

## Vice President for Professional Preparation and Continuing Education

### General Description of Office:

This officer shall be responsible for: advocating for the development and maintenance of the highest quality of professional preparation for persons entering the profession, coordinating and administering the Association's annual Von Drach Scholarship, and coordinating the Association's continuing education programs, in cooperation/conjunction with the appointed PSHA ASHA CE Administrator.

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
Oversee the approval of all PSHA webinars, review Call for Papers submissions for webinars and help to solicit new webinar speakers/topics	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 task force 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
Write/update email/website text for Von Drach nominations	November
Ensure that the Winter issue of the <i>Keystater</i> and the PSHA Website contains the application information for the Von Drach Scholarship (due in February)	November
Communicate with task force chairs for preparation of the December Board Meeting.	December
Prepare report and attend the December Board Meeting. Request meeting rooms for the task force meetings at the Annual Convention to the Association Management Company	December
Communicate with task force chairs for preparation of the April/Convention Board Meeting.	January

Formulate a review committee to review the Von Drach applications	January
Distribute Von Drach nominations to Von Drach review committee for approval	February
Send congratulatory letter to Von Drach recipient, and invite honoree to annual awards luncheon	February
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/Convention
Communicate with task force chairs for preparation of the June Board Meeting.	April/May
Prepare report and attend the June Board Meeting.	June
Make revisions to timeline as necessary.	June

II. **Critical Time-sensitive tasks with due dates** (Co-ordinate with the Association Management Company)

- **ASHA 5 year Continuing Education plan review due - *Due every 5 years (2017, 2022, etc.)***
- **3-year PDE Professional Plan Revision due - *Due every 3 years (2015, 2018, etc.)***