

**Vice President for Professional Practices – Audiology/
Education of Individuals who are Deaf/Hard of Hearing**

General Description of Office:

This officer is responsible for no task forces or committees.

Specific Responsibilities	Time Line
Contact each chair after Board meetings to convey any questions or charges given by the President, membership or Board members.	On-going
Respond to all questions, comments and concerns addressed to this VP from the membership.	On-going
Write reports for the <i>Keystater</i> at least twice per year	Twice per year (winter, spring, summer, fall)
Select the chairs for the task forces listed below. Meet with committee members and develop charges for the task forces.	Spring/Summer of each year
Attend Board Meeting as a guest.	June of Year Elected
Term Officially Begins	July 1 of Year Elected
Read PSHA Policies and Procedures	July
Present the names of all task force members and task force objectives to the Executive Board at the September meeting.	September
Prepare report and attend the September Board Meeting	September
Communicate with task force chairs for preparation of the December Board Meeting.	December
Prepare report and attend the December Board Meeting.	December
Request meeting rooms for the task force meetings at the Annual Convention to the Association Management Company	January
Communicate with task force chairs for preparation of the April/Convention Board Meeting.	April/Convention
Prepare report and attend the April/Convention Board Meeting.	April/Convention
Present a written report at the annual business meeting of the Association to be published on the web.	April/Convention
Prepare and present annual budgetary requests.	April/May
Communicate with task force members for preparation of the June Board Meeting.	June

Prepare report and attend the June Board Meeting.	June
Make revisions to timeline as necessary.	June

Current Task Forces Under This Office

- **Audiology** (dissolved April 2011)

Revised: 9/2011