

Date Submitted: 12/99

Office: Vice President for Convention Planning and Program

General Description of Office:

This officer is responsible for the following committees: Committee on Local Arrangements; Committee on Convention Program.

Specific Responsibilities	Time Line
1. Select the chairs for the committees listed above. Meet with committee members and develop charges for the committees.	As necessary/on-going
2. Present the names of all committee members the Executive Council at the fall meeting for approval.	Fall of each year
3. Prepare a written report to be given at each Council meeting covering the activities of the committees and the officer.	On-going
4. Contact each chair after Council meetings to convey any questions or charges given by the President, membership, or Council members.	On-going
5. Present a written report at the annual business meeting of the Association.	Submitted for Publication
6. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by the treasurer
7. Coordinate the Annual Convention.	On-going
8. Assist in the selection of convention sites as part of the Committee on Convention Time and Place.	3 years prior to the Convention
9. Assist the local arrangements chair select the following subcommittee chairpersons: exhibits, registration, AV, social, hospitality, publicity.	October/November of previous year
10. Assist the program chair to select a balanced committee consisting of expertise in speech sciences, speech pathology, audiology, and deaf education, representing public and private schools, colleges and universities, hospitals, public agencies, and private practice.	July/August of previous year
	On-going

VP for Convention Planning and Program

Specific Responsibilities	Time Line
<p>11. Communicate with committee chairpersons frequently and monitor the activities of the committees.</p> <p>12. Establish pre-registration, registration, exhibitor, and other convention fees and expenditures with the approval of Executive Council.</p> <p>13. Respond to any communications regarding the Annual Convention.</p>	<p>Winter of previous year</p> <p>On-going</p>