



Policies and Procedures Manual

Table of Contents

A. THE PURPOSE OF A POLICY AND PROCEDURES MANUAL	2
B. ARSHA VISION AND MISSION	2
C. NAME AND LOGO USE	2
D. POSITION STATEMENTS	2
E. GOVERNANCE	3
F. STRATEGIC PLANNING	4
G. DUTIES OF THE EXECUTIVE BOARD	4
H. OFFICE OF PRESIDENT	6
I. OFFICE OF PAST PRESIDENT	6
J. OFFICE OF PRESIDENT-ELECT	7
K. VICE PRESIDENT FOR SPEECH-LANGUAGE PATHOLOGY	8
L. VICE PRESIDENT FOR AUDIOLOGY	8
M. ANNUAL CONVENTION CHAIR	9
N. ANNUAL CONVENTION CHAIR-ELECT	10
O. MEMBERSHIP CHAIR	10
P. TREASURER	11
Q. RECORDING SECRETARY	11
R. ETHICAL PRACTICES CHAIR	12
S. COMMUNICATIONS CHAIR	13
T. COMMUNITY RELATIONS CHAIR	13
U. PROFESSIONAL DEVELOPMENT CHAIR	14
V. GOVERNMENT AFFAIRS CHAIR	15
W. ROLE AND RESPONSIBILITIES OF STANDING COMMITTEES	15
X. ROLE AND RESPONSIBILITIES OF SPECIAL COMMITTEES	18
Y. SPECIAL COMMITTEE DESCRIPTIONS	20

Y. STUDENT REPRESENTATIVES	30
Z. BOARD APPOINTEES	31
AA. LEAVE OF ABSENCE POLICY	32
BB. RESPONSIBILITIES OF CONTRACTED SERVICES	32
CC. POLICY FOR DEVELOPING PRODUCTS AND POSITION STATEMENTS AND USE OF MEDIA COMMUNICATION PRODUCTS	32
DD. PUBLIC MEMBER AND OTHER OUTSIDE PROFESSIONALS SERVING THE ASSOCIATION.....	33
EE. FINANCE.....	33
FF. REIMBURSEMENT POLICIES.....	33
GG. ANNUAL CONVENTION	34
HH. SOCIAL MEDIA /WEBSITE/EBLASTS/BLOGS/COMMUNICATION	35

A. THE PURPOSE OF A POLICY AND PROCEDURES MANUAL

Purpose: Defines the policies and procedures used within the Association’s operations, establishes uniform procedures for the implementation of Board Member and Committee Chair’s responsibilities, and promotes consistency and quality.

Policy: Each Executive Board Member and Committee Chair is expected to maintain updated policies and procedures relevant to his/her particular office or committee. Administrative methods, techniques, and procedures as outlined in this manual do not cover every possible situation which may be encountered; therefore, all ArSHA members are expected to demonstrate good judgment and to exercise, initiate, and make decisions within the scope of assigned authority.

OBJECTIVES:

1. This Policy and Procedures Manual (“manual”) shall be available for review by all members of ArSHA. Any and all changes in policies will be channeled through the appropriate monitoring officer and approval by ArSHA’s Executive Board.
2. Each Executive Board Member and Committee Chair is responsible for reviewing policies pertinent to his/her office or committee at least annually, and is also responsible for orienting new Board members or committee members to the appropriate policies of the Association.
3. Each May, the leadership team shall review the manual and present any changes at the June board meeting for discussion and Board approval.
4. Exceptions: Deviations from or exceptions to policies within this manual may not occur without Board approval

B. ArSHA VISION AND MISSION

VISION:

Enhancing communication and quality of life for the individuals we serve

MISSION:

Empowering and connecting Arizona’s speech, language, and audiology professionals through leadership, advocacy, and education to ethically serve all individuals with communication and related needs.

C. NAME AND LOGO USE

Use of ArSHA name and logo needs approval by the board.

D. POSITION STATEMENTS

One of the results of committees may be the development of a statement. Regardless of the audience, the statement is a representation on behalf of ArSHA and its members. All statements must be consistent with the goals of the Association, and must be approved by the Board prior to development, funding and use.

All statements developed by committees are the property of the ArSHA. Papers generally represent an assimilation of ideas and/or data on matters of professional policy and/or practice.

Position Paper: The intent of position statements is to advocate a particular position with regard to an issue of concern.

OBTAINING BOARD APPROVAL

The following represents the general procedure by which committees' recommendations and statements are submitted to the ArSHA Board and/or Association membership. The process of developing, documenting and modifying proposed items for final action by the Board or the Association membership involves the coordinated efforts of the committees, the Board and sometimes other individuals or groups. This process requires good and prompt communication among all groups so that when final action is taken, the issues and implications involved have been fully identified and considered.

SUBMISSION OF ITEMS TO THE BOARD

1. Board members may bring position statements to be considered directly to a Board meeting. Non-voting committee chairs must submit proposals to the Board through their assigned Vice President. The Committee Chair should plan to attend the board meeting with the monitoring VP to represent the issue.
2. When possible, items should be submitted to the Board for review approximately 30 days prior to a scheduled Board Meeting.
3. Items should be submitted in an appropriate format, and relevant supporting information included. Supporting information should include the rationale, programmatic and budgetary implications, description of how input was received from other committee/groups, and other information needed by the Board to fully consider the recommendation. Position Statements should include no recommendation regarding the appropriateness of adoption by the general membership.

CONSIDERATION OF ITEMS BY THE BOARD

Board action may take a number of different forms:

1. The item may be referred back to the committee with requests for further documentation, suggested revisions, questions that should be answered, and any other relevant comments.
2. The item may be referred to other committees for consideration and reactions, to the Treasurer for study of budget and procedural implications or to the Government Affairs and/or ArSHA's management company to obtain legal review, as necessary.
3. The item may be revised, approved or disapproved.

The Vice President informs the committee chair as soon as possible, concerning the nature of Board action on the items, and reasons for action. Such information must be sent to the chair prior to any future meeting of the committee.

A committee should not interpret actions taken by the Board to refer back or to disapprove a recommendation as closing the issue. By considering comments and suggestions made by the Board, it is often possible for the item to be modified and resubmitted. It is through this process of many individuals and groups working together, that policies, directions and operations of the Association are expanded or modified.

E. GOVERNANCE

The Board is responsible for policy making, administration and implementation of the Association's policies. The Bylaws of the Association do not provide policymaking authority to committees.

Committees have responsibilities for the development of policy recommendations. Any actions or decisions

proposed that have the potential for establishing or modifying policy must always be reviewed and acted upon by the Board.

It is necessary that all committee members be well informed about the nature, rationale, and previous interpretations of Association policies, particularly those that relate to the areas in which they function.

All committees, liaisons and Association representatives are responsible to the Board. Each is assigned to a designated member of the Board for monitoring.

SLPA (Speech-language pathology assistant) members are recognized as integral to the practice of speech pathology and can serve on the Board in multiple capacities that fall within their scope of practice. These positions include: SLPA Chair, Membership Chair, Communications Chair, Community Relations Chair, Treasurer, and Secretary.

F. STRATEGIC PLANNING

The President-Elect oversees the strategic plan and brings any proposed changes to the board for approval. The strategic plan will be reviewed by the board at a minimum of every three years.

G. DUTIES OF THE EXECUTIVE BOARD

EXECUTIVE BOARD MEMBERSHIP:

The Executive Board is the policymaking, administration, and implementation body of the Association. The Executive Board is also the management body, and shall supervise and direct the affairs of the Association, and shall actively pursue the objectives of the Association, operating in accordance with the administering and implementing of the programs and policies established by the Bylaws of the Association. The Executive Board is the final authority and has ultimate responsibility for all matters pertaining to the operation of the Association.

REPRESENTING THE ASSOCIATION:

The Association maintains certain positions on issues impacting the professions of the consumers served. These positions are established in a Board action in the form of Position Papers or Board Motions. Due to the frequent need for representing the Association/ professions, Board members may speak on behalf of the Association if the Association's position on a particular issue has been previously addressed. A representative of the Governmental Affairs Committee, ArSHA Lobbyist, ASHA Advocacy Network Representatives (SEAL, StAMP, STAR), or other Executive Board member may represent the Association upon approval of the board.

GENERAL EXECUTIVE BOARD MEMBER RESPONSIBILITIES

1. Attend new Board member/Committee Chair/ASHA Advocates.
2. Attend all Board meetings.
3. Submit agenda items for Board meetings to the President-Elect and President by the date selected by the President.
4. Establish a timeline for activities, delineating steps for each activity, responsible individual(s) and completion dates(s).
5. Develop an officer budget including the (a) projected expenses and revenues of all committee(s) for

whom the officer is responsible.

6. Monitor expenses associated with the office, via review of Association revenues and expenditures and adhere to the budget allotted.
7. Submit a list of all committee members to the Recording Secretary and update as needed.
8. Submit a report for Executive Board meetings and annual meeting.
9. Encourage active participation by members in the activities of the Association.
10. Review and approve products, recommendations, or position statements stemming from committees or membership.
11. Perform any other duties delegated by the Board.
12. All documents collected during the term of office should be sent to ArSHA Google Drive.
13. Annually review and submit proposed updates of the ArSHA Policy and Procedure Manual to the President-Elect.
14. Transition with Incoming Board Members as described below
15. Convention registration is complimentary for the Convention Co-Chairs (incoming and current), the President, the President Elect, the Past President, and the Treasurer. All other Board Members and Committee Chairs will receive a 25% discount on their registration. Executive Board members and Committee Chairs are expected to moderate sessions and assist as needed and thus may not be eligible to receive all CEUs.

TRANSITION FROM OUTGOING TO INCOMING BOARD MEMBERS

Once a newly elected board officer has been announced to the membership at large, the officer being replaced will begin to inform and consult with the newly elected officer regarding the duties and responsibilities of the office. This orientation will include: access to the Google Drive containing all correspondence and documents pertaining to the office, budgets, committee reports, and the Policy and Procedures Manual of the Association.

Newly elected officers will be invited to become participants in the activities of the Board at the annual Conference meeting. They will serve as non-voting members until they officially assume their respective offices July 1st.

EXECUTIVE BOARD MEMBERS

President
 President-Elect
 Past-President
 Vice-President for Audiology
 Vice-President for Speech-Language Pathology
 Annual Convention Chair
 Annual Convention Chair-Elect
 Membership Chair
 Recording Secretary
 Treasurer
 Ethical Practices Chair
 Communications Chair
 Community Relations Chair
 Professional Development Chair
 Governmental Affairs Chair
 SLPA Chair

H. OFFICE OF PRESIDENT

The President shall serve as Chief Executive Officer of the Association, and serves as the official signatory of the Association on all contractual agreements.

The duties of the President shall include but not be limited to:

1. Establish the direction for the Association and implement the Association's strategic plan.
2. Prepare agendas for board meetings and annual Association business meeting.
3. Preside at the meetings of the Association and the Executive Board.
4. Establish the annual calendar for the Board meetings (including submission dates for agenda items and officer reports), to be disseminated at the first meeting following the Annual Conference.
5. Represent the Association (or establish a designee) in all public statements and in public presentations.
6. Together, with the Annual Convention Chair and Chair-Elect, President-Elect, Treasurer and management representative, negotiate all contracts.
7. Sign all contracts of the Association.
8. Shall be responsible to the Executive Board for all financial affairs of the Association in conjunction with the Treasurer and President-Elect.
9. Monitor the ASHA Advocacy Networks (SEAL, StAMP, STAR).
10. When the two ASHA Committee of Ambassadors (CoA) are members of ArSHA and sit on the board, maintain communication with the elected representatives.
11. Serve as ArSHA's representative to the Council of State Speech-Language- Hearing Association Presidents (CSAP).
12. Communicate with Vice Presidents on a regular basis regarding any special committee updates.
13. Communicate on a regular basis with any standing committee chairs.
14. Recommended to copy the President-Elect on all email communications pertaining to board matters.
15. Plan and lead monthly leadership calls as scheduled.
16. Participate in the Budget Committee.
17. Annually review and update as needed pertinent sections of the Policy and Procedure Manual.
18. Appoint ArSHA members to serve in vacant leadership roles, as needed
19. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
20. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

I. OFFICE OF PAST PRESIDENT

The Past President shall serve as a liaison for the current President and act as a mentor for the President and President-Elect and other officers as needed. The Past President shall serve as a member of the Executive Board and regularly attend meetings, and will serve on committees as needed during their term.

The duties of the Past President shall include but not be limited to:

1. Chair the nomination and election process.

2. Chair the Committee on Committees/Elections as the president sees fit to convene it.
3. Ensure that the ArSHA website is updated to reflect the names of the current Executive Board, Committee Chairs, ASHA Advocacy Network Representatives, and ASHA Committee of Ambassador Representatives and the end dates for those with terms
4. Contact all Arizona ASHA Accredited university programs to recruit Student Representatives (see Student Representative section for details) and ensure their contact information is added to the ArSHA contact sheet and that pictures and biographies are added to the ArSHA website
5. Provide mentorship and supervision to the Student Representatives.
6. Coordinate and host an undergraduate virtual event planned by the undergraduate ArSHA Student Representatives
7. Participate in the Budget Committee.
8. Participate in monthly leadership calls as scheduled.
9. Provide a written report of activities at the bimonthly board meetings, as appropriate. Reports should be sent to the management company a week prior to the board meetings, to be included in the board packet.
10. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
11. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
12. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

J. OFFICE OF PRESIDENT-ELECT

The President-Elect shall serve as Chief Executive Officer of the Association and as Chair of the Executive Committee in the absence of the President, shall work in conjunction with the President in developing goals and policy of the Association, and shall automatically become President at the end of the term of President-Elect.

The duties of the President-Elect shall include but not be limited to:

1. Oversee Bylaws, and Strategic Plan, and recommend changes when appropriate.
2. Act as Association's parliamentarian for all meetings.
3. Participate in monthly leadership calls as scheduled.
4. Serve as ArSHA's representative to the Council of State Speech-Language-Hearing Association Presidents (CSAP) with Board approval and pending budgetary considerations.
5. In preparation for the Board meetings President-Elect will request and upload Board and Committee reports into Google Docs.
6. Shall be responsible to the Executive Board for all financial affairs of the Association and in conjunction with the President and Treasurer.
7. Along with the President, monitor the ASHA Advocacy Networks (SEAL, StAMP, STAR) and the ASHA Committee of Ambassadors representatives.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Participate in the Budget Committee.
10. It is recommended to attend standing and special committee meetings upon availability.
11. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed

12. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

K. VICE PRESIDENT FOR SPEECH-LANGUAGE PATHOLOGY

The Vice President for Speech-Language Pathology shall provide leadership in the clinical areas of speech-language pathology, and maintain regular and consistent communication with the Vice President for Audiology and relevant special interest groups/committees. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Vice President for Speech-Language Pathology shall include but not be limited to:

1. Participate in monthly leadership calls as scheduled.
2. Communicate on a regular basis with assigned committee chairs to obtain reports on status of activities and provide any guidance needed and inform the committee chairs concerning the nature of Board action on items and reasons for actions
3. Attend your assigned special committee meetings upon availability (School SLP, SLPA, Early Childhood, Medical SLP, and AAC).
4. Determine availability and forward a suggested list of potential speakers from the special committees to the Convention Chair.
5. Represent the issues specific to the profession of speech-language pathology especially in regulatory and legislative concerns
6. In conjunction with the appropriate committee chairs and management company, conduct an annual survey of the membership to identify specific needs of state speech language pathologists and speech-language pathology assistants regarding licensure and practice environment. The results of this survey shall be organized and presented to the board for further discussion and action.
7. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
9. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

L. VICE PRESIDENT FOR AUDIOLOGY

The Vice President for Audiology shall provide leadership in the clinical areas of audiology. He or she will serve as a member of the Executive Board and regularly attend meetings. He or she will maintain regular and consistent communication with the Vice President of Speech-Language Pathology and any related committees.

The duties of Vice President for Audiology shall include but not be limited to:

1. Participate in monthly leadership calls as scheduled.

2. Chair the Audiology committee
3. Communicate on a regular basis with assigned committee chairs to obtain reports on status of activities and provide any guidance needed and inform the committee chairs concerning the nature of Board action on items and reasons for actions
4. Attend your assigned special committee meetings upon availability (Cultural and Linguistic Diversity, Mentorship Committee, and Honors).
5. Attend Convention Committee meetings
6. Determine availability and forward a suggested list of potential speakers from the audiology committee and the special committees represented to the Convention Chair.
7. Represent the issues specific to the profession of audiology, especially in regulatory and legislative concerns.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
10. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the Board.

M. ANNUAL CONVENTION CHAIR

The Annual Convention Chair shall be responsible for the planning of the annual convention. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Annual Convention Chair shall include but not be limited to:

1. Chair of the Annual Convention Committee (see Convention Committee elsewhere in this manual.) Meet with the committee on a monthly basis or as needed. Committee should include the Professional Development Committee, Honors and Awards Chair, Basket Bonanza Chair, and VP of Audiology.
2. Secure contracts with all paid presenters at the annual convention.
3. Collaborate with the Executive Board coordinator regarding fiscal responsibilities.
4. Submit budget requests to the Executive Board and management coordinator for the following year's convention.
5. Communicate on a regular basis with any committee chairs to plan activities and to obtain reports on status of activities.
6. Develop committee to coordinate volunteer workers for convention monitors, silent auction set up and monitor registration table workers.
7. Develop committee to work with Management Company to coordinate and solicit Convention exhibitor/vendors.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Participate in post-convention evaluation and critique with convention committee members and management coordinator. Provide a written report to the Executive Board.
10. Schedule pre-planning meeting with incoming Annual Convention Chair and Chair-Elect.
11. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
12. Maintain electronic documentation covering the office. This documentation includes your Google

Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

N. ANNUAL CONVENTION CHAIR-ELECT

The Annual Convention Chair-Elect shall collaborate and share responsibility for the planning of the annual convention. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Annual Convention Chair-Elect shall include but not be limited to:

1. Chair-elect of the Annual Convention Committee (see Convention Committee elsewhere in this manual.) Meet with the committee on a monthly basis or as needed. Committee should include the Professional Development Committee, Honors and Awards Chair, Silent Auction Chair, Basket Bonanza Chair, VP of Audiology.
2. Collaborate with securing contracts with all paid presenters at the annual conference.
3. Collaborate with the Executive Board and management coordinator regarding fiscal responsibilities.
4. Collaborate with the Convention Chair in development of budget requests then submit to the Executive Board and management coordinator.
5. Develop committee to coordinate volunteer workers for convention monitors, silent auction set up and monitor registration table workers.
6. Develop committee to work with Management Company to coordinate and solicit Convention exhibitors/vendors.
7. Communicate on a regular basis with any committee chairs to plan activities and to obtain reports on status of activities.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Collaborate with the Annual Convention Chair in maintaining a notebook/electronic documentation covering the office. This documentation should be transitioned to the next individual holding the office.
10. Participate in post-convention evaluation and critique with convention committee members and management coordinator.
11. Collaborate with the Annual Convention Chair in preparation of a written report to be presented to the Executive Board.
12. Participate in scheduling pre-planning meeting with the incoming Annual Convention Chair and Chair-Elect.
13. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
14. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

O. MEMBERSHIP CHAIR

ArSHA's Membership Chair is responsible for the recruitment and retention of membership through annual

membership drives and outreach to speech pathologists and audiologists in the state of Arizona. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Membership Chair shall include but not be limited to:

1. Organize committee members and meet on an as needed basis.
2. Collaborate with Association's Management company.
3. Communicate on a regular basis with any committee chairs to plan activities and to obtain reports on status of activities.
4. Maintain and monitor Google Form applications for Membership Spotlight. Verify membership of nominees with management company and pass information to Communications Chair
5. Develop an officer budget, including any needs from committees when requested.
6. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
7. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
8. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

P. TREASURER

The ArSHA Treasurer is the financial liaison between ArSHA's accountant, management staff and the Board, and provides oversight of the financial affairs of ArSHA.

The duties of the Treasurer shall include but not be limited to:

1. Reviews the financial records of ArSHA on a monthly basis and provides a report to the Executive Board at regularly scheduled meetings and at the annual business meeting.
2. Provides and explains as necessary and/or as requested by the Board, all pertinent financial information that the Board needs to perform its related responsibilities as cited in ArSHA's Bylaws.
3. The Treasurer, in collaboration with the Executive Board, works with the Association management company to develop a balanced budget and monitor investments.
4. Performs such other duties as may be assigned by the President or Executive Board
5. Serve as the primary Executive Board liaison to the Association's accountant.
6. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

Q. RECORDING SECRETARY

The Recording Secretary shall be responsible for maintaining all records of the Association, including the documentation of all matters discussed at Board meetings and meetings of the general membership. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Recording Secretary shall include but not be limited to:

1. Record the minutes of each Executive Board meeting. Forward to the Board and management office a preliminary copy of those minutes for review within 2 – 3 weeks of said meeting. All requested revisions shall be reported to the Secretary within two weeks of receiving the preliminary copy. The Secretary shall revise the minutes as necessary, mark the document as “Final” and send new minutes to the Executive Board and management firm no later than 6 – 8 weeks from the date of the Board meeting.
2. Record the minutes of each General Business Meeting of the Association held at each Annual Conference and make available for distribution to ArSHA members upon request.
3. Have available the minutes from the current and preceding year at all Board meetings and the General Business Meeting.
4. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
5. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board reports, board meeting minutes and timeline. This should be transitioned to the next individual holding the office by June 30th.

R. ETHICAL PRACTICES CHAIR

ArSHA’s Ethical Practices chair shall be responsible for responding to any questions from the membership regarding ethical practices.

The duties of the Ethical Practices Chair shall include but not be limited to:

1. Serve as point of contact between the Association’s management company and the Executive Board for reference information or ethical practice questions from Association members or the public.
2. Collaborate with Ethical Practices Committee members (President-Elect, SLP and Audiology representatives and two additional members appointed by the President and approved by the Executive Board).
3. As appropriate, contact ASHA’s Ethical Practices Committee and/or Arizona Department of Health Services Special Licensing.
4. Respond in writing, as appropriate, to ethics complaints/situations as they arise, after review of the case with the committee.
5. Provide a written report for Executive Board scheduled meetings and annual business meeting.
6. Provide information as appropriate, for the membership at large on ethical issues through blogs, posts on social media, links, etc., related to professional ethics.
7. Develop an officer budget, including any needs from committees when requested. Submit to the Executive Board for approval.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
10. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. All confidential documents should be accessible to the chair, the president, and the president-elect. Access should be removed from those who are no longer on the board.

S. COMMUNICATIONS CHAIR

The Communications Chair shall collaborate with the Association's webmaster and communications committee, to maintain, update and add content to the Association's website, and maintain social media content.

The duties of the Communications Chair shall include, but not be limited to:

1. Coordinate with Association's management company, webmaster and Committee members for website and social media content.
2. Coordinate with all Committee Chairs for development and dissemination of promotion.
3. Develop an officer budget, including any needs from committees when requested. Submit to the Executive Board for approval.
4. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
5. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
6. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

T. COMMUNITY RELATIONS CHAIR

The Community Relations Chair shall lead the Association in the areas of marketing and public relations.

The duties of the Chair for Community Relations shall include but not be limited to:

1. Contribute to the publications or social media offerings of the Association.
2. Recruit committee members to assist in the fulfillment of the duties and scope of ArSHA's Community Relations committee.
3. Managing the ArSHA store.
4. Oversee management and care of ArSHA purchased materials such as: 3 table cloths, 3 banners, and swag.
5. Hosting social events/activities.
6. Meet with ArSHA Student Representative graduate students to plan and host a virtual graduate student happy hour event.
7. Sponsor the annual Better Hearing and Speech Month activities
8. Secure and distribute promotional items.
9. Work with the Membership Chair to promote membership in ArSHA.
10. Communicate on a regular basis with any special interest group/committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
11. Submit an estimate for the annual budget and propose approval for additional funds to the Board, as needed.
12. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
13. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed.

14. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

U. PROFESSIONAL DEVELOPMENT CHAIR

The Professional Development Chair shall provide leadership in the provision of continuing education for ArSHA's members and convention attendees.

The duties of the Professional Development chair shall include but not be limited to:

1. In consultation with ArSHA ASHA CE Content Consultant, monitor and assist in planning of all continuing education courses (in person and webinars) sponsored by the association.
2. Identify and recruit potential presenters/topics for CEU's.
3. Communicate on a regular basis with all committee chairs to plan professional development opportunities.
4. Assist in developing and maintaining the policies and procedures for the flow of sponsoring CE's with the management company.
5. Assist in Convention chair/committee in review for call for papers as needed.
6. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.
7. Review and update timeline for activities, delineating steps for each activity, responsible individual(s) and completion date(s) as needed.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed.
9. Serve as the ASHA CE Content Consultant. Duties as listed below:

ASHA CE CONTENT CONSULTANT

ArSHA's ASHA CE Content Consultant acts as a subject matter expert who plays an active role in ArSHA's ASHA Approved CE course planning, implementation, and evaluation. The ASHA CE Content Consultant works collaboratively with ArSHA's ASHA CE Administrator who is the liaison and contact person between ArSHA and the Continuing Education Board (CEB), to ensure that all CEB requirements and procedures are followed.

1. Is an ASHA-certified speech-language pathologist, audiologist, speech, language, or hearing scientist, and/or ASHA member
2. Has a working knowledge of ASHA's scope of practice for speech-language pathologists and audiologists
3. Understands ASHA's policies and practice documents
4. Adheres to the ASHA Code of Ethics
5. Understands the collaborative relationship between the CEA and the CE Content
6. Works independently while also working collaboratively with the CE Administrator, ASHA CE Staff

- and ASHA Continuing Education Board
- 7. Serves in a collaborative role with the CE Administrator
- 8. Must be involved in all continuing education course planning, implementation, and evaluation.
- 9. Reviews all courses for appropriate content, subject codes and accuracy prior to submission to ASHA CE Administrator for course registration
- 10. Works in a timely manner to assist the CE Administrator in meeting CEB requirements

V. GOVERNMENT AFFAIRS CHAIR

The Government Affairs Chair shall provide leadership in the professional concerns of the members. This shall include monitoring governmental and third party activities that may impact on the Association and its membership, and advocating for the Association, its members and the clients served.

The duties of this office shall include but are not limited to:

1. Organize committee members.
2. Regularly communicate with the Association's lobbyists regarding speech pathology and audiology issues at the State level and discuss political concerns of the membership with the Board.
3. Regularly communicate with the ASHA SEAL, StAMP, StAR and Committee of Ambassadors representatives regarding national legislative issues.
4. Coordinate the development of possible grants and initiatives on a local or national level for funding future advocacy initiatives.
5. Maintain contact with committee chairs to collaborate on issues of concern to committees.
6. Develop an official budget, including any needs from committees when requested.
7. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed
9. Maintain electronic documentation covering the office. This documentation includes your Google Drive folder, board meeting agenda, board reports and timeline. This should be transitioned to the next individual holding the office by June 30th. Access should be removed from those who are no longer on the board.

W. ROLE AND RESPONSIBILITIES OF STANDING COMMITTEES

Standing Committees

1. Ethical Practices
2. Membership
3. Audiology
4. Annual Convention
5. Community Relations
6. Professional Development
7. Communications
8. Government Affairs
9. SLPA

ETHICAL PRACTICES COMMITTEE SHALL:

Be composed of the Ethical Practices Chair, President-Elect, SLP and Audiology representatives and two

members at large appointed by the President and approved by the executive board. The Ethical Practice Committee will meet on an on needed basis as complaints arise and has the option for closed meetings, as the committee sees fit

MEMBERSHIP COMMITTEE SHALL:

Consist of the Membership Chair and SLP and AuD member representatives, and

1. Oversee new member recruitment and current member retention, including the annual renewal drive. The annual renewal drive takes place in August to October each year. The renewal and recruitment letter is written and sent in August.
2. Conduct an annual member survey to determine yearly strategies to create new initiatives. Coordinate with the appropriate Board Members and Committee Chairs the implementation of such new initiatives.
3. Identify and attend various events to promote membership.
4. Develop outreach programs to educate college groups regarding the benefits of becoming and/or remaining a ArSHA member.
5. Communicate with new members via phone or email to welcome them to ArSHA and connect them with committees of interest to them.

AUDIOLOGY COMMITTEE SHALL:

1. Determine availability and forward a suggested list of potential speakers for the audiology strand to the Convention Chair.
2. Conduct annual membership surveys to identify specific needs of state audiologists and audiology assistants regarding licensure and practice environment. Shall organize information and bring it to the board for further discussion and action.
3. Organize audiology activities or events in conjunction with other related committees (membership, community relations, communication).
4. Provide regular content for social media, blogs, or newsletter on audiology issues to the chair of the Communications Committee.
5. Serve as a liaison to Audiology related groups and organizations.

ANNUAL CONVENTION COMMITTEE SHALL:

The Annual Convention Chair(s) shall be responsible for the planning of the annual convention. They will serve as a member of the Executive Board and regularly attend meetings.

The duties of the Annual Convention chair(s) shall include but not be limited to:

1. Convention committee shall be responsible for planning the annual convention and maintain timeline needed for successful convention
2. The Management Firm will be an ad hoc member of the committee as indicated
3. The committee will consist of the Convention Chair, Convention Chair-Elect, Honors and Award designee, Chair of Professional Development, Designees of strand committee sections (Medical SLP, Schools, Audiology, SLPA, multi-interest) and Cultural and Linguistic Diversity designee
4. Coordinate with Management Firm to design Convention logo
5. Determine theme for the Convention
4. Present budget for convention
5. Collaborate with Communications Chair and Management Firm for mailers and provide content for social media posts

6. Present updates and needed information to the board on regular basis

COMMUNITY RELATIONS COMMITTEE SHALL:

1. Promote the Association's professional outreach and collaboration with stakeholders. The committee will coordinate activities with the Communications Chair to promote their efforts.
2. Consist of the Community Relations Chair and additional members.
3. Coordinate committee members to oversee events at different locations across Arizona
4. Decide on an annual budget for the committee to be approved by the Executive Board. Expenses will cover but not limited to promotional items and thank you note cards.
5. Share pertinent information with the Communications Chair to be published on social media
6. Confer with ArSHA's Management Company and the President in sending information to ArSHA members.
7. Organize and implement an activity for Better Hearing and Speech Month
8. Community Relations Committee email: To change the password, contact the Webmaster at webmaster@arsha.com

PROFESSIONAL DEVELOPMENT COMMITTEE SHALL:

1. The committee will consist of the Professional development chairs, other members and representatives from AUD/SLP and academia.
2. Assist in the recruiting, planning and scheduling of ArSHA webinars
3. Review all proposals for Convention (as needed) and Cooperative Offerings (to be received by Management Company 90 days prior to date of event), establishing that they follow ASHA guidelines:
 - a. Professional Education proposals should present innovative procedures for research, clinical, and/or programming or discussion and debate regarding professional issues related to a Topic Area. They may be based on data or information previously presented in textbooks, research
 - b. literature, professional conferences, or other dissemination outlets. They are submitted for originality, relevant contemporary impact, or continued appeal to a significant number of attendees. The quantity of information presented is appropriate to the proposed length of the session.
 - c. Professional Education proposals are evaluated by the following criteria:
 - i. Strength of theoretical/scientific or professional rationale supporting the proposal
 - ii. Originality of proposal
 - iii. Relevance to contemporary issues in the profession
 - iv. Suitability of the amount of information to be presented to the proposed session length
 - v. Clarity of goals
 - vi. Overall clarity of proposal
4. Follow the guidelines for CE Cooperative Offerings as stated on the ArSHA website.
5. For all events providing CEUs via ASHA, the following will be reviewed: learning objectives, description of presentation, time-ordered agenda, and biography of presenter.
6. Assist Convention chair/committee in review for call for papers, as needed

COMMUNICATIONS COMMITTEE SHALL:

1. In conjunction with the Recording Secretary the Communications Committee between July 1st and October 1st will update any necessary current and past board and committee positions on the website, and make changes as they arise.

2. It is recommended that the committee be composed of a minimum of three individuals, chaired by the Communications chair.
3. The committee shall promote and advertise all activities of the board to the membership at large, and the community through the web and social media accounts (Facebook and Instagram).
4. The committee will collect content from board officers and committee chairs.
5. All content will be approved by the Communications Chair prior to posting.

GOVERNMENT AFFAIRS COMMITTEE SHALL:

1. The committee shall consist of the Government Affairs Chair, SEAL, STAR, StAMP as well as the Committee of Ambassadors (if those individuals are ArSHA members) and an audiology representative.
2. Along with the President of ArSHA, serves as the direct point of communication to ArSHA's lobbyist
3. Represent, promote, and advocate for the interests of the Association with regard to policies, laws, regulations and other developments that may affect the Association, its membership, and those they serve.
4. Organize an annual advocacy event (i.e. day at the Capitol)
5. Create content updates to the website and social media regarding advocacy issues.
6. Participate in meetings with State agencies as representatives of the Association as appropriate.
7. Monitor federal and state legislation, regulatory, and judicial developments that may affect the Association, and advise the Association Board and the membership about these issues.

SLPA COMMITTEE SHALL:

1. The committee will consist of an SLPA Chair and be made up of SLPA's and other members/representatives.
2. Serve as a resource for members, answering questions and providing information as needed.
3. Maintain up to date information on the scope of practice and Ethics for SLPAs.
4. Create social media and blog posts related to SLPAs practice/issues on a regular basis.
5. Respond to questions from SLPs/SLPAs as they arise, consulting with other professionals as needed.
6. Consult with the Convention Committee to suggest speakers and topics.
7. Collaborate with standing and special committees when appropriate.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed.

X. ROLE AND RESPONSIBILITIES OF SPECIAL COMMITTEES

Special Committees

1. Cultural and Linguistic Diversity
2. Early Childhood
3. School SLP
4. Medical SLP
5. Honors
6. Budget
7. Committee on Committees (nominations and elections- possible name change)
8. Student Representatives

- 9. Augmentative and Alternative Communication
- 10. Mentorship Committee

All ArSHA members are eligible for active participation in the Association's activities through service in special committees.

FUNCTIONS:

The special committees are advisory to the Board, and serve the purpose of recommending policies or executing specific undertakings as approved by the Board. Financial commitments or policy statements must be submitted to the Board through the monitoring officer, for approval by the Board prior to enactment.

LIMITATIONS:

Funds may not be expended nor obligated by any group or committee for any purpose unless in accordance with the approved budget and financial goals for the committee and or Association. No interest group or committee Chair or member may take any final action or make any public statement on behalf of ArSHA without prior approval of the Board.

LIAISON WITH THE BOARD AND OTHER COMMITTEE CHAIRS:

Each committee has an appointed Board member (monitoring officer) to facilitate communication between the committee, the Board and other groups/committees. Chairs should keep the monitoring officer well informed via personal contact and correspondence. Cooperation and collaboration among groups and committees is encouraged. Chairs should also ensure that Chairs of other groups affected by the activities are appropriately informed of such activities.

APPOINTMENT/DISSOLUTION:

The President, upon recommendation of the Board, appoints Special Committees. Once the tasks are complete, the President will dissolve the special committee. Dissolution may also be based upon reasonable cause. Reasonable cause may include, but is not limited to, failure to report to the Board; inactivity for more than six months.

MEETINGS AND REPORTING:

Special committees are expected to meet at the Annual Conference and during the year, as determined by the Chair, in conjunction with the monitoring officer. Meetings, conference calls or electronic mail can conduct the work of committees and special interest groups. Chairs are expected to report to the monitoring Officer within one month of their meeting on their activities.

GENERAL RESPONSIBILITIES

1. Report activities to the board
2. Meet as a committee regularly, as determined by committee members
3. Provide content for publication to communications chair
4. Let their assigned VP know of meetings.
5. Make requests to the board through VP
6. Address issues related to the Special Interest Group/Committee. This may include, but not be limited to drafting position papers, compiling and distributing information, making recommendations to the ArSHA Board of Directors, and other activities determined by the group.
7. Prepare a written annual report for distribution to the membership at the Annual Business meeting

of the Association.

8. Advance the purposes of ArSHA as stated in the Association Mission Statement.
9. Provide orientation to the members.
10. Communicate with the monitoring Board member (VP) as needed.
11. Work with the monitoring officer to develop/revise the group's objectives.
12. Report to the Executive Board as requested.
13. Consult on Convention Committee regarding content and speakers
14. Serve as a resource for members answering questions and providing information as needed
15. Plan special interest group/committee meetings and activities to achieve designated goals and objectives.
16. When appropriate, provide budget requests to monitoring board member and ensure to adhere to that budget.
17. Provide continuing education opportunities of interest to individuals, when possible.

Y. SPECIAL COMMITTEE DESCRIPTIONS

CULTURAL AND LINGUISTIC DIVERSITY COMMITTEE

The VP of Audiology will serve as liaison of the Executive Board.

The charge of this committee is:

1. To promote clinical and continuing education in the area of communication disorders and sciences relative to cultural and linguistic diversity;
2. To serve as an advocate regarding cultural and linguistic diversity in the areas of prevention, identification, treatment, and education;
3. To provide audiologists, speech-language pathologists, and students with support, including networking and mentoring opportunities, in scientific and clinical endeavors relating to cultural and linguistic diversity;
4. To increase participation of diverse professionals and those interested in topics related to the intersection of communication and cultural and linguistic diversity;
5. To facilitate communication with other SIGs and encourage the study of cultural and linguistic diversity as it relates to their areas of professional interest;
6. To serve as a resource for the Association and its committees and boards on matters relating to cultural and linguistic diversity;
7. To facilitate the exchange of information among professionals who are working with, interested in, or representative of populations concerned with cultural and linguistic diversity.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed

EARLY CHILDHOOD COMMITTEE

The VP of SLP will serve as liaison of the Executive Board.

The charge of this committee is: Communicate information and resources to the membership via blogs, social media and newsletters as appropriate.

1. Communicate information and resources to the members
2. Serve as a resource for members answering questions and providing information as needed

3. Consult on Convention Committee regarding content and speakers
4. Serve as a liaison to appropriate state agencies such as: Arizona Early Intervention Program (AzEIP)
5. Collaborate with other committees as appropriate to meet your objectives.
6. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed

SCHOOL SLP COMMITTEE

The VP of SLP will serve as liaison of the Executive Board.

The charge of this committee is:

1. Determine the needs of school-based SLPs through surveys as needed.
2. Provide information for school-based SLPs on local and federal education policies.
3. Provide information on best practice in educational speech-language pathology.
4. Create social media and blog posts for school-based issues on a regular basis.
5. Respond to questions from SLPs/SLPAs as they arise.
6. Consult with the Convention Committee and the Professional Development Committee to suggest speakers and topics.
7. Collaborate with other special committees when appropriate.
8. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed

MEDICAL COMMITTEE

The Medical committee will promote and provide advocacy, leadership, networking opportunities and professional development for Medical SLPs. The VP of Speech-Language Pathology will serve as liaison of the Executive Board.

The charge of this committee is:

1. Present a budgeting for annual events to the Budget Committee in July.
2. Plan and execute the continuing education activities relevant to medical SLPs throughout the course of the year. This could include live conferences, webinars, or a combination of both, depending on the recommendations of the committee. This will involve:
 - a. Identifying topics/themes of interest
 - b. Establish method of delivery and date(s)
 - c. Identify subject matter of speakers
 - d. Coordinate with ArSHA's management company and Professional Development Committee re: submission of materials for CEU's
3. Provide regular social media posts relevant to medical speech-language pathologists.
4. Recommend speakers to the Convention Committee for the Annual ArSHA Convention as noted on Convention timeline.
5. Respond to inquiries from medical SLPs – Answer medically-related questions, referring to other experts in the field as needed.
6. Serve as a liaison between ArSHA Board and medical SLPs – Medical Committee co-chairs provide input regarding issues and agenda items relating to medical speech-language pathology
7. Add all meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed

HONORS AND AWARDS COMMITTEE

The Honors and Awards Committee is composed of five former Honors Awardees. Five members are appropriate and adequate to perform the tasks of the committee. As members “retire” or resign from the committee, new members are added, based on the order in which the members received awards. The VP of Audiology will serve as liaison of the Executive Board. The chair of the committee is a current member of the Honors Committee and elected by the members of the Honors Committee and presented to the President for appointment. The Chair serves a two-year term. Duties of the Committee as related to awards and honors:

General

- a. The Honors and Awards Committee is composed of five former ArSHA Honors Awardees who are current, active members of ArSHA.
 - i. As members “retire” or resign, new members are added, based on the order in which the members received awards.
- b. The Chair of the Committee is decided by the committee and serves a two-year term.
- c. Members of the Honors and Awards Committee may not solicit nominations for specific individuals.
- d. Members of the Honors and Awards Committee may not contribute to a nomination packet for any candidate.
- e. Nominations are considered confidential and will only be viewed by the Chair and members of the Committee.
- f. The Chair will provide a list of the nominees prior to members viewing the nomination packet.
 - i. If a nominee is known to a member of this committee, he/she may recuse him/herself from the voting process
- g. Selection of the awardee shall be based exclusively on the information provided within the nomination packet.
- h. ArSHA Policy and Procedures Manual will be updated annually.

Honors and Awards: Awarded annually. If the Committee does not receive appropriate nominations in any category, that Award will not be given.

1. Honors of the Association

- a. Purpose:
 - i. The highest honor given by ArSHA to a current ArSHA member, in recognition of sustained and meritorious service to ArSHA.
- b. Nominations:
 - i. Application form is available on the ArSHA website.
 - ii. Nominator must be a current ArSHA member
 - iii. Letter of Nomination:
 1. A nomination letter, and other supporting documentation such as a CV or additional letters of support, demonstrating the nominee has achieved excellence by sustained and meritorious service to ArSHA and other contributions to the professions such as:

- a. Research and publications contributing basic or applied knowledge needed by the profession
- b. Teaching in communication science and disorders
- c. Clinical service to adults and/or children with communicative disorders
- d. Service to ASHA and/or ArSHA and/or other professional national, state, regional or local organizations
- e. Mentorship

c. Award:

- 1. This Award will remain confidential to the ArSHA Executive Board until a nominee is selected and the awardee has been notified
- 2. The Honors Committee reserves the right to discretion on the presentation of the Honors of the Association award. In the case of a single nomination, Honors of the Association Award may not be granted annually if the committee determines the nominee's nomination packet does not justify receipt of the award.
- 3. A framed certificate and other award (plaque, bowl, etc.) will be given to the member who has earned the Honors of the Association.
- 4. Name, date of award and picture of the Awardee will be published on the ArSHA website and the recipient's photo will be posted on ArSHA's social media pages and other social media (with their written permission).

2. Award for Outstanding Achievement

- a. Awarded to an individual ***who is not an ArSHA member or part of the profession (non-SLP, non-AUD, non-SLPA)***, but who has made outstanding and sustained contributions to the professions of Speech Language Pathology and Audiology
- b. Nominations:
 - i. Application form is available on the ArSHA website.
 - ii. Nominator must be a current ArSHA member
 - iii. Letter of Nomination:
 - 1. Documentation the nominee has shown outstanding and sustained contributions to the professions such as:
 - a. Research and publications contributing basic or applied knowledge needed by the profession
 - b. A non-SLP or non-AUD teaching in communication sciences and disorders or a related field
 - c. Clinical service to adults and/or children with communicative disorders
 - d. Service to ASHA and/or ArSHA and/or other professional national, state, regional or local organizations
- c. Recipient and a guest will be invited to the ArSHA Annual Awards ceremony
- d. A framed certificate will be awarded to the Awardee at the Annual Awards ceremony
- e. Name, date of award and picture of the Awardee will be published on the ArSHA website and the recipient's photo will be posted on ArSHA's social media pages (with written permission).

3. Marilyn Quintana Moline Mentorship Award

- a. In memory of Marilyn Quintana Moline, this award recognizes a current ArSHA member, who best exemplifies the qualities of a mentor. Defined as a wise and trusted counselor or teacher, especially in occupational settings
- b. Nominations
 - i. Application form is available on the ArSHA website.
 - ii. Nominator must be a current ArSHA member
 - iii. Letter of nomination:
 1. Documentation the nominee has shown excellence as a mentor defined as **“a wise and trusted counselor or teacher, especially in occupational settings”**.
- c. This Award will remain confidential to the ArSHA Executive Board and will not be released to the public until it is awarded at the Annual Awards ceremony until a nominee is selected and the awardee has been notified
- d. A check in the amount of \$500 from the ASU Foundation will be issued to the Awardee
 1. Contact ASU Foundation to obtain a current accounting of the monies in the account
 2. Provide an invoice from ArSHA to receive reimbursement for the \$500 award
- e. Name, date of award and picture of the Awardee will be published on the ArSHA website and the recipient’s photo will be posted on ArSHA’s social media pages and other social media (with written permission)

4. James Case Student Clinical Award

- a. Purpose:
 - i. The James Case Student Clinical Award was created in memory of Dr. James Case, a distinguished and inspiring professor, clinician, and mentor. This award is presented each year to outstanding graduate or doctoral students from each of the ASHA accredited universities located in the state of Arizona. One award will be given to one student from each of the program tracks offered by each program. Programs offering only an AUD or SLP track will have one award recipient. Programs offering both an AUD and SLP track will have one recipient per track.
- b. Nominations:
 - i. Honors Chair will communicate with the appropriate persons at all ASHA accredited universities located in the state of Arizona which offer a graduate degree in Speech-Language Pathology and/or Audiology to announce the nomination process and deadline
 - ii Nomination forms and instructions are available on the ArSHA website and will be sent to the director of clinical education
 - iii. The Director of Clinical Education or designee at each university nominates one graduate/doctoral student from each professional track (one Audiology graduate student and one Speech-Language Pathology graduate student) who have demonstrated outstanding clinical potential, academic success, and exemplary characteristics befitting our professions

- iv. The nominations, with all supporting documentation, are to be submitted to the ArSHA Honors and Awards Committee (honors@arsha.org) or other email address designated at the discretion of the Chair for final selection of one student from each university program
- v. All supporting documents should be submitted in one packet that is in pdf format with the following label: 20??_Case Award_Student's last name
- c. Notification:
 - i. All nominations are confidential, therefore, there is no need to notify those individuals who have not been selected for this Award, however, the nominator will be notified by email. Students who have received the Award will be notified by the Honors Committee by email.
- d. Award:
 - i. Award certificate, \$200 check, waiver for the current two-day student registration fee for the ArSHA Annual Convention and a waiver of the ArSHA student membership fee for the upcoming year.
- e. Funding:
 - i. Proceeds from the Basket Bonanza or other designated fundraiser that the ArSHA Convention
 - ii. Awardees will be invited to the Annual Awards Ceremony
 - iii. Names of recipients, date of the Award will be published on the ArSHA website and the recipients' photos will be published on ArSHA's social media pages (with written permission).

5. Sandra L. Turek Award for Outstanding Leadership

- a. Purpose:
 - i. To recognize a current member of ArSHA who has followed in the example established by Sandra L. Turek, MS, CCC-A who was instrumental in procuring state licensure for our professions.
- b. Nominations:
 - i. Detailed information is available on the ArSHA website
 - ii. Letter of recommendation by a current member of ArSHA - OR
 - iii. Letter of recommendation by a non ArSHA member that is then submitted to the Honors Committee by a current, active member of ArSHA(sponsored nomination)
 - iv. Some examples of excellence for this Award:
 - 1. Affecting change while serving in an active, sustained leadership role within ArSHA (officers or committee chairs)
 - 2. Affecting change while serving on a professional committee or board (other than ArSHA) at the local or national level
 - 3. Developing or establishing a new program or service
 - 4. Driving change for the advancements of the professions
 - v. All supporting documents should be submitted in one packet that is in pdf format with the following label: 20??_Turek Award_Nominees last name
- c. Notification:

- i. Nominator and awardee will be contacted by a member of the Honors Committee
- d. Award:
 - i. Award certificate and appropriate award (plaque, crystal bowl, etc.) will be designated by the Honors Committee
 - ii. This Award will be given at the Annual Awards Ceremony
 - iii. Name of recipient and date of award will be published on the ArSHA website and the recipient's photo will be posted on ArSHA's social media pages (with written permission)

6. Outstanding Graduate Student Scholarship

- a. Purpose: To recognize one current, active ArSHA student member who has displayed strong clinical potential, leadership skills, and pre-professional involvement and service at the local, state or national level.
- b. Nominations:
 - i. The number of awards granted each year will be determined by the availability of funds
 - ii The chair and committee members will make ArSHA graduate student members aware of the purpose, rationale, intent, eligibility, timeline, and criteria for the scholarship.
 - iii. Application and details can be found on the ArSHA website
 - 1. Students must self-nominate
 - 2. Complete application form
 - 3. A personal essay (600 words or less) related to
 - a. The reasons for pursuing a graduate degree in Communication Sciences and Disorders
 - b. Outline of future goals within the profession
 - c. Description of undergraduate and/or graduate involvement in professional and pre-professional organizations such as ArSHA, local chapters of NSSLHA, AAA Student Academy as well as other leadership opportunities in your university (student government, peer to peer mentoring, school news, etc.)
 - iv. Applicants must be current active student members of ArSHA (part-time or full-time students in an ASHA accredited university located in Arizona
 - v. Proof of a cumulative GPA of at least 3.25 (unofficial copy is acceptable)
 - vi. Must have completed at least nine semester credit hours of the program
 - vii. Must have at least one full school year left in their degree program.
 - viii. One letter of recommendation from a university faculty member or from an on-campus or off-campus clinical supervisor/preceptor
 - ix. Copy of vitae or resume
 - x. All supporting documents should be submitted in one packet that is in pdf format with the following label: 20??_Graduate Scholarship _Student last name
 - xi. All nominations are kept confidential.
 - xii. The scholarship committee, composed of the five members of the Honors and Awards Committee, will select one recipient for the scholarship. The committee will utilize a rubric and point score.

c. Notification:

- i. Applicants will be informed of the decision of the Honors Committee by email including those who were not chosen as the recipient.

d. Award:

- i. Award certificate
- ii. \$500 scholarship
- iii. The recipient will be invited to the Annual ArSHA Honors and Awards Ceremony during the Annual Arizona Speech-Language-Hearing Association Convention.
- iv. The name of the recipient and the date of the award will be published on the ArSHA website and the recipient's photo will be posted on ArSHA's social media pages (with written permission)

Chair Responsibilities:

1. The chair will attend all ArSHA bi-monthly meetings and the annual transition meeting.
2. Prepare and send a bi-monthly Committee report to the designated Board member to be included in the Board meeting packet.
3. Prepare and send an annual report to the designated Board member to be included for the business meeting at the annual ArSHA Convention.
4. Update all Honors and Awards forms, announcements, etc.
5. Be sure all links on the ArSHA website are working appropriately.
6. In January, contact the ArSHA webmaster, ArSHA office, and Communications Chair to alert them that the Honors Committee will announce and promote the honors and awards through social media, ArSHA website, email blasts, on-site convention brochures, posters, etc. In addition, send an email to all Board members and Committee Chairs to encourage them to participate in the nominations process.
 - a. Provide information on where to find the nomination forms on the ArSHA website:
 - i. arsha.org - ArSHA —Honors and Awards — Honors and Awards Information — Nomination Form
 - ii. Inform ArSHA members of requirements for nominators and awardees
 - b. Instruct all nominators to submit the application along with the supporting documentation in one packet in pdf format labeled 20??_Honors App_Name of Nominee
 - c. Instruct all nominators on the application deadline.
7. Notify ArSHA members and university faculty at all eligible universities of the rationale, intent and criteria for nominations
8. Eligibility for nominators and awardees:
 - a. Nominators and Awardees must be current ArSHA members for the following awards:
 - i. Honors of the Association
 - ii. Award for Outstanding Achievement
 - iii. Marilyn Quintana Moline Mentorship Award
 - b. Nominators and Awardees need not be current members of ArSHA for the following awards:
 - i. James Case Student Clinical Award
 - c. Nominations for the Sandra L. Turek Award can be submitted directly as an ArSHA member or indirectly (sponsored nomination). See criteria listed for this award.

9. Contact the Marilyn Miller Quintana Moline Mentorship Award Endowment Fund within the Arizona State University Foundation.
 - a. Inform the ASU Foundation of the Awardee or to notify the Foundation that there is no nominee for this year.
10. Contact the ArSHA treasurer to ensure that the proceeds from the Basket Bonanza or whatever fundraiser is marked for Honors and Awards funding have been placed on the Honors and Awards Committee budget line.
11. Contact the ArSHA office and provide names of all the Honors and Award recipients to insure the following is completed:
 - a. Create award certificates with the assistance of the ArSHA management company. Will forward a proof to the Chair for accuracy prior to printing
 - b. Place certificates in certificate holders. Chair will contact the management company to be sure all checks have been issued and reviewed for accuracy
 - c. Print checks for recipients
 - d. James Case Student Clinical Award
 - e. ArSHA Outstanding Graduate Student Scholarship
 - i. Marilyn Quintana Moline Mentorship Award
 - f. Register student awardees for the current two-day convention
 - g. For the James Case Student Clinical Awards, include forms for a free one-year membership in ArSHA.
 - h. Send all Honors materials with the other ArSHA Convention materials
12. Send photos of the award recipients to the President for projection during the award ceremony
13. ArSHA President and Chair of Honors sign awards and certificates.
14. Inquire about the order of the Award ceremony to prepare the Awardees for the presentation.
15. Inform the President of the order of the awards
16. Send a request to the Convention Chair to reserve two tables near the podium for the Honors Committee, those who will receive the awards, plus a guest of the recipient of the Award for Outstanding Achievement, if awarded
17. Send list of names of the Awardees to the ArSHA Webmaster and Communications Chair to update the Honors and Awards section on the website.
18. Forward names and dates of awardees to webmaster for publication on the ArSHA website. Pictures will be published on the ArSHA social media pages(with written permission).

Duties of the Committee:

1. The committee will review, edit, and update all Honors and Awards forms, announcements, etc. before beginning the Call for Nominations.
2. The committee will review all nominations, discuss the nominees and vote on the recipients of the awards.
3. The committee will decide who presents each award, write an introductory speech for “their” student(s) giving a brief summary of what makes the student standout and deserving of the award
4. The committee will purchase frames for the certificates of those who receive Honors of the Association, Moline Mentorship Award, Sandra L. Turek Award for Outstanding Leadership, and Award for Outstanding Achievement. Submit receipts and an ‘expense voucher’ to the management company for reimbursement
 - a. The committee will present the awards at the Annual ArSHA convention

- b. All award recipients will sit with the Honors Committee at table(s) near the podium
- c. Presenters of awards will go to the stage/podium as a group; awardees will be individually called to the podium; and awards will be presented in the predetermined order
- d. Photos of the award recipients may be taken at the side of the stage/podium
- e. In September, the committee will follow up with the students who received the James Case Student Clinical Award in the previous spring to remind them to apply for their free ArSHA membership

BUDGET COMMITTEE

The Budget Committee meets in July to review, discuss, and finalize the budget ahead of the start of the August 1st fiscal year. The budget is then presented for approval to the full Executive Board at the first meeting of the Board Year.

Committee Chair: Treasurer

Committee Members: President, Past President, President-Elect, Management Company Representative, Annual Convention Chair, Annual Convention Chair-Elect

COMMITTEE ON COMMITTEES - ELECTIONS

The Elections Committee is chaired by the Past President and composed of the VP of Speech-Language Pathology and the VP of Audiology.

The committee will compile a list of all positions that will come up for election and is encouraged to reach out in early January to all EB members and chairs whose terms will end to inquire as to whether they would like to run again for their position. The list and descriptions (as defined in this document) of all open positions will be distributed to general membership via email blast, social media, etc. The Board is encouraged to nominate any member for the advertised positions and Board Members, particularly those who are leaving the Board, are encouraged to invite members to meetings and mentor any individuals who have shown an interest in a Board position.

The members of the committee are responsible for checking the credentials of all persons nominated for an office on the Board to ensure that they are currently members of the Association. The nominee will then prepare an appropriate and brief biographical sketch that he/she must submit to the members of the Association during the election process.

The committee shall prepare a slate of candidates for each office to the Board of Directors at least ninety (90) days prior to the Annual Meeting of the members, per Bylaws. In the event that two nominees cannot be identified for an office, and after extensive efforts on the part of the Elections Committee to secure two candidates, one name may be placed on the ballot alone. This slate shall be presented to the President, Past-President, President-Elect, VP SLP, and VP Audiology for review. After the slate is approved, the Chair of the Elections Committee shall contact the nominees to inform them that they are the official candidates.

Election information will be distributed to the members as outlined in the Bylaws. The Chair of the Elections Committee sends the names of the nominees, and the biographical data previously submitted by each nominee to the Management Company in order to set up a voting link on the ArSHA website. The Elections Chair then works with the Management Company to send an email blast with the candidate information and the voting link out to the general membership.

The nominee for each office receiving the majority of the votes shall be elected. The Chair of the Elections Committee notifies all candidates of the results of the election. The President invites them to attend the final board meeting of the year and/or “Board Retreat”.

AAC COMMITTEE

The Charge of this committee is:

1. Educate members on Arizona AAC policies regarding obtaining and funding devices
2. Update and maintain ‘AAC Resources’ tab with current resources, including ArSHA AAC referral form
3. Determine needs of members/members clients regarding AAC through surveys
4. Respond to member questions related to AAC
5. Create social media and blog posts regarding AAC, AAC Awareness Month (October), and other related topics on AAC
6. Consult with Convention Committee to suggest speakers and topics related to AAC
7. Collaborate with other committees as appropriate in regard to AAC
8. Communicate with other entities (Governor’s office, DDD/ALTCS/AAC Agencies, etc.)

MENTORSHIP COMMITTEE

The VP of Audiology will serve as liaison of the Executive Board.

Our goal is to create a Leadership Journey that helps members move from initial engagement with ArSHA into professional connection, general leadership development, committee service and mentorship, and future ArSHA leadership positions.

The charge of this committee is:

1. Develop and sustain a leadership pipeline that supports members in advancing their involvement and leadership roles within ArSHA.
2. Foster meaningful connections among ArSHA members across career stages and practice settings through group mentorship, networking, peer engagement, and leadership development opportunities.
3. Coordinate mentorship and leadership-related programming, including group mentoring, networking opportunities, leadership discussions, and other member engagement activities.
4. Collaborate with other ArSHA committees to introduce Mentorship/Leadership Program participants to committee functions, leadership development opportunities, and pathways for involvement within the Association.
5. Connect Mentorship/Leadership Program participants with volunteer and committee service opportunities that align with their interests, professional goals, and readiness for involvement.
6. Evaluate mentorship and leadership development initiatives and recommend improvements based on member feedback and organizational priorities.
7. Add all Mentorship Committee meetings and events to the ArSHA Google Calendar. Ensure links are included to allow others to join the meetings, as needed.

Y. STUDENT REPRESENTATIVES

The ArSHA Student Representatives consist of one Audiology and SLP graduate student from each Arizona university program, one summer track SLP from NAU, and one undergraduate student from each Arizona university program. The Student Representative shall lead the Association in the areas of student recruitment and retention of student members through outreach to speech-language pathology students

and audiology students in the state of Arizona. The student representative will report directly to the Past President. The duties of the Student Representative shall include the following:

1. In consultation with the Board and the Association's management company, monitor and supervise activities associated with student member recruitment and retention.
2. Identify and attend various events to promote student memberships.
3. Join one or more ArSHA committees
4. Attend ArSHA Board Meetings
5. Become mentees in the ArSHA Student Mentorship program
6. Update the Student portion of the ArSHA Website with content, as needed
7. Graduate Students:
 - a. Participate in meeting with the Community Relations Chair to plan the Virtual Graduate Student Happy Hour and market to each university program for the event
 - b. Participate as hosts and/or recruit other graduate students from their programs for the Virtual Undergraduate Night
8. Undergraduate Students:
 - a. Work with the Past President to plan the Virtual Undergraduate Night and market to each university for the event
 - b. Attend ArSHA Advocacy Day at the Capitol, as available
9. Attend and assist with the coordinating and recruitment of student volunteers for the Annual Conference.

Z. BOARD APPOINTEES

The Board appointee represents the Association or completes specific tasks of the Association to ensure that the Association's goals and objectives are met.

APPOINTMENT

The Association appointee is appointed by the President.

General Responsibilities:

1. Advance the purposes of ArSHA as stated in the Association Mission Statement.
2. Provide orientation to the members.
3. Communicate with the monitoring Board member as needed
4. Work with the monitoring officer to develop/revise the group's objectives.
5. Report to the Executive Board as requested.
6. Plan special interest group/committee meetings and activities to achieve designated goals and objectives.
7. When appropriate, provide budget requests to monitoring board member and ensure to adhere to that budget.
8. Provide continuing education opportunities of interest to individuals, when possible.
9. Nominate members for ArSHA Awards.

SPECIFIC RESPONSIBILITIES OF BOARD APPOINTEES

HISTORIAN

The Historian is responsible for maintaining the archives of the Association. ArSHA does not currently have

this appointee

ARIZONA STATE ADVOCATES

The SEAL, STAMP, STAR, and ADE Liaison are appointed by the President with a term of 2 years.

AA. LEAVE OF ABSENCE POLICY

The President can approve a temporary leave of absence for any of the positions listed in the Policy and Procedure Manual. The maximum length of absence allowed is three months; however, the President can extend the length of leave on an individual basis. The member providing primary coverage is listed below and that individual can call on other members to assist with the assigned duties for the position, as needed.

1. President, President Elect & Past President – Provide coverage for each other
2. Secretary, Treasurer, VP Audiology & VP Speech-Language Pathology – A fellow Executive Board member(s) determined by leadership (President, Past President & President-Elect) provides coverage
3. Standing and Special Committee Chairs – A member of their own committee provides coverage
4. SEAL, STAR, STAMP, ADE Liaison - ASHA meetings will be covered by the chair(s) of the applicable committee area (i.e. SEAL & ADE covered by Schools SLP Chair and STAR & STAMP covered by Medical SLP Chair)
5. ASHA Committee of Ambassadors - VP Audiology & VP Speech-Language Pathology cover the appropriate profession

BB. RESPONSIBILITIES OF CONTRACTED SERVICES

The responsibilities of contracted services are outlined as necessary in the contracts executed by the ArSHA Board and Management Company.

CC. POLICY FOR DEVELOPING PRODUCTS AND POSITION STATEMENTS AND USE OF MEDIA COMMUNICATION PRODUCTS

The Arizona Speech-Language-Hearing Association may use various forms of media communication to communicate with the membership and general public. Examples of media used are print publications, website, Facebook, Twitter, etc. All forms of media communication will have a monitoring officer assigned to oversee the content being disseminated to the membership and/or general public.

Any Board Member, special interest group or committee must obtain approval from the ArSHA Board prior to developing a new method of media communication.

ArSHA recognizes that members of the public and other outside professionals may possess special knowledge, expertise, or perspectives that enable them to make valuable contributions to the operations of the Association, and to the achievement of its objectives. Special representatives may not serve as voting members if they have a pecuniary interest in the Association. The functions and roles of such

individuals are defined as follow

DD. PUBLIC MEMBER AND OTHER OUTSIDE PROFESSIONALS SERVING THE ASSOCIATION

ArSHA recognizes that members of the public and other outside professionals may possess special knowledge, expertise, or perspectives that enable them to make valuable contributions to the operations of the Association, and to the achievement of its objectives. Such individuals include the Webmaster, Management Company and the lobbying firm. Depending on the activity these could also include vendors.

EE. FINANCE

The purpose of the investment fund is to provide financial stability for the Association. It is the goal of the Association to maintain a 100% reserve of the operational budget.

In years when reserves are not 100%, the Association should add to the reserve, when the budget permits.

In years when the operating budget is unable to support all necessary Association expenses, 5% of the reserves can be used toward the operating budget. The Executive Board should make every attempt not to use reserve funds to support the budget for more than two consecutive years or depleting the reserves to 50% of the operating budget.

In years when reserves are more than 100%, the Association may draw down 20% of the funds for use in enhancing the association or member benefits.

The Executive Board in place during the year of a drawdown will determine how the funds are to be used.

FF. REIMBURSEMENT POLICIES

Any requested reimbursements must be pre-approved in the budget or approved by the Board. Receipts and reimbursement forms must be submitted to the Management Company

Attendance at Council of State Association Presidents (CSAP) Meetings

ArSHA will pay expenses, when the budget permits, for the President and President-Elect to attend the two meetings per year of the Council of State Association Presidents (CSAP) as follows:

1. President and President Elect attend the Spring CSAP Meeting
2. Expenses that are covered:
 - a. CSAP Registration
 - b. Hotel
 - c. Travel- Airfare or gas mileage, cabs, etc. (affordable reservations should be made, hotel shuttles should be utilized)
 - d. Auction Donation Item (\$50 minimum)

When the budget does permit for the Fall CSAP Meeting the registration only will be covered for one individual with priority to the President.

GG. ANNUAL CONVENTION

1. Date/location for the convention should be planned 1.5-2 years in advance. A date between March and May is preferred. Care should be taken to consider spring break times as well as religious holidays (Easter, Passover, etc.). Other dates to avoid include other state conventions, ASHA sponsored activities, and university finals/graduation dates.
2. Convention Chair, Co-Convention Chair-elect, and President to receive 2 hotel night stays covered under the ArSHA Convention budget.
3. Chairs to both receive mileage reimbursement for any travel to visit hotel venue and week of Convention.
4. Chairs will receive free lunch.

REGISTRATION

1. Registration is complimentary for the Convention Co-Chairs (current and incoming), the President, the President Elect, the Past President, and the Treasurer. All other Board Members and Committee Chairs will receive a 25% discount on their registration.
2. Invited speakers will receive a free registration as well as honorariums and reimbursement of fees as described in their speaker contract.
3. Call for papers presenters will receive a discounted registration rate. No additional honorariums or expense reimbursement will be approved.
4. Students who are volunteering to assist with the convention may have their registration discounted or waived.
5. Cancellation policy: Registration will be reimbursed in full up to two weeks prior to the event. After the two-week deadline, registration will be reimbursed less a \$40 processing fee. Reimbursement requests must be made in writing within one week after the convention to the programs chair.

EXHIBITORS

1. Prospectus should be sent out to exhibitors 8 months to 1 year prior to the convention.
2. Pricing the exhibitor space should be reasonable and prices from other conventions should be taken into consideration. Pricing for the booths and sponsorship activities should be enough to cover expenses.
3. Non-profit organizations cannot take up more than 10% of total exhibit space. To cover the cost of a booth, nonprofits can receive a booth for half price. Organizations can be put on a waiting list in case of cancellations.

SPEAKERS

1. A deadline for call for papers should be set for at least 6 months prior to the convention.
2. Speakers will be contracted 8-24 months in advance of the event.
3. Speakers who are receiving honorariums shall sign a contract with ArSHA that includes the amount of honorarium as well as expectations.

CONTINUING EDUCATION

1. All ArSHA programs must be in compliance with ASHA CEU guidelines and appropriate documentation on all convention materials must document that approval.
2. All sessions need to be approved by the Policy and Development Committee

FINANCE

1. A budget should be established for the convention 10 months prior to the event and approved by the Executive Board.

EVALUATION

1. Evaluation forms will be provided for input regarding the convention.
2. Specific forms will be provided to participants, speakers, and exhibitors.

ANCILLARY PROGRAMS

1. The President is responsible for planning the annual business meeting during the luncheon as well as the executive board meeting the night prior to the convention. The Convention Chair may need to assist with arranging space for these events at the convention site.
2. The Honors Chair is responsible for Honors of the association and coordinating all events associated.
3. The Convention Co-Chair Elects are responsible for Basket Bonanza and coordinating all associated events.
4. The Community Relations Chair is responsible for planning the student Praxis Event/Happy Hour
5. The Convention Co-Chair Elects are responsible for coordinating the moderators
6. The Convention Co-Chair Elects are responsible for coordinating/managing the student volunteers

BASKET BONANZA

1. Expand potential Basket Bonanza donor list/addresses throughout the year. ArSHA office has the official list.
2. Update Basket Bonanza letter to potential donors.
3. In January, post on Facebook soliciting donations. Proceeds to benefit the James Case Clinical Student Awards and graduate students at all of Arizona's universities.
4. Request set up needs at event.
5. Send donors' names to ArSHA office to be recognized in the convention program booklet.
6. Set up ticket sales and baskets
7. Schedule volunteers to sell tickets for the baskets
8. Winners will be drawn in the afternoon of the final day of convention. Baskets will be given to winners
7. Convention Co-Chairs will give all monies to the Treasurer to send to the ArSHA office.
8. Confirm with ArSHA office the \$500 of Silent Auction proceeds to be earmarked for James Case Student Clinical Awards and the balance held separately for other student awards.

HH. SOCIAL MEDIA /WEBSITE/EBLASTS/BLOGS/COMMUNICATION

The Arizona Speech-Language-Hearing Association may use various forms of media communication to communicate with the membership and general public. Examples of media used are print publications, website, Facebook, Twitter, etc. All forms of media communication will have a monitoring officer assigned to oversee the content being disseminated to the membership and/or general public.

Any Board Member or committee must obtain approval from the ArSHA Board prior to developing a new method of media communication.