

Vice President for Convention Planning and Program

General Description of Office:

This officer is responsible for the following committee: Convention Planning Committee
 The Convention Planning Committee should be 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.

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 committee listed. Meet with committee members and develop charges for the committee.	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
Program committee should be contacting paid presenters and others to fill in gaps in submitted program topics	September/October
Program committee should review presentation proposals—they should meet just after web submission deadline to begin planning	October
Schedule sessions times and rooms—judge popularity to insure appropriately sized rooms at hotel	October
Communicate with committee chairs for preparation of the December Board Meeting.	December
Review program proofs	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

Coordinate the Annual Convention.	February
Program committee should begin to find facilitators for sessions	February
Plan menus for the food events	February
Communicate with committee 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 committee chairs for preparation of the June Board Meeting.	June
Prepare report and attend the June Board Meeting.	June
Make revisions to timeline as necessary.	June

Revised: 9/2011