

Vice President for Membership & Ethical Practices

General Description of Office:

This officer is responsible for the following committees: Honors Committee

Honors Committee - 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 Board will serve as this committee. Approval of each candidate will be by a $\frac{3}{4}$ vote. Those nominees approved by the committee will be submitted to the Executive Board; approval will be a $\frac{3}{4}$ vote. This officer will arrange for the appropriate certificate, contact the honored individuals and prepare an address to present this at the business meeting.

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
Work closely with the Account Manager in all membership activities.	On-going
Obtain names of life membership candidates from the Business Office and forward to the Executive Board for approval	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. 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
Distribute honors/awards nominations to Committee on Honors for approval	October
Obtain final approval of honors/awards recipients from Executive Board at the December Board Meeting	December
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
Send congratulatory letter to honors/awards recipient(s) (and employer, if appropriate), and invite honoree(s) to annual awards luncheon	February
Prepare congratulatory letter and invitation to attend annual business meeting to accept Life Time Membership card and certificate. Prepare address to recognize Life Time Members at the meeting.	February
Work with nominating person(s) on wording for proclamation(s) for honoree(s)	February
Ask nominating person(s) to be the speaker/presenter of the honor/award at convention	February
Administer or follow up on nominees for ASHA or ASHA Foundation awards.	February
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 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
Ensure that the Summer issue of the <i>Keystater</i> and the PSHA Website contains the Call for Nominations for Awards and Honors (nominates due Sept 30)	June

Revised: 9/2011