

OFFICE OF THE PRESIDENT-ELECT

Bylaws: "The President-Elect shall, at the direction of the President, and/or the Council, assist with the duties to promote the common interest of the Council and furthermore assist the President with Committee supervision and Committee chair appointments. The President-Elect shall assume the office of the President following a one-year term as President-Elect. The President-Elect shall have direct responsibility for oversight of the local arraignment committees, which are arranging conferences during the president-elect's term as president, as well as the Time and Place Committee. The president-elect shall sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships."

Duties:

1. Assist the President with Committee supervision and Committee chair appointments.
 - Collect and review CSAP Committee Pool Data Forms and summarize a list of volunteers and dates available for consultation with newly appointed committee chairs to help in selecting committee members.
2. Oversee activities of the Time and Place Committee.
3. Assist with monitoring and implementation of the strategic plan.
4. Coordinate an annual update of the Policy and Procedures Manual.
 - Shall coordinate with the management firm a review of Board Member P&P sections. The CSAP Office shall update the electronic documents as deemed necessary.
 - Shall work with the Management Firm in December to distribute P&P electronic copies to each continuing Board member and all newly elected Board members.
 - Review minutes of Executive Board and Council to identify any resolutions, which are considered policy.
 - Classify these as general policies (i.e., pertaining to all offices, committees) or specific (i.e., pertaining only to a specific office or committee). General policies should be recorded in the Operating Procedures part of this manual. Policies specific to one Board position or committee chair should be recorded in the appropriate section of the manual.

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- Shall verify that each December copies of the policy statements were distributed by the CSAP Office according to the following guidelines.
 - a. Each officer and commissioner shall have a copy of all general and specific policies.
 - b. Each committee chair shall have a copy of all general policies and of specific policies pertaining to their committee.
 - c. If these policy statements change the duties or timelines in any way, verify the documents have been modified and new copies have been distributed to all members of the Executive Board.
 - Bring to the attention of the Executive Board or Council (in the form of a resolution) any procedure which is being followed as if it were policy but which has not formally been adopted as policy.
 - Ensure consistency between Bylaws and Policies/Procedures.
5. Work together with members of the Executive Board in planning upcoming meetings of the Council.
 6. Maintain the President-Elect part of the Policy and Procedures Manual.
 7. Serve on the CSAP/ASHA Joint Committee on State-National Association Relationships.
 - Recommend actions and policies designed to improve and maintain optimum state-national association relationships;
 - Provide a mechanism to exchange information and to facilitate activities which would be a mutual benefit to state and national associations;
 - Identify and promote specific strategies and procedures that support and maintain timely communication between ASHA and SSHAs;
 - Assist SSHAs and ASHA in the identification of human and fiscal resources existing within the respective associations;
 - Identify mechanisms that will encourage professionals to participate as active members in both state and national associations.
 9. Assume other responsibilities as directed by the President.
 10. Coordinate CSAP teleseminars as scheduled within the budgeting period.
 11. The President-Elect in conjunction with the Treasurer, President 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.

OFFICE OF THE PRESIDENT-ELECT TIMELINE

January:

1. Review minutes of the Fall Executive Board Meeting and Council Meeting to identify any resolutions, which are considered policy. Update policies and procedures accordingly.
2. Distribute to the Executive Board any changes in policies or procedures noted in actions taken at the Fall Executive Board Meeting.
3. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.
4. Work with the President to determine the number of teleseminars for the year. Generate possible topics and speakers. Decide price for member participation. Work with management firm to establish technology that will be used and cost to CSAP.

February:

1. At the direction of the President, assist in planning the current Spring Meeting.
2. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.
3. Begin calling speakers for the teleseminars. Decide dates and begin promoting the event to members.

March-April:

1. Prepare any resolutions necessary to the Executive Board or Council concerning policy changes.
3. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.

May:

1. Attend the ASHA/CSAP Joint Committee meeting.
2. Attend the Executive Board meeting and present report.
3. Attend the Council meeting, distribute copies of report, and make oral report.
4. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.

June:

1. Review minutes of the Spring Executive Board Meeting and Council Meeting to identify any resolutions, which are considered policy. Update policies and procedures accordingly.
2. Distribute to the Executive Board any changes in policies or procedures noted in actions taken at the Spring Executive Board Meeting.
3. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.
4. Review meeting evaluation forms for possible teleseminar topics.

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July:

1. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.

August-September-October:

1. At the direction of the President, assist in planning the Fall Meeting.
2. Help to monitor and implement the strategic plan. Assume responsibilities and activities as directed by the President.

November:

1. Attend the Fall Executive Board and Council meetings and the ASHA/CSAP Joint Committee meeting.
2. Present any resolutions necessary to the Executive Board concerning policy changes.
3. Obtain completed CSAP Committee Pool Data Forms from the Management Firm.
4. Review prior CSAP operations, read President's portion of the Policy and Procedures Manual, consult with the current President and other officers, prepare a President's Message for the website.
5. Meet with incoming officers and current officers to oversee transfer of projects and paperwork and to set or review the strategic plan for the year.
6. Conduct correspondence with the Executive Board and Committee Chairs as necessary and appropriate.
7. Arrange with ASHA staff members to begin planning for future meetings.

December:

1. Using the CSAP Committee Pool Data Forms from the Spring and Fall Meetings, consult with the President regarding the appointment of new commissioners and committee chairs
2. Review the entire Policy and Procedures Manual and update as needed.
3. Request input from the Commissioner on Issues and Planning regarding topics, speakers, and small group discussions for the Spring Meeting. Review Fall attendee evaluation forms for topic suggestions.
4. Conduct correspondence with the Executive Board and Committee Chairs as necessary and appropriate.

Last Revised: 11/2011 | 11/2016