promotional merchandise, membership drives, and incentives for members, New Member packets, promotional items, etc. in an efficient and timely manner with corresponding EB member or Committee Chair.

Membership

1. Effectively direct membership of organization including renewals and new members to ensure growth of membership.



Executive Board Committee Assignments

VP for Audiology

- Audiology Committee

VP for Clinical Services

- Multi-Cultural Concerns
- Rehab/Clinical Issues

VP for Legislation

- Legislative Committee

VP for Professional/Public Relations

- Membership and Recruitment
- Public Relations
- Honors Committee

VP for School Services

- Early Childhood
- School Affairs
- DESE

MSHA Executive Board Committee Oversight

President

- Solicits applications for Executive Board Graduate Student from universities with CD programs
- Assigns an EB member as a representative to attend all meetings of the Convention Planning Team Committee
- Establishes Ad Hoc Committee or task force as needed

President-Elect/Treasurer

- Advises the EB regarding Special Committees or Association Activities which may require monies beyond the budget

Past President

- Assigns a chair for Committee on nominations
- Prepares the call for Nominations to appear in the LINK
- Oversees the election of new officers (soliciting, verifying qualifications of those nominated, obtaining bios and pictures for the LINK, submitting an article introducing them)

VP for Audiology

- Appoints an Audiology Affairs Committee

VP for Clinical Services

- Forms a Multicultural Concerns Committee
- Forms a Rehab/Clinical Issues Committee
- Monitors STAR and SMAC representatives

VP for Communication

- Forms a website monitoring Committee for review of items/articles requested for posting, periodically rechecks links for appropriateness to the guidelines of the association
- Forms a technology Committee

VP for Legislative Affairs

- Forms a Legislative Committee
- Appoints a MSHA member to Chair the Legislative Network

VP for Professional and Public Relations

- Forms an Honors Committee (helps with selection of awardees for Honors and Awards)
- Forms the Membership and Recruitment Committee
- Appoints Historian and oversees organization materials
- Forms a Public Relations Committee

VP for School Services

- Forms an Early Childhood Committee
- Forms a School Services Committee

Graduate Student EB member

- Coordinates a SWAP Committee for the convention exchange of materials for students
- Works with VP for Legislation to form a student legislative Committee for Legislative Day

ASHA Advisory Council (Audiology and Speech Pathology)

- Serves MSHA in an advisory capacity with regard to current issues and concerns in the profession

Convention Planning Team (Chair and Co-chair) communicates with and is overseen by the Executive Board

LIAISON TO THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)

DESCRIPTION: The duties of the Liaison to DESE shall include disseminating information/interpretation regarding changes in state regulations to the VP for School Services and the MSHA Executive Board; addressing concerns of MSHA members re: caseload, ethics, certification, etc. in Public Schools and Early Childhood settings; establishing effective communication between the MSHA Executive Board and Department of Education.

DUTIES: The Liaison to the Department of Elementary and Secondary Education (DESE) shall:

1. Be a member of MSHA, in good standing, who has the expertise to communicate effectively with DESE and to accurately represent the MSHA Executive Board in matters related to the state department.
2. Be appointed by the MSHA Executive Board and report to the VP for School Services. The term of the appointment may vary.
3. Report regularly to the VP for School Services including an activity report to be submitted prior to each Executive Board meeting (event calendar to be supplied by VP).
4. Committee Chairs shall submit a proposed budget to the VP 3 weeks prior to the Final EB meeting of the fiscal year.
5. Review expenditures, other than for routine expenses (postage, phone calls, etc.), with VP for School Services.
6. Meet as needed with DESE, MSHA Executive Board, VP for School Services, Early Childhood Committee or School Affairs Committee to develop programs which will meet the needs of MSHA members (all proposed programs to be approved by the Executive Board).
7. Submit articles for the MSHA newsletter or Web page, on a regular basis, to inform the MSHA membership of activities related to position. Articles are to be presented to the VP for School Services one week prior to the newsletter deadline (Event calendar to be supplied by VP).

BUDGET POLICY

DESCRIPTION: A balanced budget will be prepared and approved annually prior to the beginning of each fiscal year.

PROCEDURES: The President Elect/Treasurer will be responsible for obtaining and reporting the projected expenditures and income for the new fiscal year. Expenditures will be obtained from the itemized budgets supplied by each of the officers. Estimated revenue from convention, dues, workshops, interest and other miscellaneous revenue will constitute the projected income. The Executive Board (EB) will review, modify, and approve an annual budget.

Itemized Budgets: The itemized budgets for the officers and their committees will consist of the projected expenditures needed to complete their duties, goals, and projects. The officers and committee members should anticipate future expenses by reviewing data from the previous President Elect/Treasurer and committee members and by obtaining input from new members regarding proposed projects or needs. These expenses usually consist of postage, special authorized committee meetings, telephone, office supplies, and expenses for specific authorized projects. **All projects and expenditures shall be authorized by the EB before monies are spent.**

Fiscal Year – August 1 – July 31

April/May – Officers submit request for new fiscal year

June/July – Budget is finalized at the summer board retreat

Ongoing – Executive Board meetings – YTD budget presentation

INVESTMENT RESERVE POLICY

DESCRIPTION: MSHA shall maintain in Long-Term Reserves an amount equivalent to one-hundred percent of the annual operating expenses as reflected in the approved budget.

PROCEDURES: The long-term reserves will be held in an account(s) that is allocated so that 35% is held in cash, money market funds or the equivalent, and the other 65% in mutual funds that can generate an annual return that is 2-4% higher than the money market rates.

In the event that the Reserves exceed the target of 100% of annual operating expenses, the Executive Board shall identify strategic projects and expenditures to “spend-down” 20% of the excess each year. These expenditures will be separate from the ongoing operating expenses that are reflected in the annual budget. The long-term Reserve account(s) will be addressed annually during the budget process. Any excess available for “spend-down” will be identified and if necessary, the portfolio will be re-allocated to maintain the 65-35% allocation.

Revised October 2013

Missouri Speech-Language-Hearing Association Executive Board Member Benefits

MSHA Membership Dues

- **Reduced membership fees of 50%**

MSHA Convention/Workshops

- **Reduced convention/day institute registration fees of 50% with 4-6 hours of volunteer time at convention**
- **Reduced MSHA workshop registration fees of 50%**

CSAP

- **Council of State Association Presidents (CSAP) registration and travel for at least two (2) Presidents or other designees, subject to inclusion in the annual budget.**

General

- **Mileage reimbursement of \$.40 per mile for mileage incurred while transacting official business of the Association.**
- **Reimbursable travel expenditures (transportation, lodging, meals, rental cars, parking, tolls, etc.) incurred while transacting official business of the Association.**
- **Registration fees for Association or Board position activities (fall workshops, teleseminars, conference registrations, etc.) outlined in the current budget for such position or subsequently approved.**

Adopted September 17, 2005

Revised May 30, 2006

Revised June 4, 2006

Revised October, 2007

Revised March 27, 2008

Revised, October 2013



Conflict of Interest Policy

Article I **Purpose**

The purpose of the conflict of interest policy is to protect the tax exempt status of the Missouri Speech-Language-Hearing Association (MSHA)'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of MSHA or might result in a possible excess benefit transaction.

Article II **Definitions**

1. Interested Person

An individual or organization has an interest for purposes of this policy if he, she, or it: (1) is an agent for a person or organization with an identified goal of influencing a decision by MSHA; or (2) would experience a material economic gain or loss from a decision by MSHA on an issue, matter of transaction identifiably different from the economic gain or loss that would be experienced by (a) a member of the general public, (b) the holder of less than five percent of the equity in any business entity, or (c) a nonexempt employee of MSHA.

2. Definition of Conflict of Interest

A conflict of interest exists when (1) any MSHA Board member or close relative of a Board member or the employer of either of the foregoing has an interest in an issue, matter, or transaction in which MSHA has an interest; or (2) when any Board member or close relative of a Board member acts as an agent, representative or spokesperson for any person, business, group, or organization outside of MSHA in order to influence MSHA on any issue, matter, or transaction.

Article III Procedures

1. Duty to Disclose

Whenever any MSHA Board member has a conflict of interest with MSHA he or she shall call such a conflict to the attention of the Executive Board. After identifying the issue, matter or transaction with respect to which a conflict exists, a Board member with a conflict shall withdraw from any further involvement in that issue, matter, or transaction unless a majority of the disinterested Board members shall determine that the conflict is (1) immaterial or not adverse to the interests of MSHA or (2) the benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision outweighs the dangers; in which case the person may participate in the discussion, study, or consideration of the issue, matter or transaction, but not the final discussion or decision.

2. Recording Disclosure

The minutes of the meeting at which the disclosure of any conflict is made shall reflect the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and was not present for the final discussion of the matter and any vote thereon.

3. Board Members' Responsibilities

(1) A Board member may not use inside information (i.e., information made available to them because of their position as a Board member which is proprietary or confidential or otherwise not generally known to the public) for their personal advantage or that of any close relative.

(2) A Board member may not accept any service, discount, concession, fee or advice or service or thing of value from any person or organization with an interest in an issue, matter, or transaction in which MSHA also has an economic or programmatic interest under circumstances that would suggest an obligation of the part of the Board member to exert any influence on MSHA to enter into a transaction or adopt, alter, or abolish any policy or position.

(3) New Board members will be given a copy of this policy and specifically asked to read it. Each Board member will be asked to sign a conflict of interest statement upon his or her appointment or reappointment to the Board. See attached conflict of interest statement.

4. Violations of the Conflicts of Interest Policy

(1) If the governing Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose and an actual or possible conflict of interest, it shall take appropriate corrective action which may include dismissal from the Board of Directors.

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MSHA Conflict of Interest Statement

1. I agree to readily disclose any potential conflict of interest, make it a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

2. I agree that I will not vote or use my personal influence on any matter, which might constitute a conflict of interest. I will ensure that the minutes of any meeting where this might occur duly show that I have abstained from voting due to the potential of or occurrence of a conflict of interest.

3. I understand that I may state my opinion or position on any matter described above, or answer pertinent questions to which I may lend my expertise, so long as I absent myself from a Board vote on the matter.

I have read and understand the Conflict of Interest Policy.

Name: _____

Signature: _____

Date: _____

MSHA Link Submission Deadlines

Issue	Deadline	In the Mail by Week
Fall	June 30	Week of August 30
Winter	September 30	Week of November 30
Spring	December 30	Week of February 30
Summer	March 30	Week of May 30

MISSOURI SPEECH-LANGAUGE-HEARING ASSOCIATION

REIMBURSABLE TRAVEL EXPENDITURES

- Reimbursable travel expenditures are expenses authorized and incurred while transacting official business for the Association. It is the responsibility of the traveler to ensure that all travel charges to be paid by the Association are incurred for the benefit of the Association and that the travel is completed at the most economical and reasonable cost. No reimbursement may be claimed for meals, lodging or other items furnished at no cost to the traveler. All expenditures are subject to inclusion in the annual budget.

Transportation

The most economical and reasonable form of available transportation should be used to satisfactorily accomplish Association business.

Use of private vehicles: Members may use their own vehicles for Association business travel with mileage to be reimbursed by the Association at the approved rate. No reimbursement will be made for personal travel.

Use of commercial airline or rail travel: Coach or tourist rates for airline or train may be authorized for Association travel.

Travel agencies are not authorized to hold reservations and purchase tickets for direct billing to the Association without confirmation from the Central Office.

Alternative travel arrangements: When an individual elects, for personal reasons, to use a mode of transportation which is not the most economical and affordable, reimbursement for mileage and additional expenses shall not exceed the projected cost of the most economical and reasonable mode. For example, if a traveler elects to drive to a conference rather than fly, the reimbursement for mileage, lodging, meals, and other business expenses en route shall not exceed the amount for airline tickets, plus applicable ground transportation expenses to the authorized destination.

Lodging

Lodging arrangements are normally made by the traveling member. Members are always expected to seek out and utilize reasonably priced accommodations. Some hotels and motels grant corporate, government or other favorable rates to Association members. The traveler should inquire about such rates.

Meals

Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost for the traveling member. For the purpose of this policy, reasonable expenses shall ordinarily be those that do not exceed \$50 per day, using the following guidelines: \$10 for breakfast, \$15 for lunch and \$25 for dinner. Most meals outside high cost areas should come in under these maximums. These maximums do not apply to meals served as an integral part of a conference program registration or participation fee. However, separate reimbursement may not be requested if a meal is included in a conference registration. Meals for persons other than the traveling member may be reimbursed if the cost is necessary to conduct Association business. Under these situations, the names of the persons and the business purpose must be stated on the expense report.

Other Expenses

The following expenses are normally reimbursable if incurred through authorized travel:

- Rental cars or vans, if for business purpose and approved in advance
- Taxi, shuttle bus, or subway fares
- Parking and tolls
- Telephone calls (when made in furtherance of Association business)

The following items are not reimbursable through Association funds:

Outside activities offered as a part of a conference but not directly related to Association business. An example might be an optional dinner cruise offered as a night activity at a conference. A reasonable portion attributable to the meal would be reimbursable.

Expenses directly or indirectly incurred by a spouse, dependent or other person traveling with a member are not reimbursable.

METHOD OF REIMBURSEMENT

Most approved expenses will be reimbursed through Association funds to the traveling member after completion of the travel and submission of an approved expense report and supporting receipts.

Transportation

Private vehicles: Private vehicles used for business travel will be reimbursed at the per mile rate in effect at the time the business trip was taken. The mileage will be reimbursed based on a reasonably direct route (normally the distance shown on an official map). If the traveler must take an indirect route, for business related purposes, the circumstances should be explained as a part of the expense report documentation.

Air and rail. Most airfare and train travel arrangements will be prepaid by the Association member. Members must submit the ticket documentation with their expense reports.

Lodging

Itemized receipts for lodging must be attached to the expense report. Non-reimbursable expenses should be deducted from the total bill before entering the reimbursable amount on the expense report.

Meals

Receipts for meals need to be attached only if the meal exceeds \$10. If an expense report includes meal expense for more than the traveler, the name(s) of the other person(s) and the business purpose of the meal must be shown. Meals provided as a part of the cost of a conference registration, and other meals provided at no cost to the traveler, should be indicated on the expense report as "Provided" with no amount to be reimbursed.

Registration fees

Most registration fees should be prepaid by the Association if time allows. Registration fees paid through an employee's personal funds may be reimbursed by the Association if both a copy of the registration form and proof of payment are attached to the expense report.

Other reimbursable items

For rental car expense, the member should attach the rental receipt to the expense report and claim the rental charge associated with the business portion of the trip. The applicable portion for any personal use of the rental vehicle, if any, should be deducted from the total bill before entering the reimbursable amount on the expense report.

Receipts for tolls, shuttle, taxi, etc. are required if the reimbursable expense exceeds \$10.

EXPENSE VOUCHER

POLICY: An itemized expense voucher with all bills and receipts attached must be submitted prior to reimbursement for all expenses for which EB and committee members expect payment or reimbursement.

PROCEDURE: Central Office will provide EB members with MSHA expense vouchers which include the date requested, name to which the check is payable, mailing address of payee, date of each transaction, a description of each transaction, the budget account name, the amount drawn per budget account, the total amount of check, the name of the office and signature of authorized requester (see example of EXPENSE VOUCHER in appendix). A separate Expense Report form is used for officer travel reimbursement (see example of EXPENSE REPORT in appendix).

Each type of transaction should be described providing the amount and the budget from which it will be drawn. Also, for each expenditure there should be a statement, invoice, or receipt for supporting each payment. If separate payees are required, then separate vouchers are needed. These vouchers should be sent to central office for timely payment of members and vendors. Checks are processed twice a month. However, if only a small personal reimbursement is required, please accumulate expenses and submit when they exceed \$10.

At each EB meeting each member will receive a Summary Expenses Sheet. The Summary Expenses Sheet for each of their budgets will provide a detailed listing of expenses and present fiscal-year-to-date balances. Each EB member is responsible for his/her budget(s) and should review these summary sheets to ensure the accuracy of budget items, amounts, and balances. If discrepancies have occurred, Central Office should be notified.

Below are the officers and budgets for which they are responsible:

President Central Office Officers Unanticipated Expenses Convention	VP for Audiology Audiology Affairs	VP for Legislative Legislative Day
President Elect/Treasurer Budget	VP for Clinical Services Rehab/Clinical Multi-Cultural	VP for Professional/Public Relations Honors Membership and Recruitment Public Relations
Past President Long Range Planning Nominations	VP for Communication Publications Technology	VP for School Services Early Childhood School Affairs



**Missouri Speech-Language-Hearing Association
Request/Authorization for Payment/Reimbursement**

Use one form for each check to be issued. On the applicable Expense Account line(s) enter:

- Office to be charged
- Explanation
- Amount
- Document expenses by stapling receipts/invoices to this form.
- Requests for Reimbursement are to be submitted to the Central Office within 30 days following the conference or meeting to receive reimbursement. Requests received after that time may not be honored.
- Submit completed form to MSHA Central Office for approval to:
MSHA Central Office, 2000 East Broadway, PMB 296, Columbia, MO 65201

Make check payable to: _____

Address _____

City _____ State _____ Zip _____ Phone _____

Requested by : _____

EXPENSE ACCOUNT	OFFICE	EXPLANATION	AMOUNT
Administration Fees			
Audio Visual			
Awards			
Catering/Meetings			
CEU/Fees			
Fee/Expense for Speaker			
Hotel			
Meals (individual)			
Mileage (40 cents per mile)			
Miscellaneous (specify)			
Postage/Delivery			
Printing/Photocopying			
Rental Fees			
Supplies			
Telephone			
Travel			
TOTAL REFUND			\$

Approved to pay _____

Date received _____ Received from _____

Date _____

Date paid _____ Check _____

Mail to MSHA Central Office, 2000 East Broadway, PMB 296, Columbia, MO 65201

msha@showmemsha.org - email

888-729-3489 - fax