

President

General Description of Office:

This officer shall be the chairperson of the Executive Board. 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 Board. The President shall review and sign contracts for future convention sites. The President shall negotiate, review and sign contracts with key contractors, e.g., Association Management Company; lobbyist. The President shall be an ex-officio member of all committees and shall delegate the management and responsibilities to the appropriate vice president. The President shall act as an advocate in the advancement of the Association.

Specific Responsibilities	Timeframe
Function as an advocate for the operation and advancement of the profession, the Association and its members.	On-going
Maintain visibility and availability as a representative of PSHA and the profession.	On-going
Term Officially Begins	July 1
Set Meeting dates for the upcoming year	June/July
Request Agenda Items and set Agenda for the September Board Meeting	September (2 weeks prior to the meeting)
Prepare report and attend the September Board Meeting	September
Prepare the President's Message for the <i>Keystater</i> .	July issue (due in June)
Prepare the President's Message for the <i>Keystater</i> .	October Issue (due in September) December (2 weeks prior to the meeting)
Attend Fall CSAP Conference (Tuesday night and Wednesday just prior to the annual ASHA convention, when funds are available in the budget.)	November
Request Agenda Items and set Agenda for the December Board Meeting	December
Prepare report and attend the December Board Meeting	December
Prepare the President's Message for the <i>Keystater</i>	January Issue (Due in December)
Prepare the President's Message for the <i>Keystater</i> .	April Issue (due in May)
Request Agenda Items and set Agenda for the April/Convention Board Meeting	April/Convention (2 weeks prior to the meeting)

Specific Responsibilities	Timeframe
Prepare report and attend the April/Convention Board Meeting	April/Convention
Prepare the agenda for the business meeting and distribute to Executive Board members. Also provide it to members attending the meeting.	April/Convention
Prepare an Annual Report for the Annual business meeting and web placement.	April/Convention
Preside and conduct the annual Business meeting of PSHA	April/Convention
Deliver the President's annual address to the Association members.	April/Convention
Host the President's reception	April/Convention
Prepare and present annual budgetary requests to Treasurer Association Management Company	April/May
Attend Spring CSAP Meeting (Friday and Saturday, locations and dates vary, when funds are available in the budget).	May
Make revisions to timeline	June
Maintenance of ASHA recognition	Every five years Forms Due by 11/2010 Recognized 12/2011 Next recognition will be in 2016 (forms due in 2015)
Management Company Contract review	Current contract July 1, 2010 to June 30, 2014
Lobbyist Contract review	Yearly, automatic renewal

Revised: 9/2011