

Date Submitted: 12/99

Office: Vice President for Membership & Ethical Practices

General Description of Office:

This officer is responsible for the following committees: Committee on Ethical Practices; Committee on Membership & Recruitment; Committee on Honors.

Specific Responsibilities	Time Line
1. Select the chair 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 to 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 Treasurer
7. Conduct yearly membership/recruitment campaign.	On-going
8. Participate with ASHA in annual joint membership/recruitment campaign.	As scheduled
9. Scrutinize membership statistics and identify any decrease in membership levels.	On-going
10. Investigate methods of increasing membership. Design membership/recruitment campaigns.	On-going
11. Send out applications, letters, questionnaires as indicated.	As needed
12. Work closely with the Business Manager in all membership activities.	On-going
13. Distribute membership brochures as indicated.	On-going
14. Solicit membership statistic from Business Manager for presentation to Executive Council.	Prior to Executive Council meetings

VP for Membership & Ethical Practices

Specific Responsibilities	Time Line
<p>15. Life Time Membership: Solicit list of applicants for Life Time Memberships from Business manager on a yearly basis; forward congratulatory letter and invitation to attend annual business meeting to accept Life Time Membership card and certificate. Provide appropriate information for, and arrange for printing of certificates. Prepare address to recognize Life Time Members at the meeting. Arrange to forward cards and certificates to Life Time Members who will not attend the meeting.</p>	<p>Prior to Convention</p> <p>Following Convention</p>
<p>16. Committee on Honors: This committee reviews nominees to be the recipients of awards and honors of the Association. The Immediate Past President and three other approved members of the Executive Council will serve as this committee. Approval of each candidate will be by a ¾ vote. Those nominees approved by the committee will be submitted to the Executive Council; approval will be a ¾ vote. This officer will arrange for the appropriate certificate, contact the honored individuals, and prepare an address to present this at the business meeting.</p>	<p>Prior to Convention</p>
<p>17. Administer or follow up on nominees for ASHA or ASHA Foundation awards.</p>	<p>On-going</p>
<p>18. Administer the complimentary membership program for graduates of baccalaureate programs and entering graduate students.</p>	<p>Prior to Convention</p>
<p>19. Administer the awards for student membership.</p>	<p>As needed</p>
<p>20. Analyze any ethical practice complaints for possible actions. Discuss with Executive Council and initiate procedures as outlined in Ethical Practices Policy.</p>	<p>As needed</p>
<p>21. Familiarize Committee on Ethical Practices with professional review mechanism so the committee will be operational and prepared in the event of a complaint.</p>	<p>As needed</p>