

Date Submitted: 12/99

Office: President

General Description of Office:

This officer shall be the chairperson of the Executive Council. It shall be the responsibility of the President to preside at the Annual Business Meeting of the Association and at the meetings of the Executive Council. The President shall be an ex-officio member of all committees and shall delegate the management and responsibilities to the appropriate vice president.

Specific Responsibilities	Time Line
1. Function as an advocate for the operation and advancement of the profession, the Association, and its members.	On-going
2. Maintain visibility and availability as a representative of PSHA and the profession.	On-going
3. Preside at all meetings of the Executive Council.	When Scheduled
3.1 Select meeting dates for the operational year (7/1 to 6/30)	At the September Executive Council Meeting
3.2 Prepare the meeting agendas and mail them to Executive Council members.	No less than 2 weeks prior to the meeting
3.3 Conduct the Executive Council meetings.	When scheudled
3.4 Direct/assign responsibilities to appropriate Council members.	When scheduled
3.5 Prepare a written report to be given at each Council meeting covering the activities of this officer.	On-going
4. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by Treasurer
5. Collect items of interest/business or pertinent information for the President's report to the Executive Council at the scheduled meetings.	Prior to Execuitve Council meetings
6. Preside at the annual Business meeting of PSHA	When schuedlued
6.1 Prepare the agenda for the business meeting and mail to Executive Council members. Also provide it to members attending the meeting.	No less than 3 week prior to the annual business meeting

Specific Responsibilities	Time Line
6.2 Secure the services of a parliamentarian for the annual business meeting.	No less than 3 week prior to the annual business meeting
6.3 Prepare and coordinate the format of the Annual Business meeting including the address of the keynote speaker and the reports of all Association officers and the business manager.	Before and during the Annual Business meeting
6.4 Deliver the President's annual address to the Association members.	At the time of the Annual Business meeting
6.5 Conduct the Annual Business meeting.	When scheudled
4. Respond to all questions, comments and concerns addressed to the President/Association from the membership. Answer mail and telephone calls addressing Professional/Association concerns.	When scheudled
8. Prepare the "From the President's Desk" for inclusion in all Association publications.	One month prior to publication
9. Inform the membership of pertinent business in an Association publication.	On-going
10. Be available to present, upon request, discussions/speeches on the Association, its operation and activities.	When requested
11. Participate in the annual membership drive by preparing the President's letter for inclusion with membership forms. Coordinate this activity with the VP for Membership & Ethical Practices.	In October/November of each year
12. Attend the Council of State Association Presidents meeting	In the spring and the day preceding the ASHA National Convention
12.1 Report on the meeting to the Executive Council.	At the following Executive Council meeting