

OFFICE OF THE PRESIDENT

Bylaws: "The President shall be the chief executive of the Council. It shall be the duty of the President to preside at all meetings of the Council, to appoint the Commissioners, the Committee Chairpersons, required to implement the purpose of the Council and to promote the common interest of the Council as directed by the voting membership. The president shall have direct responsibility for organizing the board and conference meetings of the Council. The President shall have direct responsibility for oversight of the local arrangements committees that are arranging conferences during the President's term of office. The president shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships."

Duties:

1. Coordinate activities of the commissioners, the committees, advisory board and the council.
 - Collect Committee Pool Data Forms in conjunction with the spring and fall CSAP meetings.
 - Appoint commissioners, committee chair/co-chairs and editor for the e-newsletter based on the Committee Pool Data Forms, and/or other communications with CSAP members.
 - Work with the hosting state association to appoint a local arrangements chair.
 - Consult with committee chairs regarding appointment of committee members.
 - Establish ad hoc committees as necessary. (Usually appointed at regular meetings, but can be appointed any time need arises. Ad hoc committees should be appointed for only one year.)
 - Create when necessary an Advisory Board that will be made up of former executive board members to be called upon for advice and consent providing a historical component to prior decisions that have been made. The Advisory Board will be an Adhoc committee established by the President to be a resource. Members should have been a part of the CSAP executive board within the last 5 years and will be selected by the current president to serve for a 1-year term.
2. Coordinate and oversee implementation of the strategic plan.

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3. Coordinate with the Management Firm preparations for spring and fall meetings.
 - Prepare the program for the spring and fall meetings. Include large and small group discussions relevant to state association needs and to professional issues as a part of every meeting. The format for small group discussion may vary.
 - Prepare the agenda for the Executive Board meeting and general business meeting after appealing to the officers, commissioners, and committee chairs for agenda items. This includes establishing and publishing deadlines by which agenda items or proposals must be received. Items received after that deadline will be considered on their emergent value.
 - Work with Treasurer and Management firm on planning the spring and fall meetings.
 - Inform ASHA's State Association Relations liaison of the plans for each meeting, who will share the information with ASHA's Director of Conventions and Meetings.
4. Work with the CSAP Management firm to distribute information for each meeting on a timely basis (i.e., at least two months ahead of the meeting date). This information should include how to communicate the invitation to the CSAP fall meeting social evening to past CSAP members well before the event.
5. Preside at the regular meetings of the Executive Board and of the council.
6. Coordinate emergency meetings or decisions/actions that are necessary between regularly scheduled meetings (by email, if possible).
7. Serve as a representative on the ASHA/CSAP Joint Committee for State and National Association Relationships and to engage in the following activities as part of that committee:
 - To recommend actions and policies designed to improve and maintain optimum state-national association relationships;
 - To provide a mechanism to exchange information and to facilitate activities which would be of mutual benefit to state and national associations;
 - To identify and promote specific strategies and procedures that support and maintain timely communication between ASHA and SSHAs;
 - To assist SSHAs and ASHA in the identification of human and fiscal resources which exist within each respective association;
 - To identify mechanisms that will encourage professionals to participate as active members in both state and national associations.

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8. Schedule regular three-way calls for the top leadership team of CSAP (past president, president, President-Elect). These calls will serve as a communication vehicle between meetings; a set agenda will be determined before each call. While no action can be conducted, the meetings will serve as a sounding board for the president (e.g., gathering reactions to the program plan for a meeting), as a mentoring program for the president elect, and as a mechanism for continuity of leadership.
9. Notify all newly elected officers. Each winning candidate shall receive a personal phone call within 7 days of notification of the election results. In the event the individual is not available at the time of the call, the President shall leave a message requesting a return call at which time the results will be delivered person to person. This call shall be followed up with a letter by November 1.
10. Coordinate and oversee the annual MOU review.
11. Maintain the President portion of the Policy and Procedures Manual.
12. The President in conjunction with the Treasurer, President-Elect, and Past President shall prepare and submit a proposed budget for the following year at each Fall meeting. Prepare annual budget with input from officers.

13. Last Revised 12/2012 | 11/2016

OFFICE OF THE PRESIDENT TIMELINE

January:

1. Communicate regarding the membership list update with the Management Firm, Treasurer, and Recording Secretary as dues are paid so that any correspondence to membership is comprehensive.
2. Consult with chairs, using Committee Pool Data Forms before appointments of committee members are made or delegated to the chairs.
3. Consult with Committee chairs to confirm committee membership and direction for one year.
4. In collaboration with the management firm, prepare a save the date message for distribution to state associations via an email blast.
5. Prepare and send a President's message to the Management Firm for posting on website.
6. In collaboration with ASHA and the Management Firm, begin planning the program for the spring meeting and contact speakers for commitments.
7. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

February:

1. Work with the Management Firm meeting planner (MFMP) to coordinate details for spring meeting: Facility requirements refreshments, name tags, handouts, participant lists, audio-visual, table arrangements, food functions, Executive Board meeting, and new member orientation.
2. Implement suggestions for topics and speakers for May meeting and finalize program.
3. Work with Treasurer and MFMP to finalize registration costs. Once cost projections and the fee to cover them have been established for the meeting, only the President may authorize an increase in expenditures for any budget category.
4. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

March:

1. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.
2. Finalize any additional spring meeting details.

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April:

1. Review with Management firm the number of participants attending
2. Finalize Executive Board and Business Meeting Agenda.
3. Assign group leaders for roundtables notify them of their responsibilities.
4. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

May:

1. Attend ASHA/CSAP Joint Committee meeting.
2. Preside at pre-conference Executive Board meeting with officers and committee chairs present. Review plans for meeting.
3. Preside over meeting.
4. Write follow-up thank-you letters for those who helped with the Spring meeting.
5. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

June:

1. Ensure that the topics covered at the May meeting are summarized on the CSAP website.
2. Confer with the President-Elect about committee direction for the rest of the year.
3. Facilitate committee activities.
4. Prepare email message to with dates of Fall Meeting. (Evaluation form was provided for comments)
5. Review Spring evaluation results and work with the Management firm Meeting Planner re: Fall Meeting arrangements and program agenda. This should include determining the plan for communicating with past members about the social evening at the fall meeting. Email notices, posting on websites and listings in the ASHA program and state association newsletters should be considered.
6. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

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July:

1. Facilitate commissioner and committee work.
2. Work with Treasurer and MFMP to finalize registration for the Fall Meeting and costs. Once cost projections and the fee to cover them have been established for the meeting, only the President may authorize an increase in expenditure for any budget category.
3. Write email message to the Executive Board with details for Fall Executive Board meeting and Committee Report deadlines. Remind them they can send reports to the management office for duplication.
4. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

September:

1. Coordinate with MFMP for Fall Meeting. Check details such as: Facility needs, refreshments, name tags, handouts, participant lists, audio-visual, table arrangement, food functions and Executive Board meeting.
2. Verify MFMP has arranged for audio-visual equipment, refreshments and all meeting needs.
3. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

October:

1. Obtain election results from Management Office and call all newly elected officers within 7 days of notification. In the event the individual is not available at the time of the call, the President shall leave a message requesting a return call at which time the results will be delivered person to person.
2. Prepare and mail follow up letters to newly elected officers by November 1.
3. Assign roundtable leaders and notify them of responsibilities.
4. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.
5. Conduct annual review of MOU to present at November Board meeting. Sign MOU after receiving input from Board.
6. Announce election results on Facebook after all candidates, both successful and unsuccessful, have been notified of the election results.

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November:

1. Confirm with MFMP that final arrangements have been made for the Conference, including any necessary hotel accommodations, audio visual, refreshments, etc.
2. Preside at pre-conference Executive Board meeting with officers and committee chairs present. Review plans for meeting.
3. Preside over meeting.
4. Write follow-up thank-you letters for those who helped with the Fall meeting.
5. Orient new CSAP President.
6. Attend ASHA/CSAP Joint Committee meeting.
7. Answer/generate correspondence regarding association activities and/or professional issues as appropriate to address on behalf of CSAP and/or as President of CSAP.

December:

1. Assist incoming President in transition by preparing tentative calendar of activities for following year and advising on appointments of commissioners, committee chairs.
2. Ensure that the topics covered at the November meeting are summarized on the CSAP website.

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