

Date Submitted: 12/99

Office: Vice President for Public Information and Professional Communications

General Description of Office:

This officer is responsible for arranging the Commonwealth of PA Open House at the Annual ASHA convention. This officer coordinates and develops the annual Better Hearing and Speech Month Campaign and is responsible for maintaining the PSHA web site. This officer responds to all inquiries regarding public relations and the speech-language-hearing profession. This office is also responsible to serve as a "clearing house" for interdisciplinary concerns and to formulate guidelines for increasing liaison with allied professional groups.

This officer is responsible for the following committees: Committee on Public Relations and Information; Committee on Recognized Speech-Language-Hearing Associations; Committee on Intraprofessional Liaison.

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 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.	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 held during the PSHA convention in the spring.	Submitted for publication
6. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by Treasurer
7. Coordinate and develop annual Better Hearing and Speech Month Campaign.	Annually
8. Distribute informational brochures as indicated.	As necessary
9. Contact Office of the Governor of PA to request designation of May as Better Hearing and Speech Month.	Annually, be end of January of the year in question
10. Respond to all inquiries regarding public relations and professional	On-going

VP for Public Information & Professional Communications

Specific Responsibilities	Time Line
communications and the speech-language hearing profession. 11. Serve as liaison officer for information on PSHA web site.	On-going