



South Carolina
Speech-Language-Hearing Association
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SCSHA Policies and Procedures Manual

This manual was developed to assist SCSHA executive board members and management company. Please keep intact. Use another binder for your personal work.

As often as possible, documents are dated in footers. When revising any document for this manual, please update or date the document.

The management company will retain the master copy and electronic files of manual documents.

The past president will attend to revisions in February of year her/his term expires.

Please give this binder to your board replacement at the board orientation meeting of the year your term expires.

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EXECUTIVE BOARD

COMPOSITION

The Executive Board consists of the following eight officers: the President, the four Vice-Presidents, President Elect, President Elect-Elect and the Past President. The President Elect-Elect, the SCSHA Business Manager and the Conference Chair and Co-Chair are ex-officio members.

EXECUTIVE COUNCIL

The Executive Council consists of the Executive Board, Committee/Task Force Chairs, ASHA Advocacy Network Liaisons, Advisory Council Liaisons and State Agency Network Representatives.

RESPONSIBILITY

The Executive Board is the legally responsible management body and shall supervise, control and direct the affairs and objectives of the Association. The Executive Board shall have the discretion in the disbursement of funds under the established policies. The actions of the Executive Board shall be reported to the membership through meetings and Association mailings. Executive Board members should act in their office in a manner that reflects honesty, stewardship of, and loyalty to SCSHA, supporting and abiding by the decisions made by the Board.

MEETINGS

The Executive Board shall meet at least **four** times annually with meetings scheduled regularly throughout the year and additional meetings scheduled as required. A quorum shall consist of four or more members of the Executive Board. At the discretion of the Executive Board, business of the Board may be conducted by mail, telephone or other electronic device.

PRESIDENT

The President shall serve as Chair of the Executive Board and the Chair of the Council, coordinating the functions of both bodies. The president is responsible for developing long term plans, as well as organization and policy alternatives for the Association. The President attends the spring and fall CSAP Meetings. The term of office is one year.

Communication with membership – Prepare a President’s message for each issue of the *In Touch* and the Convention on-site program.

MARCH	Transition with outgoing President and President elect Transition with management company and discuss goals/agenda for the year Complete ASHA annual report (with management company) Change CSAP registry (with management company) Plan and lead Spring Team Building Workshop, when appropriate
APRIL	Register for spring Council of State Presidents meeting Prepare and send congratulations/free membership letters to upcoming SLP graduate programs (with management company) Prepare office budget request for the next year fiscal year.
MAY	Attend CSAP conference
JUNE	Plan and lead board meeting Check to see that SCSHA is in SDE directory to be published in fall
OCTOBER	Attend SCSHA Fall Workshop
NOVEMBER	Plan and lead board meeting Attend CSAP (day prior to ASHA)
DECEMBER	Write President’ welcome for convention packet Prepare and send congratulations/free membership letters to upcoming SLP graduate programs (with management company)
JANUARY	Plan and lead board meeting Remind VPs of Annual Reports Write annual report for annual business meeting and <i>In Touch</i>
FEBRUARY	Plan and lead Executive Board meeting (evening before convention) Plan and lead Council meeting (follows board meeting) Lead Awards ceremony at convention luncheon Lead Annual Business Meeting at convention Give President’s address at the luncheon

PRESIDENT ELECT

The President Elect shall assist the President in performance of duties, act in the absence of the President, participates in any or all activities, both internal and external, associated with preparation for presidency; assists the president in performance of duties and attends spring and fall CSAP meetings. The President Elect has oversight of the SCSHA website and is responsible for periodic content review and coordinating requests for website changes that is beyond the current contract with the management company. This office also coordinates with the management company, the Fall Workshop. The Fall Workshop is to be held every two years, when approval is made in the budget. The term of office is one year.

MARCH	Transition with incoming President Elect-Elect Transition with outgoing President Elect Review SCSHA By-laws, Code of Ethics, Policies/Procedures, Duties of Office, Committees
APRIL	Attend Team Building Workshop, when appropriate Register for CSAP Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form (report contacts at the summer board meeting).
MAY	Attend CSAP Contact committee/taskforce chairs for reports
JUNE	Attend Board meeting
OCTOBER	Lead fall conference, when appropriate Contact committee/taskforce chairs for reports Register for CSAP
NOVEMBER	Attend Board meeting Attend CSAP (day before ASHA)
DECEMBER	Contact committee/taskforce chairs for reports
JANUARY	Attend Board meeting Contact committee/taskforce chairs for reports and invite them to the Council meeting Write annual report for annual business meeting and <i>In Touch</i>
FEBRUARY	Attend board, council and business meetings at SCSHA convention

Committees/Task Forces Reporting to the President Elect

Continuing Education / Technology Committee

PAST PRESIDENT

The Past President shall serve as a voting member of the Executive Board. The Past President shall be in charge of the policies and procedures manual, including updating, maintaining and distributing policies and procedures to the Executive Board members as needed. The Past President will chair any revisions required for the by-laws. The Past President coordinates the Past President's Luncheon at the Convention. The term of office is one year.

MARCH	Attend Team Building Workshop Transition with incoming President Transition with outgoing President Review SCSHA By-laws, Code of Ethics, Policies/Procedures, Duties of Office
APRIL	Attend Board meeting
JUNE	Attend Board meeting
NOVEMBER	Attend Board meeting Organize Past President's Council meeting for convention
JANUARY	Attend Board meeting Update Policy and Procedures Manual, as needed Write annual report for annual business meeting and <i>In Touch</i>
FEBRUARY	Attend board, council and business meetings at SCSHA convention Lead Past President's meeting at convention

PRESIDENT ELECT-ELECT

The President Elect-Elect is a non-voting member of the Executive Board. The President Elect-Elect will take the minutes at Executive Board, Executive Council and Association meetings and carries out duties as assigned in preparation for assuming duties of President Elect and President;. The President Elect-Elect shall present to the Executive Board for review a slate of nominees for each elected position at the fall meeting. Nominations can be made by mail or e-mail by a specified deadline. Election of each of the offices shall be by mail/electronic ballot of the entire voting membership of the Association. The nominee receiving the most votes shall be elected. Nominations are due in September. The term of office is one year.

MARCH	Transition with outgoing President Elect Transition with incoming President Elect-Elect Attend Team Building Workshop, when appropriate Review SCSHA By-laws, Code of Ethics, Policies/Procedures and Duties of Office
JUNE	Attend Board meeting and take minutes Promote the nominations of officers in the <i>In Touch</i> and SCSHA website
NOVEMBER	Attend Board meeting and take minutes Prepare a slate of officers to present to the Board
DECEMBER	Work with management company to prepare ballot for board elections
JANUARY	Attend Board meeting and take minutes
FEBRUARY	Attend Board meeting Attend Council meeting and take minutes Attend Business meeting and take minutes

VICE PRESIDENT OF CLINICAL AND PROFESSIONAL AFFAIRS

The Vice President for Clinical and Professional Affairs shall serve as representative to the Executive Board and shall coordinate activities involving professional standards and ethical practices, reimbursement issues as well as promote clinical research and evidence-based practices in all work settings. The term of office is two years.

Communication with membership – Prepare at a minimum one article for the *In Touch* and one article posting for the SCSHA website.

MARCH	Transition with outgoing VP, if appropriate Transition with incoming VP, if appropriate Review policies/procedures, duties and other documents
APRIL	Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form (report contacts at the summer board meeting). Attend Team Building Workshop, when appropriate
MAY	Contact committee/taskforce chairs for reports Submit written report for upcoming board meeting
JUNE	Attend board meeting and report
OCTOBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming board meeting
NOVEMBER	Attend board meeting and report
DECEMBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming board meeting
JANUARY	Attend Board meeting and report Write annual report for annual business meeting and <i>In Touch</i> Contact committee/taskforce chairs for reports and invite them to the Council meeting
FEBRUARY	Attend Council meeting Attend annual business meeting and present VP report, when needed

Committees/Task Forces Reporting to the Vice President for Clinical and Professional Affairs

Professional Standards and Ethical Practice Committee
Clinical Research Committee
Reimbursement Committee

VICE PRESIDENT OF EDUCATION AND INFORMATION

The Vice President of Education and information shall serve as representative to the Executive Board. The term of office is two years.

Communication with membership – Prepare at a minimum one article for the *In Touch* and one article posting for the SCSHA website.

MARCH	Transition with incoming VP, if appropriate Transition with outgoing VP, if appropriate Review policies/procedures, duties and other documents Coordinate SCSHA display for SC Assistive Technology Expo Contact volunteers listed on committee data pool form (report contacts at the summer board meeting).
APRIL	Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form (report contacts at the summer board meeting). Attend Team Building Workshop, when appropriate
MAY	Contact committee/taskforce chairs for reports Prepare written report for Board meeting
JUNE	Attend Board meeting and present report
SEPTEMBER	Contact Recognition Committee to discuss responsibilities for awards.
OCTOBER	Set up SCSHA display for SCSHA Fall Workshop, when appropriate Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
NOVEMBER	Attend Board meeting and present report
DECEMBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
JANUARY	Attend board meeting and present report Write report for annual business meeting and <i>In Touch</i> Contact committee/taskforce chairs for reports and invite them to the Council meeting
FEBRUARY	Attend Council meeting Attend annual business meeting and present VP report, when needed

Committees/Task Forces/Liaisons Reporting to the Vice President for Education and Information

Public Information Committee
Recognition Committee
Publications Committee

VICE PRESIDENT FOR GOVERNMENTAL AFFAIRS

The Vice President for Governmental affairs shall serve as representative to the Executive Board and shall coordinate activities of the Lobbyist and serves as Lobbyist for the association in the absence of a contract with a professional Lobbyist. The term of office is two years.

Communication with membership – Prepare at a minimum one article for the *In Touch* and one article posting for the SCSHA website.

MARCH	Transition meeting with incoming VP, if appropriate Transition meeting with outgoing VP, if appropriate Review policies/procedures, duties and other documents
APRIL	Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form (report contacts at the summer board meeting). Attend Team Building Workshop, when appropriate
MAY	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
JUNE	Attend Board meeting and present report
OCTOBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
NOVEMBER	Attend Board meeting and present report Discussed with board time and format for Legislative Day
DECEMBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
JANUARY	Attend Board meeting and present report Write annual report for annual business meeting and <i>In Touch</i> Contact committee/taskforce chairs for reports and invite them to the Council meeting
FEBRUARY	Attend Council meeting Attend annual business meeting and present VP report, when needed

Committees/Task Forces/Liaisons Reporting to the Vice President for Governmental Affairs

VICE PRESIDENT FOR PLANNING AND ADMINISTRATION

The Vice President for Planning and Administration shall act as treasurer, develop and monitor fiscal policies for the Association and serve as representative to the Executive Board. The term of office is two years.

Communication with membership – Prepare at a minimum one article for the *In Touch* and one article posting for the SCSHA website.

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review policies/procedures, duties and other documents
APRIL	Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form (report contacts at the summer board meeting). Attend Team Building Workshop, when appropriate
MAY	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting Work with management company to develop next fiscal year budget.
JUNE	Attend Board meeting and present report Submit proposed budget to the board for approval.
OCTOBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
NOVEMBER	Attend Board meeting and present report
DECEMBER	Contact committee/taskforce chairs for reports Prepare written report for upcoming Board meeting
JANUARY	Attend Board meeting and present report Write report for annual business meeting and <i>In Touch</i> Contact committee/taskforce chairs for reports and invite them to the Council meeting
FEBRUARY	Attend Council meeting and present report Attend annual business meeting and present financial report

**Monthly: monitor budget and sign checks (as required)

Committees/Task Forces/Liaisons Reporting to the Vice President for Education and Information

Membership Committee
Fundraising Committee

COMMITTEES AND TASK FORCES

Establishment/Appointment/Duties/Responsibilities – Task Forces and Committee Chairs

Establishment

The establishment of a Task Force/Committee can be recommended by either an Executive Board Member or SCSHA Member.

When a Task Force/Committee is recommended, it will be presented to the board. The Executive Board will decide if a Task Force/Committee is to be created and document approval with a formal vote. The Executive Board will assign the Task Force/Committee to a VP. Task Forces will be in place until the task is completed. Committees will be in place until the board votes to dissolve the committee.

Appointment of Task Force Liaisons and Committee Chairs

Appointed by the appropriate Executive Board Office, and then Approved by the Board. Board approval will be noted in the minutes but not an official motion and vote.

Term of office for Committee Chairs

One year – with the ability to serve unlimited terms

Exception for the Convention Chairs who start as co-chair and then move to Chair

Term of office for Task Force Liaisons

Until the task is completed.

Qualifications of Task Force Liaisons and Committee Chairs

Must be Professional SCSHA Member

General Responsibilities for Task Force Liaisons and Committee Chairs

Establish/Update/Revise each year the Task Force/Committee time line

Make suggestions as appropriate changes to the Task Force/Committees duties as needed

Provide a written report for each board meeting

Provide written information at a minimum of once per year to the membership to be published in the *In Touch* and SCSHA website

Obtain approval from the Executive Board prior to committing SCSHA funds or using the SCSHA logo.

All Task Force Liaisons and Committee Chairs are part of the SCSHA Executive Council

SCSHA COMMITTEES (As of September 2010)

Fundraising Committee – Reports to the VP for Planning and Administration

This committee provides assistance with the Convention Exhibitor program by making follow-up phone calls to exhibitors and assists in fundraising on an as needed basis.

Membership Committee – Reports to the VP for Planning and Administration

This committee coordinates active membership promotion, development, recruitment and retention. This committee is responsible to contact individuals who have not renewed their membership and to contact South Carolina ASHA members who are not members of SCSHA. This committee is to work with the Historian as needed.

Convention Committee – Reports to the Executive Board

This committee coordinates all activities associated with the annual convention. This committee is composed of but not limited to representatives of the Continuing Education Committee, the Publications Committee, the Public Information Committee and the Recognition Committee. A Co-Chair is appointed to assist the Convention Chair. The Co-Chair will become the Convention Chair the following year.

Subcommittees can include Local Arrangements, Silent Auction

Public Information Committee – Reports to the VP for Education and Information
This committee coordinates the marketing of the profession in general and the Association

Recognition Committee - Reports to the VP for Education and Information
This committee coordinates selection of members and others to receive the awards of the association.
Awards of the association are as follows:

- Honors of the Association
- Louis M. DiCarlo Award
- Frank R. Kleffner Clinical Career Award
- SCSHA Friend Award
- The Speech-Language-Hearing Professional/Program of the Year Award
- Jennifer Mungo Student of the Year Award, and Ambassador.

In addition to soliciting nominations from the general membership for awards, the Committee is responsible for nominating individuals for the above awards.

Eligible nominations are to be sent to the board for review at the November Board Meeting. Award recipients will be determined by a two-thirds (2/3) vote of the Executive Board. Nominators will be notified by mail after the meeting of acceptance or non-acceptance.

This committee is responsible for publicizing these awards on the SCSHA website, in the In Touch following the Convention and submitting recipients of the DiCarlo Award and Frank Kleffner awards to the American Speech-Language-Hearing Association.

Publications Committee - Reports to the VP for Education and Information
This committee coordinates the publications of the Association. The Publication Editor will chair this committee.

Time lines for the current In Touch publication are as follows:

Spring – March Issue

Received by members	3/31
Articles/Ads/Information Due to SCSHA Office	2/1

Summer – June Issue

Received by members	6/30
Articles/Ads/Information Due to SCSHA Office	5/10

Fall – September Issue

Received by members	9/30
Articles/Ads/Information Due to SCSHA Office	8/9

Winter – November Issue

Received by members	12/30
Articles/Ads/Information Due to SCSHA Office	11/8

Continuing Education/Technology Committee – Reports to the President Elect
This committee will act as a think tank exploring ideas and making recommendations for methods of deliver to meet the needs of the members.

Professional Standards and Ethical Practices Committee – Reports to the VP for Clinical and Professional Affairs
This committee serves as a resource monitor of professional standards and ethical practices.

Clinical Research Committee - Reports to the VP for Clinical and Professional Affairs

This committee studies, evaluates, and promotes research issues relative to professionals of speech language pathology and audiology.

Reimbursement Committee - Reports to the VP for Clinical and Professional Affairs

This committee studies and evaluates reimbursement issues as it relates to practice issues and professional standards and the profession.

STAND ALONE POSITIONS

ASHA Advocacy Network Liaisons

State Education Advocacy Leaders (SEAL) - Reports to the Executive Board

For the Role and Responsibilities of the SEAL as defined by ASHA, see Appendix I

State Advocates for Reimbursement (STAR) - Reports to the Executive Board

For the Role and Responsibilities of the STAR as defined by ASHA, see Appendix II

State Medicare Administrative Contractor Network (SMAC) – Reports to the Executive Board

For the Role and Responsibilities of the SMAC as defined by ASHA - See Appendix III

ASHA Advocacy Network representatives are appointed and approved by the SCSHA Executive Board for a two year term. Board approval will be noted in the minutes but not an official motion and vote.

ASHA Advocacy Network Liaisons are part of the SCSHA Executive Council.

Advisory Councils

Audiology Advisory Council - Reports to the Executive Board

Speech-Language Pathology Advisory Council - Reports to the Executive Board

For the Role and Responsibilities of the Advisory Councils as defined by ASHA , see Appendix IV

Advisory Council Liaisons are part of the SCSHA Executive Council.

State Agency Network Representatives

State Licensure Board Representative/Liaison - Reports to the Executive Board

For additional information on the Role and Responsibilities of the State Licensure Board Representative, see Appendix V

SCICC (BabyNet) Representative/Liaison– Reports to the Executive Board

State Agency Network Representatives are part of the SCSHA Executive Council.

SCSHA Responsibilities for Stand Alone Positions

Provide a written report for each board meeting

Provide written information at a minimum of once per year to the membership to be published in the In Touch and SCSHA website.

Monitors and reports any change that would affect the Association or Profession to the Executive Board.

POSITIONS/GROUPS

BUSINESS MANAGERS/EXECUTIVE DIRECTOR

DUTIES: Under the direction of the Executive Board coordinates the financial management, membership management, communication management and any referral aspects of the association. When budget permits may attend CSAP Spring Meeting.

PAST PRESIDENT'S COUNCIL

The Past President's Council was formed in February 2000. The idea originated during a Board discussion on the importance of staying connected to this group of people who have both a historical perspective and a body of knowledge that could be a valuable resource to the members of SCSHA. This group meets during the Annual Convention with the purpose of serving in an advisory capacity/position.

SCSHA HISTORIAN

Historian maintains the Association scrapbooks.

Historian researches and publishes information with regards to:

- Past Presidents
- Past recipients of awards of the Association
- Past SCSHA ambassadors
- Key dates and milestones of the Association
- Past Convention sites/dates
- Submits at least one article per year to the In Touch

NOMINATION PROCESS

President Elect serves a three-year term (President-Elect, President, Past President)

President Elect-Elect serves a one-year term (non-voting member)

Vice Presidents serve a two-year term

Each year, a President Elect-Elect is elected

Two Vice Presidents are elected each year

Even Years: VP of Governmental Affairs
 VP of Clinical and Professional Affairs

Odd Years: VP of Planning and Administration
 VP for Education and Information

President Elect-Elect is responsible for the nomination/election process.

Procedure

President Elect-Elect will promote upcoming elections in the Summer *In Touch* and through postings on the website and listserv.

Current members may self nominate or nominate fellow SCSHA Members.

A slate of nominees will be provided at the Fall Board Meeting.

By the end of December ballots will be mailed/mailed to the voting membership. Votes will be required to be returned within three weeks.

Elected Officers will be announced at the Convention.

SCSHA GENERAL POLICIES

1. All Executive Council members and committee/task force members must be SCSHA members. Exception is ASHA advisory councilors.
2. Unless otherwise specified, committees/task forces should be comprised of SLPs and audiologists, when possible.
3. Divisions and sub-committees/task forces will receive charge from the Executive Board via the appropriate Vice President. At that time, further details will be determined (i.e., composition, numbers).
4. Vice Presidents are ex-officio members of all their committees/task forces.
5. Committee chairs are a one-year term with the ability to serve unlimited terms. Exception for the Convention Chairs who start as co-chair and then move to Chair. Task Force liaisons are in their position until the task is completed.

FISCAL POLICIES

Reimbursement Policies

All reimbursement requests should be submitted to the SCSHA Office using a Request/Authorization For Payment/Reimbursement Form (Appendix VI). Expenses approved in the Budget for the Executive Board, do not require an approval signature. Expenses for Committee/Task Forces need to be approved by the appropriate reporting Officers. Expenses not approved in the budget are to be signed by the VP for Planning and Administration.

Guidelines for Travel Reimbursement:

- Reimbursement will be provided for air travel at the coach rate. In-flight movies and alcoholic drinks are not reimbursable. SCSHA will reimburse for train or car travel if the cost does not exceed that for airfare, including highway tolls.
- Automobile mileage is reimbursable at the rate allowable and set by the IRS, and is reimbursable when total mileage does not exceed the cost for air travel at the coach fare.
- Parking at either the airport or at the conference facility is reimbursable, including taxis/shuttles to and from the airport, not to exceed the approved travel budget.
- Rental cars are not reimbursed by SCSHA. Exceptions to this policy may be made by the VP for Planning and Administration.
- Meals will be reimbursed up to a maximum of \$50 per day. Alcoholic beverages are not reimbursable. When meals are included in the registration fees, reimbursement will not be provided.
- Reimbursable gratuities are limited to 15%.
- Sufficient documentation and receipts for all expenses over \$5 must be enclosed as payment will only be given for items with attached receipts.

Reimbursement for Attending SCSHA Board Meetings/Representing SCSHA

Mileage for Executive Board members incurred for attendance at Board meetings or attendance at meetings when representing SCSHA will be reimbursed as follows:

- Reimbursement may be requested when mileage from the facility is 30 or more miles.
- Reimbursement will be calculated using the current federal tax mileage rate, not to exceed \$75.
- Board members traveling more than fifty miles may be reimbursed up to \$150 for lodging.

Presidential Budget

The President may use the President Budget to send flowers/gifts from the SCSHA Board to current board members or their immediate families to acknowledge a sickness or death. Donations to the SCSHA Foundation may be made in honor or memory of SCSHA Members or Friends of the Association.

Non-Budgeted Expenditures

Any requested expenditures that have not been pre-approved in the SCSHA budget requires approval from the Executive Board.

Signatures On SCSHA Checks

The management company is authorized to sign check up to \$2,000. Any check over \$2,000 will require a second signature of either the VP for Planning and Administration or the President. All checks made payable to the management company will require the signature of either the VP for Planning and Administration or the President.

Fall Workshop Reimbursement – President-Elect

The President-Elect will receive on night lodging at the Fall Workshop hotel and free registration.

Donations To SCSHA Foundation

The management company will acknowledge foundation donations with a thank you letter to the donor, acknowledgement to the individual/family being named in memory/honor of the donation and acknowledgement in the *In Touch*.

Annual Budget – Members

The membership is to be provided a copy of the current approved budget at the Annual Business Meeting.

Reserves Policy

- Maintain 100% of current operating budget in SCSHA Reserves.
- Review Reserve fund annually during the budget process to ensure the reserves are adequate for the proposed budget.

Excess Reserve Policy

In the event that funds in the Reserves exceed 100% and the Association is meeting the yearly budget, the excess reserves are to be drawn down over a determined period in a method to enhance membership benefits.

POLICY ON POSITION PAPERS

Issues requiring a position paper will be assigned to a Task Force. Once the Task Force has developed the position state it will be presented to the Executive Board. The Executive Board will make final approval of the position paper. The position paper is published in *In Touch* or presented at the annual membership meeting for comment and approval of the membership.

ORGANIZATIONAL POLICIES

Board Meetings

The Executive Board meetings four times per year, as follows:

January

Held via conference call (2010)

April

Held via conference call (2010)

Convention Wrap-Up

June

Held in person (2010)

Budget Meeting

November

Held in person (2010)

Awards

The Executive Board will conduct an official board meeting prior to the Executive Council Meeting at Convention, only if there are action items that need to be addressed and voted on.

Executive Council Meeting

The Executive Council meeting is held the Wednesday evening prior to the start of the Convention.

Minutes and Meeting Notes of the Association

Minutes and Meeting Notes of the Association will be taken at the SCSHA Board Meetings, Annual Business Meeting and the Executive Council meeting by the President Elect-Elect.

After the Minutes and Meeting Notes are approved, the minutes will be posted to the SCSHA website. Minutes will contain the following:

- Call to Order
- Roll Call
- Statement of those Reports Provided
- Motions/votes made
- Next meeting
- Adjournment

Meeting Notes will contain more narrative formats and be retained in the management office.

Annual Reports

Annual reports should be sent to the management company for printing in the *In Touch* (or website) in the first publication following the convention.

CONVENTION POLICIES

Exhibitors/Sponsors

Exhibitor/Sponsorship pricing will be determined by the management company based on current costs to the Association.

Convention Chairs

Convention Chairs secure a Co-Chair(s) for following year to establish continuity of that position. The Co-Chair is to be approved by the Executive Board.

School Forum

If the Convention program contains a School Forum, a budget of \$200 for materials will be provided to help with material costs for the presentation.

Registration Refunds

No refunds will be given after registration deadline for such. Exceptions to this policy will be approved by the management company based on receiving a letter of hardship outlining the circumstances from the registrant.

Convention Registration - Executive Board, Executive Council and Presenters

Executive Board Members are provided free Convention Registration. Executive Board Members are responsible for paying fees to attend meal functions and short courses.

Executive Council Members may register for the Convention using the presenter rate.

Presenters are provided a reduced Presenter Rate. This rate is limited to two presenters per session.

Convention Lodging

President will be provided a sleeping room for the duration of the convention, not to exceed four nights. The management company will try to negotiate in all hotel contracts a suite for the President.

Convention Chair will be provided with a sleeping room for the duration of the meeting, not to exceed four nights.

Ambassador will be provided one night lodging during the convention.

Appendix I

THE ROLE AND RESPONSIBILITIES OF THE ASHA SEAL – As Stated by ASHA

MISSION STATEMENT: The mission of the SEALs network is to enhance and perpetuate the advocacy, leadership and clinical management skills of school based ASHA members at the state and local levels to influence administrative and public policy decisions that affect the delivery of speech-language pathology and audiology services in school settings.

The SEALs accomplish this mission by:

1. Serving as a conduit for information and strategy sharing with:
 - Other SEALs
 - State and/or local education coalitions/committees
 - State speech-language-hearing associations' leadership (e.g., Executive Board, governmental affairs chairs, school-practices chair/committee, Lobbyist)
 - ASHA
2. Establishing or enhancing, in collaboration with the state speech-language-hearing association, effective linkages with:
 - Key contact persons at state and local education agencies
 - State legislators
 - Boards of education
 - Teacher unions
 - Other school-based professionals
 - Parent and consumer groups
 - Fellow school-based audiologists in the state
 - Fellow school-based speech-language pathologists in the state
3. Serving as a resource and providing education for fellow audiologists, speech-language pathologists and other regular and special education personnel regarding:
 - Compliance with federal education requirements (e.g., IDEA, Section 504 of the Rehabilitation Act)
 - Compliance with state education requirements
 - Education policy decisions which are made at the local (e.g., district special education department), state or federal levels
 - Appropriate strategies to influence education policy decisions at the different levels
 - Key contacts for education issues at different levels
4. Serving as a catalyst to mobilize school-based speech-language pathologists and audiologists for effective advocacy at the local, state and federal levels, using:
 - a. ASHA's Take Action site
 - b. State association Listserv, newsletters, websites
 - c. Regional or local professional groups
 - d. Other mechanisms for networking with audiologists in the state
 - e. Other mechanisms for networking with speech-language pathologists in the state

Appendix II

THE ROLE AND RESPONSIBILITIES OF ASHA STAR – As Stated by ASHA

Mission Statement: The mission of STARS is to share their advocacy skills and help create coverage and reimbursement strategies with state associations. They also serve as a link between their state and ASHA.

The State Advocates for Reimbursement (STARS) are ASHA-member audiologists and speech-language pathologists appointed by their state associations on issues related to private health plan reimbursement. To this end, they attempt to interact with the following professionals:

Legislators
State insurance commissioners
Health plan executives
Union officials
Employers

To accomplish their mission STARS will:

1. Develop a means to share information across states as well as between ASHA and the network (e.g., such as e-mail listserv, monthly conference calls, meeting at ASHA's annual convention).
2. Serve as a conduit to their state association for all information related to ASHA's Focused Initiative on Health Care Reimbursement.
3. Develop strategies for successful private insurance advocacy across the states.
4. Promote to legislators, consumers, health plans and related professionals the importance of comprehensive coverage of and reimbursement for speech-language pathology and audiology services.

Appendix III

THE ROLE AND RESPONSIBILITIES OF THE ASHA SMAC – As Stated by ASHA

In 2000, ASHA and state speech-language-hearing associations began the Medicare Intermediary and Carrier State (SMAC) Network. Its mission is to influence local public policy decisions that affect Medicare coverage and reimbursement of speech-language pathology and audiology services. The Network accomplishes this by:

- serving as a conduit for information and strategy sharing with other MICS representatives, state association leadership, state/local coalitions and ASHA;
- establishing or enhancing effective linkages (in collaboration with the state association) with Medicare intermediary and carrier staff, state health agencies, consumer groups, other related professionals and speech-language pathologists and audiologists in the state;
- serving as a resource to fellow speech-language pathologists and audiologists regarding local coverage policies, federal and state payment requirements and key contacts for health care economic issues; and
- serving as a catalyst to mobilize speech-language pathologists and audiologists for effective advocacy at local, state and federal levels.

THE ROLE AND RESPONSIBILITIES OF THE ADVISORY COUNCILS – As Stated by ASHA

Description of Office

The Audiology and Speech-Language Pathology Advisory Councils are charged with identifying and discussing issues of concern to ASHA members. They provide information on these issues to the Board of Directors (BOD) and recommendations for the BOD's consideration in determining possible future programs and services to be developed and/or supported by the Association's resources. Members are subscribed to Advisory Council Web-based discussion forums and group email lists to assist them in fulfilling their charge.

Members of the Advisory Councils are required to be current with ASHA dues throughout service on the Advisory Council.

Primary Responsibilities

- Be informed about the Association's mission, services, policies, and programs
- Identify, discuss, and rank issues of concern to members. Each Advisory Council will review and analyze information related to issues of concern obtained from members of its profession.
- Through the Council Chair, advise the BOD on issues that need to be considered as the Association engages in strategic or forward planning
- Provide advice on issues the BOD brings to the Advisory Councils
- Review ASHA's approved budget and forecasts and provide input and recommendations on budget items to consider in the development of the next year's budget
- Participate in the formal peer review of all ASHA policy documents
- Review and comment on policy documents prior to final consideration by the BOD
- Elect members to the following:
 - Chair and Vice Chair-Each Advisory Council will elect a chair and vice chair. Elected chairs and vice chairs must be a member of the respective Advisory Council;
 - Honors Committee (9 members)-Each Advisory Council will elect 3 members from the profession it represents. Elected members do not have to be members of the Advisory Council.
 - Committee on Nominations and Elections (CNE) (7 members)-Each Advisory Council will elect 3 members from the profession it represents. Elected members do not have to be members of the Advisory Council. The Immediate Past President shall serve as Chair.
 - Financial Planning Board (FPB) (10 members)-Each Advisory Council will elect 2 members with financial expertise from the profession it represents. Elected members do not have to be members of the Advisory Council.
 - Government Relations and Public Policy Board (GRPPB) (9 voting members)-Each Advisory Council will elect 2 members from the profession it represents. Elected members do not have to be members of the Advisory Council.
- Engage in activities and conduct discussions throughout the year via electronic communication tools (e.g. Web-based discussion forums)
- Attend and participate in the annual meeting of the Advisory Council to which one is elected

Term

Term of office is for three years.

The Advisory Council is elected by the ASHA membership, by state as follows:

Audiology Advisory Council - Next nomination period will be in the year 2012 for election in 2013. The term for which candidates will be running is 3 years (January 1, 2014 through December 31, 2016).

Speech-Language Pathology Advisory Council - Next nomination period will be in the year 2013 for the election 2014. The term for which candidates will be running is 3 years (January 1, 2015 through December 31, 2017).

Appendix V

THE ROLE AND RESPONSIBILITIES OF STATE LICENSURE BOARD REPRESENTATIVE

Mission Statement: The responsibility of the State Licensure Board Representative to report the official actions and sanctions by the S. C. Board of Examiners in Speech-Language Pathology and Audiology in order to promote communication between the S. C. Board of Examiners in Speech-Language Pathology and Audiology and SCSHA, promote heightened awareness of licensing issues within the State of South Carolina and to ensure that the interests of both the professional as well as the consumer are protected in state law and regulations.

State Licensure Board Representatives Should:

Between the two of them, (the speech-language pathologist and audiologist representative) be aware of what is discussed at every Board meeting of the Board of Examiners in Speech-Language Pathology and Audiology.

Licensing representatives accomplish this by:

- Reviewing Board meeting agendas
- Attending meetings as scheduled
- Reviewing Board meeting minutes

Licensing representatives should know or find out:

- The names, terms of office and constituency represented for each Board member
- Procedures used by the Board to change regulations
- Current issues of concern
- Date, if any, of next sunset review
- Dates and times of meetings

Have Regular Contact with SCSHA and ASHA

One of the representatives should send a short email to Susan Pilch at spilch@asha.org and the SCSHA President after every S. C. Board of Examiners in Speech-Language Pathology and Audiology Board meeting with a brief summary of the topics of discussion, including official actions and/or sanctions initiated.

Know When to Send Immediate Notification to SCSHA and ASHA

Notify ASHA immediately if you come across the following “red flag” terms in language that is up for review/revision.

- American Speech-Language Hearing Association (ASHA)
- Certificate of Clinical Competence (CCC)
- American Academy of Audiology (AAA)
- American Board of Audiology (ABA)
- “Other national accreditation organization”

Prepare and Submit Oral or Written Testimony on Pertinent Board Actions

ASHA can help you develop talking points and share strategies what have worked in other states.

Know When Vacancies Will Arise on the Board

Make sure that you are aware when Board vacancies will arise and how candidates are selected for these vacancies. Notify SCSHA of an upcoming vacancy on the S. C. Board of Examiners in Speech-Language Pathology and Audiology.



SOUTH CAROLINA

Speech-Language-Hearing Association

SCSHA Office • 701 Gervais Street • Suite 150-206 • Columbia, SC 29201
 888-729-3717 • Fax: 888-729-3489 • email: SCSHA@scsha.com • www.scsha.com

REQUEST/AUTHORIZATION FOR PAYMENT/REIMBURSEMENT

- Enter on the applicable Expense Account line(s) an explanation, amount and department code.
- Document expenses by stapling receipts/invoices to this form.
- Executive Board – submit completed form to the SCSHA Office.
- Committee members, submit completed forms to the appropriate VP for authorization.
- Unbudgeted Expenses, submit to the VP of Planning and Administration for approval

Make check payable to: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Requested by: _____ Date: _____

EXPENSE ACCOUNT	DEPARTMENT	EXPLANATION	AMOUNT
Audio Visual			
Awards			
Catering/Meetings			
CEU/Fees			
Fee/Expense for Speaker			
Hotel			
Meals (individual)			
Postage/Delivery			
Printing/Photocopying			
Registration Fees			
Supplies			
Telephone			
Travel Mileage*			
Travel/Mileage** (max of \$75)			
Other(specify)			
Total Refund			\$

Department

- | | | |
|-----------------------------|--|--------------------------------|
| 101 – President | 104 – VP Clinical/Professional Affairs | 107 – VP Education/Information |
| 102 – President Elect | 105 – VP Planning/Administration | 108 – Convention |
| 103 – President Elect-Elect | 106 – VP Governmental Affairs | 109 – SCSHA Office |

Date: _____

Approval signature for reimbursements when required.

*Mileage is reimbursed at the current IRS rate of \$.50 per mile.

*Mileage to Board Meetings is reimbursed for travel of more than 30 miles. Mileage should be charged to SCSHA at the current IRS rate of \$.50 per mile, not to exceed \$75.

SCSHA ORGANIZATIONAL CHART

SCSHA EXECUTIVE BOARD, consist of

- President
- President Elect
- President Elect-Elect
- Past President
- VP for Planning and Administration
- VP for Education and Information
- VP for Clinical and Professional Affairs

SCSHA EXECUTIVE COUNCIL, consist of

- Executive Board
- Committee/Task Force Chairs
- ASHA Advocacy Network Liaisons
- Advisory Council Liaisons
- State Agency Network Representatives

REPORTING STRUCTURE

Executive Board

- Convention Committee
- ASHA Advisory Network Liaisons
- Advisory Councils
- State Agency Network Representatives

President Elect

- Continuing Education/Technology Committee

VP for Planning and Administration

- Fundraising Committee
- Membership Committee

VP for Education and Information

- Public Information Committee
- Recognition Committee
- Publications Committee

VP for Clinical and Professional Affairs

- Professional Standards and Ethical Practices Committee
- Clinical Research Committee
- Reimbursement Committee