

Wisconsin Speech-Language Pathology and Audiology Association (WSHA)

Executive Board Position Descriptions

All Executive Board members are expected to participate fully in the Association's business

- Follow WSHA Bylaws, policies and procedures
- Attend quarterly Board meetings with written report following guidelines established by the President and special Board meetings as required
- Maintain regular electronic mail contact with the President and other Board members, responding within 3 days to normal priority communication and within one day to high priority communication
- Ensure adequate volunteer succession
- Maintain/update content on relevant areas of the WSHA Web site and calendar
- Disclose any potential conflicts of interest and limit participation if conflicts arise

Resources for all Board positions

- WSHA Bylaws, Policies and Procedures, Strategic Plan, Annual Calendar and Budget (www.wisha.org)
- WSHA President and Administrative Director

Minimum qualifications

- Voting member of WSHA (per Bylaws)
- Excellent verbal and written communication skills
- Experience in general budgeting processes
- Demonstrated leadership ability
- Ability and desire to represent **all** WSHA members both internally and to external organizations

President

Summary: The President, in conjunction with the Executive Board, has knowledge of and oversees all WSHA activities, including the budget process, membership renewal and expansion, the annual convention, electronic and printed publications, legislative advocacy on behalf of speech-language pathologists, audiologists, speech, language and hearing scientists and Wisconsin individuals with communication disorders and service for Members and external stakeholders. The President oversees and approves the Association management and meeting planning service. The President is one of two financial officers for the Association and, as such, is responsible for signing contracts, payments and legal documents. The President represents the Association to external groups and stakeholders or delegates this duty to another member of the Executive Board. The President is responsible for preparing for and facilitating the quarterly meetings of the Executive Board, special Executive Board meetings as needed and the annual Member Meeting. The President provides leadership and mentoring to the members of the Executive Board, its committees and WSHA membership committees to assure accomplishment of the strategic plan agreed upon by the Executive Board. The President provides leadership and direction for the members of the Association in accordance with the Bylaws and the Mission Statement.

Further resources for this position:

- Previous Presidents
- WSHA Office Management staff
- WSHA Lobbyist

Responsibilities

(1) Participate fully as the Chair of the Executive Board

- Call and preside over quarterly Board meetings of the Association with written agenda
- Call additional Executive Board meetings/discussions as necessary
- Facilitate discussion and actions of the Executive Board in a fair manner, assuring that each Board member's voice is heard.
- Assist in recruiting Executive Board members, representative of WSHA members' professions and locations throughout Wisconsin
- Recruit and appoint Student Representative/s and 2 consumer Representatives
- Prepare and distribute minutes for all Executive Board meetings in conjunction with the Account Manager

(2) Assume responsibility for Board Committees

1. Standing **Board Executive Committee**

- Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
2. Standing **Board Clinical Practice and Reimbursement Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
 3. Standing **Board Promotions Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
 4. Standing **Board Election Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

(3) Provide leadership for Association activities

- Set WSHA timeline/calendar in conjunction with the WSHA Account Manager
- Establish Strategic Plan in conjunction with the Executive Board and Account Manager
- Assure development of annual Legislative Initiatives
- Establish ad hoc committees/task forces with the advice of the Executive Board
- Create and dissolve standing committees with the approval of the Executive Board
- Serve as the official spokesperson for the Association
- Assist Executive Board members in building representative Member committees
- Review all correspondence being sent on official WSHA letterhead with VP-Communications
- Review all official WSHA publications before publication with the VP-Communications
- Review all sections of the WSHA Web site, with particular attention to the Board and President sections
- Serve as an ex-officio member of all committees of the Association
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
- Assess member needs through interaction with Executive Board members, committees, and individual members
- Develop specific strategies for volunteer succession at all levels of the Association; generate depth in the volunteer corps
- Facilitate development and maintenance of Policies and Procedures
- Serve as a WSHA representative to the Council of State Association Presidents (CSAP) at bi-annual meetings

(4) Interact with the WSHA membership

- Communicate Association issues through the Web site, email, US mail and Association publications, minimally on a quarterly basis
- Be available for and responsive to member correspondence
- Encourage member attendance at all WSHA functions
- Preside over annual Member Meeting
- Anticipate major changes, challenges, and opportunities for the future

Minimum Qualifications

Regular member of WSHA (per bylaws)

Willingness to serve as financial officer

Excellent verbal and written communication skills

Demonstrated leadership ability

Ability to monitor email frequently

Ability to attend meetings during business hours

Ability and desire to represent all facets of the WSHA membership both internally and to external organizations

President Elect/Past President

Summary: Per WSHA Bylaws, the President Elect and the Past President each serve 1-year terms in advance of and following a 2-year term as President. Only one of these two positions occupies an Executive Board position with voting privileges at any given time. The responsibilities of these two positions are the same; the primary responsibility is supporting the President in leadership of the Association. The President Elect/Past President role is responsible for arranging the Wisconsin Open House at the annual ASHA convention and for overseeing the Honors Committee. Assistance with Strategic Plan development and maintenance and review and revision of Policies and Procedures is also expected. These positions perform other duties relative to leadership of the Executive Board and the Association as directed by the President.

Further resources for this position:

- Previous Presidents
- WSHA President
- WSHA Lobbyist
- WSHA Office Management staff

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office with respect to member issues
- Participate in the Board Executive, Clinical Practice and Reimbursement, Promotion and Election Committees
- Appoint a Chair and monitor activities of the Member Honors Committee
- Perform the duties of the President in the absence of the President
- Coordinate activity as directed by the President
- Assist the President in development of the Strategic Plan
- Assist the President with guiding and ensuring timely committee goal setting and work in accordance with the current WSHA strategic plan
- Assist the President in annually reviewing the Association's Policies and Procedures
- Arrange a Wisconsin Open House at the annual ASHA Convention in conjunction with the Account Manager and in accordance with WSHA financial policy
- Chair ad hoc Bylaws Committee when needed
- Serve as Parliamentarian of the Executive Board
- Serve as a WSHA representative to the Council of State Association Presidents (CSAP) at bi-annual meetings

(2) Assume responsibility for the Member Committee/s under Board position

1. Standing Member **Member Honors Committee**

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint a Chair
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

(3) Interact with the WSHA membership

- Communicate member related information on a quarterly basis
- Assess member needs through interaction with Executive Board members and the Board Executive and Promotion Committees
- Attend WSHA events throughout the state and create opportunities for interaction with members
- Anticipate major budget changes, challenges, and opportunities for the future

Minimum Qualifications

Regular member of WSHA (per bylaws)

Willingness to serve as financial officer

Excellent verbal and written communication skills

Demonstrated leadership ability

Ability to monitor email frequently

Ability to attend meetings during business hours

Ability and desire to represent all facets of the WSHA membership both internally and to external organizations

VP – Audiology

Summary: The Vice President – Audiology is responsible for leading and/or supporting WSHA activities related to the practice of audiology in Wisconsin. The Vice President – Audiology guides the activities of the Association on behalf of audiologists and hearing scientists and assures appropriate representation for audiologists and hearing scientists in the business of the Executive Board. This role works in close collaboration with the other clinical Vice Presidents (School and Health Care Services) and with the VP – Government Affairs (1) to forward political and legislative action impacting communication disorder professionals and stakeholders on local and state levels in accordance with the Legislative Initiatives approved by the Board; (2) to improve communication and influence links to external audiology and hearing science stakeholders in state government and bureaucracy; to provide connection for WSHA members to national audiology and hearing science advocacy efforts and networks. The Vice President – Audiology Services provides a voice for audiologists and hearing scientists at the state level and provides support as needed for the goals and objectives of all professionals represented by WSHA. The Vice President – Audiology Services has direct access to the WSHA lobbyist and serves as an advisor to the President on all matters directly related to the practice of audiology in Wisconsin. The Vice President – Audiology Services may budget for and lead WSHA **financial policy compliant** activities that are solely designed for audiologists and hearing scientists **with the approval of the President and the VP – Finance**.

Further resources for this position

- Previous Vice Presidents – Audiology
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board, the WSHA office and the WSHA lobbyist on matters that relate to state audiology and hearing science issues and policy, member advocacy efforts and national representation and networking
- Inform the audiology and hearing science membership in a timely fashion regarding changes and issues in audiology and hearing science legislation statewide
- Serve as Chair of the Member Audiology Committee and monitor its activities
- Appoint a Chair/s and monitor the activities of the sub-committees of the Member Audiology Committee and any ad hoc committees relevant to audiology practice in Wisconsin
- Plan proactive involvement with legislators and agency leadership regarding changes in audiology clinical/practice settings
- Lead development of WSHA Legislative Initiatives related to the practice of audiology in consultation with WSHA Lobbyist, involving both Members and the Board, in accordance with the timeline set by the President
- Consult WSHA Lobbyist as needed regarding audiology and hearing science matters
- Coordinate fundraising efforts for legislative support
- Participate on the Board Clinical Practice and Reimbursement and Elections Committees and the Member Honors Committee
- Confer with Board Executive Committee, Member Committees and/or Board after reviewing WSHA legislative positions regarding audiology related matters
- Facilitate planning and execution of audiology specific events (eg. Fall Audiology Update; Grand Rounds) in consultation with the WSHA Account Manager and subject to WSHA financial policy.

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Audiology Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Serve as Chair
 - Guide and ensure timely committee and sub-committee goal setting and work in accordance with the current WSHA strategic plan
2. **Audiology Sub-committees**
 - Early Hearing and Detection**
 - Develop/update Mission Statement, rules and committee member job descriptions
 - Appoint a Chair
 - Work closely with Wisconsin Sound Beginnings
 - Fall Update**
 - Appoint a Chair
 - Develop budget in conjunction with Account Manager and in accordance with WSHA Financial Policy
 - Facilitate event
 - Grand Rounds**

- Appoint a Chair
- Develop budget in conjunction with Account Manager and in accordance with WSHA Financial Policy
- Facilitate event

(3) Interact with the WSHA membership

- Communicate audiology related legislative and state policy issues on a quarterly basis
- Assess and communicate audiology member needs through interaction with Executive Board members and Board Clinical Practice and Reimbursement Committee
- Anticipate major budget changes, challenges, and opportunities for the future
- Build grassroots awareness of state policy and legislative issues specifically related to WSHA audiologists
- Develop a network of members for rapid response with individual legislators on issues pertinent to WSHA audiologists
- Involve members in development of WSHA audiology related Legislative Initiatives

Minimum Qualifications

Interest in state policy, legislation and politics pertinent to WSHA audiology interests

Willingness to promote WSHA audiology interests and opinions over personal interests and opinions when necessary

Willingness to attend to, support and participate in decision making relevant to all of the professions represented by WSHA

Ability to monitor email consistently and frequently when required

Ability to attend state policy, legislative and political meetings at least some of the time.

VP – Communications

Summary

The Vice-President of Communications is responsible for the ongoing management of the Association's communications. The VP-Communications monitors Association correspondence and Web site postings. With the assistance of the Association office management company, the VP – Communications maintains and updates the WSHA Web site and coordinates publication and distribution of *News Brief* and *Communication Connection* and monitors the *Communication Connection* Editorial Committee with the assistance of the Association Account Manager.

Further resources for this position

- Previous Vice Presidents of Communications
- WSHA Office Management Staff

Responsibilities

1. Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office on communication issues
- Maintain/update WSHA Web site with the assistance of the Office Management company
- Approve all Web site postings requested by Board members, Committee chairs and Account Manager
- With President, review all correspondence being sent on WSHA letterhead
- With President, review all WSHA publications before publication
- Provide content editing and coordinates *News Brief* publication and distribution to membership
- Work with Account Manager on WSHA publications
- Develop and maintain policy and procedures for Association communication and publication
- Participate on the Board Promotion Committee

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member *Communication Connection* Editorial Committee

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint Editor/s
- Assure a balanced Editorial Committee, representing as many regions of the state as possible and a cross section of work places and communication disorder professions
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

(3) Interact with the WSHA membership

- Communicate WSHA Web site and publication information on a quarterly basis

- Assure access for WSHA members and stakeholders to current professional and consumer based resources
- Meet member needs for state and federal information through monitoring timely Web site posting and distribution
- Monitor Web site Breaking News on a weekly basis and work with Account Manager to provide WSHA members and stakeholders current and relevant information
- Assess member needs through interaction with Executive Board members and Board Promotion Committee
- Anticipate major budget changes, challenges, and opportunities for the future

Minimum Qualifications

Experience in electronic and print communication processes

Willingness to monitor national and state information sources

Strong content editing skill

Ability to monitor and respond to email at least once per day

Ability to maintain publication and posting deadlines through management of contributors, including Board Members, Committee Chairs and external contributors and commitment to timelines

Vice President – Education

Summary: The Vice President of Education leads and supports WSHA activities related to continuing education and Association meetings. The Vice President of Education, in collaboration with the Office Management Meeting Manager, manages the annual convention and is responsible for monitoring the convention co-chairs and Convention Committee's completion of tasks in accordance with the timeline established by the Meeting Manager. In addition, the Vice President of Education provides support when needed to the Vice Presidents of Audiology, Health Care and Schools for conferences specific to the continuing education needs of their respective member groups. The Vice President of Education facilitates a Student Weekend, including a Student Conference and Leadership Retreat and serves as Board liaison to this event, overseeing student co-chairs and the faculty advisor for this event as well as communications from the WSHA Student Representative regarding it. This role works in close collaboration with the Meeting Manager (1) to provide relevant, timely, and well-designed educational and networking opportunities for the membership and (2) to improve clinical practice, research, and training within the professions. The Board position oversees Continuing Education and is responsible for identifying Members to serve as consultants to the WSHA Continuing Education Administrator.

Further resources for this position

- Office Management meeting planner
- Previous Vice Presidents of Education
- WSHA President and Administrative Director

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office on continuing education and Convention issues
- Appoint Annual Convention Co-Chairs and monitor the activities of the Convention Committee
- Consistent and timely communication via email to assure development of Convention brochure and related printed materials
- Participate in composing and editing Convention brochure and speaker schedule grid
- Monitor Convention Committee volunteer adherence to Convention timeline and deadlines
- In conjunction with President, set schedule and create Powerpoint presentations for general sessions of Convention
- Provide oversight to financial planning and contracts for Annual Convention
- Develop and maintain policy and procedures for Association continuing education effort and events
- Select a campus site, faculty advisor and student co-chairs for the annual Student Weekend
- Follow and update the general WSHA timeline/calendar, as it relates to continuing education
- Inform the Board regarding state and national changes and issues in continuing education requirements
- Monitor schedules and activities for continuing education efforts of state and national agencies.
- Identify Members to serve as consultants to the WSHA Continuing Education Administrator
- Confer with President, Administrative Director and Meeting Planner after performing reviews of WSHA's educational efforts
- Serve as or appoint a faculty consultant for applications for university credit for Convention attendance
- Participate on the Board Promotion Committee

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Convention Committee

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint Convention Co-Chairs and assist with selection of Convention Committee members
- Work efficiently and effectively with the Account Manager to assure Convention budget compliance with WSHA financial policy and Office Management contract
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan and timeline established by the Account Manager
- Facilitate or appoint facilitator for convention planning conference calls and meetings
- Lead the editing process of the Annual Convention brochure and Web site posting, recognizing the importance of conscientious content editing and the need for a professional and appealing appearance
- In conjunction with the President and Account Manager, approve final copy of printed materials for the Annual Convention

(3) Interact with the WSHA membership

- Communicate education issues on a quarterly basis
- Assess member needs through interaction with Executive Board members and the Board Promotion Committee.
- Encourage member attendance at all WSHA continuing education events
- Solicit and review member feedback from continuing education events
- Oversee ASHA and AAA CEU application and registration, including user-friendly forms and procedures to assure attendee achievement of promised CEUs.
- Serve as or appoint faculty for graduate credit application and registration through Viterbo University
- Anticipate major changes, challenges, and opportunities for the future

Minimum Qualifications

Strong volunteer management skill

Ability to monitor and respond to email frequently during critical periods of convention process

Strong organization skill and ability to multitask

Experience in large event management

VP – Finance

Summary

The Vice-President of Finance is responsible for monitoring the ongoing management of the organization's finances. The VP-Finance, in collaboration with the President of the Association and professional accounting staff employed by the Association, participates in financial leadership of WSHA, a 501(c) (6) non-profit organization. The VP-Finance serves as one of two officers of WSHA financial resource with legal signing authority and ensures, through planning and collaboration with Association accounting staff, that there are adequate financial resources for the Association to conduct its ongoing business. The VP – Finance serves as the WSHA liaison with the Board of the Wisconsin Speech Language and Hearing Association Foundation.

Further resources for this position:

- Previous Vice Presidents of Finance
- Office Management Accounting Staff

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office on budget issues
- Appoint a Chair and monitor the activities of the Standing Member Development Committee
- Participate with Association accounting staff to orient and coach Board members in appropriate budget management and controls
- Lead annual budgeting process, working with Association accounting staff and Board Executive Committee to establish and communicate timelines and approval of financial plan for each Board position and WSHA in general
- Sign checks in compliance with WSHA financial policy and under the direction of Office accounting staff in a timely fashion.
- Ensure complete, clear, and accurate records of receipts and disbursements, including paid bookkeeping and accounting services
- Review financial updates provided by Association accounting staff and communicate with President and Account Manager with regard to compliance with WSHA Budget and Office Management contract

- Develop and maintain Association financial policy for compliance with appropriate and current accounting practice and in the best interests of the Association
- Monitor annual/routine audits of the records of the Association
- Participate with the Board Executive Committee and Office accounting staff in preparing the annual Budget
- Participate on the Board Promotion Committee
- Serve as WSHA liaison to the Wisconsin Speech-Language Hearing Association Foundation Board and report WSHAF activity quarterly.

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Development Committee**

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint a Chair
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

3) Interact with the WSHA membership

- Communicate general financial status of WSHA on a quarterly basis
- Assess member needs through interaction with Executive Board members and Board Promotion Committee
- Anticipate major budget changes, challenges, and opportunities for the future
- Build grassroots awareness of nonprofit financial issues, specifically related to WSHA

Specific Qualifications

Experience to learn and/or experience with budgeting, accounting and investments

Attentive to details and willingness to become familiar with accounting reports

Experience with grant writing and fundraising is helpful

Vice President – Governmental Affairs

Summary: The Vice President of Governmental Affairs is responsible for leading and/or supporting WSHA activities related to state/government agencies and stakeholders. The Vice President of Governmental Affairs guides the advocacy efforts for the Association for all members and clinical areas. This role works in close collaboration with the clinical Vice Presidents (Schools, Audiology, and Health Care) (1) to forward political and legislative action on local and state levels in accordance with the Legislative Initiatives approved by the Board; (2) to improve communication and influence links to external stakeholders in state government and bureaucracy; to provide connection for WSHA members to national advocacy efforts and networks. The Vice President of Governmental Affairs seeks to educate and mobilize the grassroots efforts of the Association members on relevant issues in a timely fashion and promotes WSHA as the voice for Wisconsin speech-language pathologists, audiologists and speech, language, hearing and swallowing scientists, in developing and reviewing state policy.

Further resources for this position

- Previous Vice Presidents of Governmental Affairs
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board, the WSHA office and the WSHA lobbyist on matters that relate to state legislative issues and policy, member advocacy efforts and national representation and networking
- Inform the membership in a timely fashion regarding changes and issues in legislation statewide
- Appoint a Chair for and monitor activities of the Member Governmental Affairs Committee
- Serve as primary liaison for the Association with the contracted lobbying firm
- Approve monthly lobbying expenses/invoices
- Plan proactive involvement with legislators and agency leadership regarding changes in any and all clinical/practice settings
- Lead development of WSHA Legislative Initiatives in consultation with WSHA Lobbyist, involving both Members and the Board, in accordance with timeline set by the President
- In consultation with WSHA Lobbyist, plan annual activity/ties that assure presence for WSHA and its members with state legislators (Lobby Day, planned “phone your legislator”, etc.)
- Coordinate fundraising efforts for legislative support
- Assist with, approve and oversee grassroots advocacy efforts by WSHA members or member groups

- Participate on the Board Clinical Issues and Reimbursement Committee
- Serve as Wisconsin Representative, or appoint a designee, to the State Advocacy Reimbursement System (STARS)
- Serve as Wisconsin Representative, or appoint a designee, to the Medicare Intermediary Carrier System (MICS) network
- Confer with Board Executive Committee, Member Committees and/or Board after performing reviews of WSHA's legislative positions

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Governmental Affairs Committee**

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint a Chair
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

(3) Interact with the WSHA membership

- Communicate legislative and state policy issues on a quarterly basis
- Assess member needs through interaction with Executive Board members and Board Clinical Issues and Reimbursement Committee
- Anticipate major budget changes, challenges, and opportunities for the future
- Build grassroots awareness of state policy and legislative issues specifically related to WSHA
- Develop a network of members for rapid response with individual legislators on issues pertinent to WSHA
- Involve members in development of WSHA Legislative Initiatives.

Minimum Qualifications

Interest in state policy, legislation and politics pertinent to WSHA interests

Willingness to promote WSHA interests and opinions over personal interests and opinions when necessary

Willingness to solicit individual contributions on behalf of legislators

Ability to monitor email consistently and frequently when required.

Ability to attend state policy, legislative and political meetings at least some of the time

VP – Health Care Services

Summary: The Vice President – Health Care Services is responsible for leading and/or supporting WSHA activities related to the practice of speech-language pathology in health care settings in Wisconsin. The Vice President – Health Care Services guides the activities of the Association on behalf of health care based speech-language pathologists and speech, language and communication scientists and assures appropriate representation for these professions in the business of the Executive Board. This role works in close collaboration with the other clinical Vice Presidents (School and Audiology Services) and with the VP – Government Affairs (1) to forward political and legislative action impacting communication disorder professionals and stakeholders on local and state levels in accordance with the Legislative Initiatives approved by the Board; (2) to improve communication and influence links to external health care based speech-language pathology and speech, language and communication science stakeholders in state government and bureaucracy; to provide connection for WSHA members to national advocacy efforts and networks in these area. The Vice President – Health Care Services provides a voice for health care based speech-language pathologists and speech, language and communication scientists at the state level and provides support as needed for the goals and objectives of all professionals represented by WSHA. The Vice President – Health Care Services has direct access to the WSHA lobbyist and serves and an advisor to the President on all matters directly related to the practice of health care based speech-language pathology in Wisconsin. The Vice President – Health Care Services may budget for and lead WSHA **financial policy compliant** activities that are solely designed for health care based speech-language pathologists and speech, language and communication scientists **with the approval of the President and the VP – Finance.**

Further resources for this position

- Previous Vice Presidents – Health Care Services
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board, the WSHA office and the WSHA lobbyist on matters that relate to the state health care based speech-language pathology and speech, language and communication science issues and policy, member advocacy efforts and national representation and networking
- Inform the health care based speech-language pathology and speech, language and communication science membership in a timely fashion regarding changes and issues in health care based speech-language pathology and speech, language and communication science legislation statewide
- Appoint a Chair for and monitor activities of the Member Health Care Speech-Language Pathology Committee, its subcommittees and any ad hoc committees relevant to health care based speech-language pathology practice in Wisconsin.
- Plain proactive involvement with legislators and agency leadership regarding changes in health care based speech-language pathology clinical/practice settings
- Lead development of WSHA Legislative Initiatives related to the practice of health care based speech-language pathology in consultation with WSHA Lobbyist, involving both Members and the Board, in accordance with the timeline set by the President
- Consult with WSHA Lobbyist as needed regarding speech-language pathology and speech, language and communication science matters.
- Assist with fundraising efforts for legislative support
- Participate on the Board Clinical Practice and Reimbursement and Elections Committees and the Member Honors Committee
- Confer with Board Executive Committee, Member Committees and/or Board after reviewing WSHA legislative positions regarding health care based speech-language pathology related matters
- Facilitate planning and execution of health care based speech-language pathology specific events in consultation with the WSHA Account Manager and subject to WSHA financial policy.

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Health Care Speech-Language Pathology Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
2. **Health Care Speech-Language Pathology Committee Sub-Committee**
Birth to Three Sub-Committee
 - Develop/update Mission Statement, rules and committee member job descriptions
 - Appoint a Chair

(3) Interact with the WSHA membership

- Communicate health care based speech-language pathology related legislative and state policy issues on a quarterly basis
- Assess and communicate health care based speech-language pathology member needs through interaction with Executive Board members and Board Clinical Practice and Reimbursement Committee
- Anticipate major budget changes, challenges, and opportunities for the future
- Build grassroots awareness of state policy and legislative issues specifically related to WSHA health care based speech-language pathologists
- Develop a network of members for rapid response with individual legislators on issues pertinent to WSHA health care based speech-language pathologists
- Involve members in development of WSHA health care based speech-language pathology related Legislative Initiatives.

Minimum Qualifications

Interest in state policy, legislation and politics pertinent to WSHA health care based speech-language pathology interests
Willingness to promote WSHA health care based speech-language pathology interests and opinions over personal interests and opinions when necessary

Willingness to attend to, support and participate in decision making relevant to all of the professions represented by WSHA

Ability to monitor email consistently and frequently when required.

Ability to attend state policy, legislative and political meetings at least some of the time

VP – Membership

Summary: The Vice-President of Membership is specifically responsible to the members of the Association. The VP-Membership role provides oversight to all member activity and services, promotes and develops participation of members in the Association and communicates the value of WSHA membership. Logistically, it oversees the application, renewal, and retention processes. The VP-Membership acts as steward of the members and looks out for the best interests of this group as a whole or in its parts. This role seeks to use creativity and innovation in member recruitment and retention as well as marketing the membership both internally and externally. The VP-Membership seeks to increase membership by encouraging active, grassroots support for WSHA.

Further resources for this position

- Previous Vice Presidents of Membership
- Vice Presidents-Audiology, Health Care and School Service
- Office Management Communication Specialist

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office with respect to member issues
- Participate in the Board Executive and Promotion Committees
- Appoint a Chair and monitor activities of the Member Relations Committee
- Oversee the online membership directory in consultation with the Administrative Director and the VP-Communications
- Oversee maintenance of the WSHA archives by the Office Management staff.
- Annually develop the Association member recruitment and retention plan and materials, including materials specifically directed toward audiology, school and health care speech-language pathology
- Oversee the annual membership recruitment, renewal and billing process in conjunction with the Account Manager.
- Confer with the President and Account Manager after performing monthly reviews of WSHA's membership statistics
- Investigate and initiate new member recruitment and retention opportunities

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Member Relations Committee**

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint a Chair
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan

(3) Interact with the WSHA membership

- Communicate member related information on a quarterly basis
- Assess member needs through interaction with Executive Board members and the Board Executive and Promotion Committees.
- Attend WSHA events throughout the state and create opportunities for interaction with members
- Anticipate major budget changes, challenges, and opportunities for the future

Minimum Qualifications

Ability and desire to represent **all** WSHA membership both internally and to external organizations

Strong written communication and promotion skills

Experience in public relations

Ability to monitor email regularly

Summary: The Vice President – School Services is responsible for leading and/or supporting WSHA activities related to the practice of speech-language pathology in school settings in Wisconsin. The Vice President – School Services guides the activities of the Association on behalf of school based speech-language pathologists and speech, language and communication scientists and assures appropriate representation for these professions in the business of the Executive Board. This role works in close collaboration with the other clinical Vice Presidents (Health Care and Audiology Services) and with the VP – Government Affairs (1) to forward political and legislative action impacting communication disorder professionals and stakeholders on local and state levels in accordance with the Legislative Initiatives approved by the Board; (2) to improve communication and influence links to external school based speech-language pathology and speech, language and communication science stakeholders in state government and bureaucracy; to provide connection for WSHA members to national advocacy efforts and networks in these areas. The Vice President – School Services provides a voice for school based speech-language pathologists and speech, language and communication scientists at the state level and provides support as needed for the goals and objectives of all professionals represented by WSHA. The Vice President – School Services has direct access to the WSHA lobbyist and serves as an advisor to the President on all matters directly related to the practice of school based speech-language pathology in Wisconsin. The Vice President – School Services may budget for and lead WSHA **financial policy compliant** activities that are solely designed for school based speech-language pathologists and speech, language and communication scientists **with the approval of the President and the VP – Finance**.

Further resources for this position

- Previous Vice Presidents – School Services
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board, the WSHA office and the WSHA lobbyist on matters that relate to state school based speech-language pathology and speech, language and communication science issues and policy, member advocacy efforts and national representation and networking
- Inform the school based speech-language pathology and speech, language and communication science membership in a timely fashion regarding changes and issues in school based speech-language pathology and speech, language and communication science legislation statewide
- Appoint a Chair for and monitor activities of the Member Language, Speech and Hearing Services in the Schools Committee, its sub-committees and any ad hoc committees relevant to school based speech-language pathology practice in Wisconsin.
- Plan proactive involvement with legislators and agency leadership regarding changes in school based speech-language pathology clinical/practice settings
- Lead development of WSHA Legislative Initiatives related to the practice of school based speech-language pathology in consultation with WSHA Lobbyist, involving both Members and the Board, in accordance with the timeline set by the President
- Consult with WSHA Lobbyist as needed regarding school based speech-language pathology and speech, language and communication science matters.
- Assist with fundraising efforts for legislative support
- Participate on the Board Clinical Practice and Reimbursement and Elections Committees and the Member Honors Committee
- Confer with Board Executive Committee, Member Committees and/or Board after reviewing WSHA legislative positions regarding school based speech-language pathology related matters
- Facilitate planning and execution of school based speech-language pathology specific events (eg: Fall School Speech-Language Pathology Update) in consultation with the WSHA Account Manager and subject to WSHA financial policy.

(2) Assume responsibility for Member Committee/s under Board position

1. Standing Member **Language, Speech and Hearing Services in the Schools Committee**
 - Develop/update Mission statement, rules and committee member job descriptions
 - Appoint a Chair
 - Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan
2. **Language, Speech and Hearing Services in the Schools Committee Sub-Committees**
 - a. Convention School Speakers Committee
 - Appoint a Chair

- Identify speakers that will serve school based SLP and audiology continuing education needs and assist Convention Committee with scheduling
- b. Fall Update
 - Appoint a Chair
 - Develop budget in conjunction with Account Manager and in accordance with WSHA Financial Policy
 - Facilitate event
 -

(3) *Interact with the WSHA membership*

- Communicate with school based speech-language pathology related legislative and state policy issues on a quarterly basis
- Assess and communicate school based speech-language pathology member needs through interaction with Executive Board members and Board Clinical Practice and Reimbursement Committee
- Anticipate major budget changes, challenges, and opportunities for the future
- Build grassroots awareness of state policy and legislative issues specifically related to WSHA school based speech-language pathologists
- Develop a network of members for rapid response with individual legislators on issues pertinent to WSHA school based speech-language pathologists
- Involve members in development of WSHA school based speech-language pathology related Legislative Initiatives

Minimum Qualifications

Interest in state policy, legislation and politics pertinent to WSHA school based speech-language pathology interests
 Willingness to provide WSHA school based speech-language pathology interests and opinions over personal interests and opinions when necessary

Willingness to attend to, support and participate in decision making relevant to all of the professions represented by WSHA

Ability to monitor email consistently and frequently when required.

Ability to attend state policy, legislative and political meetings at least some of the time