

## Operating Procedures

These Operating Procedures will serve as the standing rules of CSAP. Their purpose is to define operational activities of the association. They may be amended or suspended at any meeting of the Board of Directors by a majority vote of the Board. The general purpose and description of CSAP are outlined in the bylaws of this Association. While CSAP maintains close and highly connected relationships with each of its member organizations, as well as with ASHA, CSAP is an autonomous and independent association.

These procedures will supersede and update all prior actions established by this Board relative to like matters prior to 2011.

### **RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND STANDING COMMITTEE CHAIRS**

1. The CSAP Executive Board of Directors consists of the President, Past President, President-Elect, Treasurer, and Secretary as the elected members of the Board. Two Commissioners also sit as members of the Board of Directors. This structure is outlined in the By-Laws of the Association.
2. The CSAP Standing Committee Chairs include the Local Arrangements Chairs for the spring and fall meetings, the Nominations and Elections Chair, and the Time and Place Chair. An ASHA Advisory Council Liaison will be appointed each year, but will not have committee members.
3. All Executive Board members and Standing Committee Chairs will maintain the section of the Policy and Procedures Handbook pertaining to their area. It is the responsibility of these individuals to maintain hard-copy documentation, including correspondence, reports and other relevant information that should then be passed along to the individual who is next assuming that individual's Board or Committee position. The Management Firm, in collaboration with the President, will ensure that the policies and timelines are distributed electronically.
4. Members of the Board of Directors are expected to attend Board meetings and CSAP Conference meetings, including the Business meetings of CSAP, held in the fall and spring.
5. The cost of attending the meetings will be paid for, as described in the Travel Policy, for the Executive Board members. Travel costs will not be provided for the appointed Commissioners.
6. Standing Committee chairs may be asked to attend a special meeting in the spring with the CSAP Board, to be announced by the President. Travel costs will not be provided for the appointed Committee chairs.
7. For efficiency and cost effectiveness, the majority of communication and correspondence among Board members shall occur electronically.
8. Liability insurance shall be carried by CSAP to indemnify the actions of individual Board members. The President, President-Elect, and Past-President all sit as members of the ASHA/CSAP Joint Committee on State-National Association Relationships, as described in the By-Laws. The responsibilities of these individuals to the Joint Committee are outlined in the Operating Procedures of the Joint Committee.

### **BOARD MEETINGS**

*Robert's Rules of Order Newly Revised* shall guide the conduct of the CSAP Executive Board meetings.

#### Board Reports

All Officers, Commissioners, and Standing Committee Chairs shall submit a report for each board meeting. Reports should be sent electronically to the President and the Management Firm at least two weeks prior to

the Board meeting. The Management Firm shall provide all reports to Board members electronically at least one week prior to the Board meeting.

### Board Action

1. All action brought before the Board shall be recorded in the minutes. Resolutions shall reflect the year/month of adoption.
2. Any action taken by the Board that affects the Operating Procedures will be included in the Policy & Procedure Manual.

### Minutes

1. The minutes of the Board meetings shall include discussion and information presented regarding each topic discussed at the Board meeting. A report shall be given of all actions taken.
2. The Secretary of the Board is responsible for taking and distributing the minutes of the Board meetings and CSAP Business Meetings to the President and Management Firm office within one month of the meeting dates. Either the President or the Management Firm office will subsequently electronically distribute the minutes to members of the Board.
3. The Board meeting minutes shall be posted on the CSAP Website following approval.

### **MAIL OR EMAIL VOTING**

1. Actions requiring Board vote between board meetings may be completed by US mail, via email, or electronic voting. As specified in the bylaws, an 80% quorum of the Board must vote.

### **CONFERENCES/MEETINGS/WORKSHOPS**

1. Members attending a CSAP Meeting shall be expected to pay the fee associated with the conference.
2. Members of the Executive Board, excluding Commissioners, and the Local Arrangements Chair for the meeting, are not expected to pay registration fees for the Conferences.
3. A social event or live auction will be planned at the fall meeting with the intent of inviting all former CSAP members. Attendance for CSAP alumni will be at their own expense.
4. Conference programs shall be made available at least 8 weeks prior to the event. Notices shall also be posted on the CSAP Website.
5. Representatives of state associations (i.e. President, President-Elect, Past President, or official designee) are invited to attend both spring and fall meetings at their own expense. Since the goal of CSAP is to encourage information exchange between states, some portion of each meeting shall be dedicated to "Bring, Brag and Moan". During this portion of the meeting, each state representative shall share information about their state activities. Special guests may also be invited to CSAP meetings at the discretion of the Executive Board.
6. First-time attendees at the CSAP conferences will be recognized and welcomed through recognition during the meeting.
7. The CSAP conference is a revenue-generating event for CSAP. Fees and associated costs will be kept reasonable, but must cover all costs. Refunds will be considered on an individual basis, if necessary.
8. CSAP Cancellation and Refund Policy, Adopted August, 2003  
Cancellation and Refunds:

- a. All cancellations and refunds will be processed after the respective meeting. Full refunds (minus a \$25 handling fee) will be made only if written cancellation request is received two weeks prior to the respective meeting.
- b. No refunds will be given after two weeks prior to the respective meeting. CSAP is accountable for the number of attendees guaranteed to the hotel/social event at this time; therefore, we cannot grant requests for refunds after this time period.

## **CSAP BUSINESS MEETING**

1. A fiscal report shall be made to the members at each CSAP Business Meeting.
2. The minutes to the CSAP Business Meeting shall be posted on the CSAP Website upon approval by the Executive Board.

## **ELECTIONS**

1. Each member organization shall receive one (1) ballot, which shall be mailed to the current President of the association using the U.S. Postal Service.
2. In the event of a tie, a separate tie-breaking ballot shall be prepared by the Committee on Nominations and Elections and resubmitted to the membership. The second ballot may be conducted by email vote provided any member organization's President not having an email address receives the ballot by fax or mail. If a second tie occurs, then a separate tie-breaking ballot shall be prepared and voted on by the elected officers of the Executive Board.
3. Individuals serving on the Executive Board during an election for the subsequent year may not campaign for any nominee on the ballot.

## **TIME AND PLACE**

1. The site of each spring meeting shall be determined by the Time & Place Committee with special consideration to a site across the country from the previous meeting. To the extent possible, the spring meeting should be held at a site geographically remote from the location of the fall meeting, which shall be held in the location of the ASHA annual convention.
2. Any member organization submitting a proposal for a spring meeting must provide evidence of cost-effective meeting space and social venue choices.
3. The site of each fall meeting shall coincide with the location of the ASHA convention but CSAP shall plan and communicate regarding the hotel arrangements in accordance with the Memorandum of Understanding.

## **MEMBERSHIP BENEFITS**

1. The President, President-Elect, Past-President (if applicable) of each member State Speech-Language-Hearing Association shall receive all of the CSAP communications and are eligible to participate in the CSAP listserv.
2. The CSAP membership list shall include the name, address, phone number and email address of each member state's President, President-Elect, and Past President (if applicable).
3. CSAP shall maintain a listserv for eligible members in order to reduce mailing costs, and to facilitate member communication.
4. All communications sent either by mail or email shall also be sent to the members of the Executive Board and to members of the ASHA/CSAP Joint Committee.

## **WEBSITE**

1. CSAP shall maintain a Website. The Website shall serve to promote the mission of CSAP, provide information about CSAP, and be an interactive clearinghouse for member information.
2. The President and the Commissioner on Communications and Technology will share responsibility for monitoring and reviewing the contents of the Website.

## **COMMISSIONER AND COMMITTEE APPOINTMENTS**

1. The President-Elect shall appoint the commissioners, Standing Committee chairs and members of the Standing Committees for the year in which he or she will serve as President. The President-Elect will consider completed Committee Pool Forms when making appointments. Committee Pool Forms can be collected throughout the year, but will be specifically solicited during the fall and spring meetings. All appointments should be made at least one month prior to the time when an appointee will assume office.
2. Individuals may serve multiple terms as Standing Committee Chairs and as committee members, if re-appointed. Consideration of providing opportunities to serve to as many individuals as possible should be taken when appointments are made.
3. In making appointments, consideration should be given to: length and time an individual is able to serve as related to his or her own term of service on the state association board and geographic representation on the Executive Board.
4. The terms of office for Commissioners and Standing Committee Chairs and members shall be from January 1 – December 31 of the year in which the President who appointed them serves in that term of office.

## **FISCAL POLICY**

1. CSAP shall maintain funds in an interest bearing checking account. With the approval of the Executive Board, some part of the funds may be invested in a short-term certificate of deposit or other type of revenue-generating account.
2. The purpose of the investment fund is to provide financial stability for the Association. It is the goal of the Association to maintain a 150% reserve of the operational budget. In years when the operating budget is unable to support all necessary Association expenses, the reserves can be used toward the operating budget. The Executive Board should make every attempt not to use reserve funds to support the budget for more than two consecutive years. In years when reserves are not 100%, the Association should add to the reserve, when the budget permits. In years when reserves are more than 150%, the Association may use up to 10% of the excessive years for projects to benefit the Association.
3. Reimbursement shall be requested through the use of the Reimbursement Request Form, and shall be accompanied by appropriate documentation. Copies of receipts shall be considered appropriate documentation.
4. The President and Treasurer shall be listed as signatories on the CSAP Checking Account.
5. The President shall sign all contracts for hotel meeting spaces and social venues.
6. The President shall review the contract with the Management Firm on an annual basis, and negotiate renewals when the term has expired. All contracts with the Management Firm must first be approved by the Executive Board before the President can sign.

## **REIMBURSEMENT POLICY**

Executive Board members (President, President-Elect, Past President, Treasurer and Secretary) can be reimbursed up to \$500 for travel and meal expenses for each CSAP meeting. Travel is defined as any funds spent related to traveling to and from CSAP (e.g., taxi, uber, shuttle, parking). Meals while traveling and attending CSAP are capped at \$50 (not to include alcoholic beverages). Any travel or meals expenses beyond \$500 are the responsibility of the board member.

Executive Board members (President, President-Elect, Past President, Treasurer and Secretary) can be reimbursed for three hotel nights for each CSAP meeting. Reimbursement amount is capped at \$200 per night. Any expense over \$200.00 per night will be the responsibility of the Executive Board member. Any hotel expense under the \$200.00 per night rate will be reimbursed for the exact amount of the hotel bill.

Commissioners can be reimbursed for one hotel night for each CSAP meeting. Reimbursement amount is capped at \$200 per night. Any expense over \$200.00 will be the responsibility of the Commissioner. Any hotel expense under the \$200.00 per night rate will be reimbursed for the exact amount of the hotel bill.

1. Meeting registration fees to the CSAP Conferences in the fall and spring will be paid for elected officers and includes lunches that are covered by registration fees. Registration may be paid for commissioners who are no longer state officers. Social events will be paid for by the elected Executive Board members. In addition, ASHA staff who are invited to attend the CSAP conferences are responsible to pay the cost of the social beginning in the Spring 2009.
2. Expense vouchers are to be submitted to the Treasurer as soon as possible following the spring and fall meetings. Each Executive Board member submitting for reimbursement can expect to be reimbursed within 30 days. Receipts are required for all reimbursements.
3. Expenses not covered by the travel policy must be pre-approved by the Treasurer and the President.
4. It is expected that CSAP Staff expenses will be consistent with those of the volunteer members of CSAP.

### **CSAP Invited Speaker Travel Policy**

Adopted November, 2002, Revised June, 2003, Approved November, 2003

POLICY: All reimbursement to invited conference speakers, who are non-CSAP members, is determined and approved by the CSAP President. Reimbursements must fall within the set budget for the conference. All negotiations for reimbursement will be offered directly by or under direct supervision of the CSAP President. Only the CSAP President is authorized by the CSAP Executive Board to offer contracts to invited speakers. Agreements must be completed and signed by the speaker and the president or management firm prior to the conference. A copy of the agreement must be on file in order for the speaker to receive reimbursement. Variance from this policy is at the discretion of the CSAP President with approval of the CSAP Treasurer. The invited speaker may choose to donate his/her time and expenses in return for sponsorship to CSAP.

## **RULES FOR REIMBURSEMENT:**

Invited conference speakers may be paid an honorarium and expenses as determined by the CSAP President and outlined in the Speaker Agreement.

### **Expenses may include:**

1. Transportation expenses for invited speakers may be reimbursed for reasonable transportation costs to the CSAP conference at which they are speaking at the fall or spring. These expenses may include travel by air, train, or car (mileage to be reimbursed at the going government rate for travel). Each invited speaker is responsible for making his or her own travel arrangements. It is anticipated that the most economical travel arrangements will be made for the travel required. Transportation expenses covered may also include parking at the airport or train station, and/or taxi costs related to arriving at the conference location and airport/train station. See Speaker Agreement for further clarification.
2. Hotel expenses may be reimbursed for invited speakers for speaking at the fall/spring conference. Invited speakers may be reimbursed for two hotel nights (room and room tax).
3. Registration to the CSAP fall/spring conferences may be covered for invited speakers. This may include any additional lunches, the CSAP social, etc.
4. The maximum food allowance per day is \$50.00, which may be allocated among the three meals as the traveler wishes, provided a full day of travel is authorized. In circumstances in which less than full day travel is allocated, and/or if certain meals are included as part of the conference being attended, specific meals will be reimbursed at the following rates:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00

Reimbursement will not be made for meals that are provided as part of the conference being attended.

5. The expense of handouts may be covered by submitting the handout to the management firm 30 days prior to the conference date.

Expense vouchers are to be submitted to the Treasurer within one month following the conference to receive reimbursements. Receipts (or copies of the receipts) are required for all reimbursements being sought.

All expenses that deviate from these guidelines must be pre-approved by the Treasurer and President and included in the invited speaker's agreement. Only reasonable expenses will be reimbursed.

## **Regionalization Plan**

The following regionalization plan will be used for trinket donations and roundtables for the fall and spring meetings.

Region I - West - AK, HI, WA, OR, CA, ID, NV, UT, WY, CO, AZ, NM, MT  
Region II - Midstates - ND, SD, NE, KS, OK, TX, MN, IA, MO, AR, LA, WI  
Region III - Midsouth - MI, IL, IN, OH, KY, TN, MS, AL, FL, GA, SC, NC, VA, WV  
Region IV - East - ME, VT, NH, NY, PA, MA, RI, CT, NJ, DE, MD, OSACS, DC

Adopted 11/02  
Updated 11/04  
Revised 11/06  
Revised 08/11  
Revised 05/2017  
Revised 11/2018

## 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.
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.
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.

## 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.

### 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.

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.

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.

## 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 arraignments 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.
  - 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.
  12. The President-Elect will serve the role of ASHA Continuing Education Consultant
  13. The President-Elect is responsible for arranging webinars based on input from the meeting evaluation forms.

## **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.

### 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



## OFFICE OF THE PAST PRESIDENT

Bylaws: "The Past President shall have direct oversight of the Nominations Committee and the Advisory Council. The Past-President shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships."

### Duties:

1. Assume responsibilities and activities as directed by the President. Act in an advisory capacity to the President.
2. Assume the responsibilities of the President if a vacancy occurs in the office of the President during the first six months of the President's term and to serve in that capacity until the Spring meeting, at which time the President-Elect shall assume the responsibilities of the President.
3. Serve as the CSAP Contingent Chair of the Joint Committee for State and National Association Relationships.
  - Consult with the Joint Committee Chair to develop agenda items for the Joint Committee meetings.
  - Consult with the ASHA Contingent Chair about resolutions that may come before the Joint Committee after CSAP Executive Board meetings.
  - Assist with preparations of resolutions from the Joint Committee to the ASHA Executive Board and Advisory Council.
  - With the ASHA Contingent Chair, report on the Joint Committee's recent activities at CSAP's biannual business meetings.
  - Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting mailings or posting to the website site.
  - Prepare general correspondence on behalf of the CSAP Contingent.
  - Arrange phone conferences and/or meetings for the CSAP Contingent, when necessary.
  - Maintain and update the CSAP Electronic Contingent Joint Committee Handbook

4. Serve as the Chair of the Joint Committee for State and National Association Relationships in even-numbered years.
  - Fulfill all of the preceding responsibilities as the Chair of the CSAP Contingent listed under item #3.
  - Verify, update and distribute a current Joint Committee Roster to all Joint Committee members.
  - Secure meeting locations, prepare agendas, and distribute them prior to the Joint Committee meetings.
  - Chair the Joint Committee meetings.
  - Appoint a Joint Committee recorder and review minutes before they are distributed to the members.
  - Prepare Joint Committee resolutions for submission to the ASHA Executive Board and Advisory Council.
  - Add the Joint Committee members' names and the current year's activities to the chronological history in the Joint Committee Chair notebook.
5. Ensure the work of the Nominating Committee is completed in a timely fashion.
6. As necessary communicate with the ASHA Advisory Council (AC) to make certain CSAP remains aware of issues facing the AC that impact state associations.
7. Maintain the Past President portion of the electronic Policy and Procedures Manual.
8. Notify all non-successful election candidates. Each unelected 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 Past 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.
9. The Past President in conjunction with the Treasurer, President and President-Elect shall prepare and submit a proposed budget for the following year at each Fall meeting. Prepare annual budget with input from officers.
10. The Past President oversees the Alumni Membership group.

Last Revised 12/2012 | 11/2016 | 11/2018

## OFFICE OF THE PAST PRESIDENT TIMELINE

### January-February:

1. Assume responsibilities and activities as directed by the President.
2. Assume responsibilities and activities as Chair (CSAP Contingent) of the Joint Committee.

### March-April:

1. Prepare a brief written description of the Joint Committee; highlight issues under its purview and request agenda items. Send to the Secretary for inclusion in Spring Meeting Pre-Registration Packets.
2. Work with the Joint Committee chair to develop agenda items for the Joint Committee meetings, and consult with the ASHA Contingent Chair about emerging resolutions, which may come before the committee after CSAP Executive Board meetings.
3. Assist with preparations of resolutions from the Joint Committee to the ASHA Board of Directors and Advisory Council.

### May:

1. Attend Executive Board meeting and present report.
2. Describe the Joint Committee itself, and, with ASHA Contingent Chair, report on its recent activities at CSAP's biannual business meeting.
3. Write thank you letters to those who sponsored spring meeting events.

### June:

1. Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting electronic mailing and/or e-newsletter.

### July-August-September:

1. Conduct activities/duties as necessary and appropriate and/or as assigned by President.

### October:

1. Submit the newly elected CSAP President-Elect's name and contact information to the Chair of the Joint Committee so that an invitation to attend the Fall Meeting can be sent.
2. Inform the newly elected President-Elect about the Joint Committee's mission statement, history, duties, and meeting schedule.
3. Notify all non-successful election candidates. Each unelected 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 Past President shall leave a message requesting a return call at which time the results will be delivered person to person.
4. Prepare and mail follow up letters to all non-successful election candidates by November 1

### November:

1. Attend the Executive Board meeting and present report.
2. Describe the Joint Committee itself, and, with ASHA Contingent Chair, report on its recent activities at CSAP's biannual business meeting of the Council.
3. Write thank you letters to those who sponsored fall meeting events.

### December:

1. Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting mailing and/or posting to the website.
2. Review the Policy and Procedures Notebook and coordinate with the President-Elect and the President to update it, as needed.
3. If requested by the President-Elect, act as a resource for advising on committee chair selection and programs for the coming year.

Last Revised 12/2012 | 11/2016

## OFFICE OF THE TREASURER

Bylaws: "The Treasurer shall be entrusted with oversight of the collection and safeguarding of the Council's funds. The Treasurer shall work with the association management firm to oversee expenditures, reimbursements and investments of the Council. The Treasurer shall oversee the operation of the CSAP Sponsorship Program, including the solicitation of funds, and communications with potential sponsors. The Treasurer shall be authorized to draw money from the Council's funds to make expenditures. The Treasurer shall submit an itemized financial report at the semiannual meetings or at any called meeting. The Treasurer shall work with a subcommittee of the President, President-Elect and Past-President in order to prepare and submit a proposed budget for the following year at each fall meeting. The accounts of the Council shall be subject to an annual audit by the Executive Board or its designees."

### Duties:

1. To work with the Association's Management firm regarding all financial matters of CSAP.
2. Review and oversee financial records maintained by the Management firm.
  - Review record of all income and expenses prepared by the Management firm.
  - Approve appropriately documented reimbursement requests.
  - Review quarterly transaction reports from Management Firm.
  - Ensure that yearly incorporation papers and income tax forms are filed.
  - Cosign, with the Management firm, checks written in amounts of more than \$2,000.
3. Monitor collection of membership dues.
  - Assure that Management firm sends out dues notices and follow-up notices.
  - Oversee maintenance of record of member states by the Management firm.
4. Monitor pre-registration fees for Spring and Fall meetings.
  - Confer with President and Management firm to establish fee appropriate to cover expenses. Include costs of:
    - a. Refreshments
    - b. Food functions (Unless paid by host state associations).
    - c. Name tags
    - d. Meeting room charges (if any).
    - e. Audio-visual equipment charges.
    - f. Social activities.
    - g. Duplicating costs for materials to be passed out at the meeting.
  - Include the agreed-upon fee in the annual budget.
  - Request Spring and Fall meeting financial overview from the Management firm.
  - Coordinate and manage sales of Spring and Fall meetings game revenue.
5. The Treasurer in conjunction with the President, 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.
6. Prepare financial report semiannually for presentation at Spring and Fall meetings.

7. Prepare in conjunction with the Management firm budget projections for Spring and Fall meetings.
8. Ensure that travel and accommodation expenses are covered in accordance with the CSAP Travel Policy for the Spring and Fall meetings for the following:
  - a. President
  - b. Past President
  - c. President-Elect
  - d. Treasurer
  - e. Secretary

In addition, each Commissioner will be provided one night's lodging to assist in defraying the costs for attending the Spring and Fall Board meetings. A separate travel policy is housed with the Operating Procedures and must be followed.

9. Work with the President and Management firm to solicit sponsorship from a variety of sources (e.g., corporations, state associations, vendors) to provide financial or other support for meetings, website, and/or other association activities.
10. In conjunction with the Management firm, provide recommendations to the Executive Board with regard to investments of CSAP (see CSAP Financial/Investment Policy Statements document).
11. Provide semi-annual budget reports to all CSAP members at the Spring and Fall meetings.

Last Revised 09/2011 | 11/2016

## **OFFICE OF THE TREASURER TIMELINE**

### **January:**

1. Confer with the Management firm to prepare and mail Membership Dues Notices.
2. Ensure that there is a plan for the Spring Meeting for solicitation of sponsorships by conferring with the President and the Management Firm. Spearhead or support as needed.
3. Sign approvals for appropriate reimbursement requests.

### **February:**

1. Review fourth quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. Confer with the President about states that have not paid dues within one month of first notice and what plan of action to take.
3. Consult with the President and the Management firm to set the fee and budget projection for the Spring meeting.
4. Sign approvals for appropriate reimbursement requests.

### **March:**

1. Confer with the President about states that have not paid dues within one month of the second notice and what plan of action to take.
2. Sign approvals for appropriate reimbursement requests.

### **April:**

1. In conjunction with the Management firm, prepare financial reports for the Spring meeting (i.e., a detailed one for the Executive Board, and a summary one for the Council).
2. Consult with President and Management firm regarding Spring Meeting expenses.
3. Work with Management firm to file Income Tax form before May 15<sup>th</sup>.
4. Sign approvals for appropriate reimbursement requests.

### **May:**

1. Review first quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. In conjunction with the Management firm, manage on-site registrations at the Spring meeting.
3. Sign approvals for appropriate reimbursement requests.

### **June:**

1. Request and study the Spring meeting financial overview from the Management firm. Make recommendations for the following Spring meeting.
2. Sign approvals for appropriate reimbursement requests.

### **July:**

1. Ensure that there is a plan for the Fall meeting for solicitation of sponsorships by conferring with the President and the Management Firm. Spearhead or support as needed.
2. Sign approvals for appropriate reimbursement requests.

August:

1. Review second quarter fiscal report from Management firm; reconcile with Treasurer's records.
2. Sign approvals for appropriate reimbursement requests.
3. Discuss with the Management firm the Fall meeting expenses and revenue projections.
4. Assure that Management firm file Incorporation fee not later than October 1<sup>st</sup>.

September:

1. Sign approvals for appropriate reimbursement requests.

October:

1. Consult with President and the management firm regarding Fall Meeting expenses.
2. Prepare budget proposal for upcoming year to be presented and acted upon at the Fall Executive Board meeting. The proposal should be prepared with the participation of the President, President-Elect, and Past President. Submit this information to the President for inclusion on the Executive Board meeting agenda.
3. In conjunction with the Management firm, prepare financial reports for the Fall meeting (i.e., a detailed one for the Executive Board, and a summary one for the Council).
4. Sign approvals for appropriate reimbursement requests.

November:

1. Review third quarter financial report from the Management firm.
2. Request and study the Fall meeting financial overview from the Management firm. Make recommendations for the following Fall meeting.
3. Meet with the Management firm to discuss the Spring meeting expenses and revenue projections.
4. Update the Treasurer part of the Policy and Procedures manual. Meet with incoming Treasurer and President-Elect to facilitate transition (only in odd-numbered years).
5. In conjunction with the Management firm, manage on-site registration at the Fall Meeting.
6. Sign approvals for appropriate reimbursement requests.

December:

1. Transfer previous year's balanced records to new Treasurer (in odd-numbered years only).
2. Sign approvals for appropriate reimbursement requests.



## OFFICE OF THE SECRETARY

Bylaws: "The Secretary shall be responsible for the minutes of all meetings of the Executive Board and Council. The Secretary shall be responsible for providing guidance to the Executive Board and Council regarding Robert's Rules of Order, and for monitoring and updating the Council bylaws, operating procedures, and the policy and procedures manual."

### Duties:

1. Record and distribute minutes of Fall and Spring Executive Board and Council Business Meetings.
  - Minutes of the Business Meeting shall begin with a brief description of the program and include date, hotel, city, and state.
  - Each resolution/motion shall be typed in a different font, italicized, or underlined to stand out, and shall include:
    - a. Exact wording of the resolution
    - b. Name and state of individual making and seconding the resolution
    - c. Results of the vote
  - Each resolution shall include background and rationale information in addition to the resolved statement.
  - Pages of each set of minutes shall be sequentially numbered.
  - Minutes of the Executive Board Meeting shall include subheadings for committee reports, new business, old business, etc.
  - Minutes of the Executive Board Meeting shall begin with a list of those present and absent, and indicate the presiding officer.
  - Any reference to an individual in the Business Meeting minutes shall include his or her name and the state that is represented.
2. Expedite all correspondence to CSAP members with the assistance of the Management firm.
3. Periodically review the Council Bylaws and make recommendations for changes that might be needed to have the Bylaws reflect any newly adopted policies.
  - Make available an updated copy of the Bylaws to all CSAP members after any changes
4. Monitor and update the operating procedures, and the Policy and Procedures Manual. Coordinate with the President-Elect who is monitoring changes needed following each Executive Board and business meeting of the Council and with the Management firm who maintains the most current electronic file of each document within the Policy and Procedures Manual
7. Review duties of the Secretary and make recommendations as necessary.
8. Assume responsibilities and activities as directed by the President.
9. Solicit and organize State Brag and Moans for the Conference presentations when agenda permits.

## OFFICE OF THE SECRETARY TIMELINE

### January:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

### February:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

### March:

1. Conduct and archive correspondence as directed or as necessary and appropriate.
2. Begin to solicit and organize State Brag and Moans for Spring Presentation.

### April:

1. Ensure that the Management firm includes a copy of the CSAP Business Meeting minutes in the Spring Meeting packets.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

### May:

1. Attend Executive Board and Council meetings and record minutes.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

### June:

1. Send the minutes from the Executive Board and Council meetings to the President for examination. Once the President's changes are made, file the minutes with the Management firm for dissemination.
2. Conduct and archive correspondence as directed or as necessary and appropriate.

### July-August:

1. Conduct and archive correspondence as directed or as necessary and appropriate.

### September:

1. Conduct and archive correspondence as directed or as necessary and appropriate.
2. Begin Soliciting State Brag and Moans if Fall presentation if agenda permits.

### October:

1. Assure inclusion in the meeting packets of copies of the full Executive Board and CSAP Business Meeting minutes from the Spring Meeting. (Contact the Management firm to confirm.)
2. Conduct and archive correspondence as directed or as necessary and appropriate.

## November:

1. Attend Executive Board and Council meetings and record minutes.
2. Review the Secretary's portion of the Policy and Procedures manual and update as needed.
3. Meet with new Secretary and President-Elect to facilitate the transition of records and duties. Pass along all records of Council not needed for post-meeting information dissemination. (Note: This item is done the second year only.)
4. Conduct and archive correspondence as directed or as necessary and appropriate.

## December:

1. Send the minutes from the Executive Board and Council meetings to the President for examination. Once the President's changes are made, file the minutes with the Management firm for dissemination.
2. In collaboration with the Management Firm, compile any other materials from the fall meeting for post-meeting mailing or posting to the website.
3. Conduct and archive correspondence as directed or as necessary and appropriate.

Last Revised 09/2011 | 11/2016

# COMMISSIONER ON COMMUNICATIONS AND TECHNOLOGY

Bylaws: "The Commissioner on Communications and Technology shall be responsible for oversight of the CSAP Website and Listserv, and to plan, coordinate, and/or implement opportunities for leaders of state speech-language-hearing associations to exchange current information in a timely manner, and to provide a dynamic, interactive forum for collaboration and networking among these leaders, using tools such as the CSAP Website, ListServes, and other technological vehicles that will emerge in the future."

## Duties:

1. Oversee the implementation and maintenance of CSAP's website by the Management firm.
2. Review the organization of the website annually and both recommend and plan for needed changes in a timely manner, being mindful of the budget impact of the recommended changes.
3. Monitor that date-sensitive material is uploaded and removed from the website as indicated in the Plan for Maintenance attached at the end of this procedure.
4. Oversee the publication of the e-newsletter working collaboratively with the appointed editor for this publication to create up to 4 quarterly issues. The editor and the commissioner of communication and technology will solicit articles from state associations for reprint in the CSAP e-newsletter, research and locate other articles of interest to the professions for inclusion in each e-newsletter.
5. Announce sponsors of the website on an annual basis to the CSAP membership via an email message from the Commissioner of Communications and Technology or the President.
6. Use features of the website proactively and champion their use among all CSAP members.
7. Use social media and appoint an administrator, typically the treasurer, to monitor and update as needed.
8. Assist the Executive Board to use listserv and/or blast email options when appropriate.
9. Be watchful of how other associations are utilizing technology and serve both as the clearinghouse to bring new ideas to the attention of CSAP's leadership and the catalyst to turn approved ideas into action.
10. Maintain the Commissioner on Communications and Technology portion of the Policy and Procedures Manual.
11. Website content updates and or general maintenance items are included in the management firm monthly contract fee. Structural and layout changes to the website may have a budgetary impact and that as the year is planned, these changes and budget requirements should be considered. See attached document and revise document as needed.

## Website MAINTENANCE SCHEDULE

### ON GOING

#### Mailing List Messages

- Received by an Executive Board Members – send within three days of receipt
- Received by other individuals – send for review of president – send within five days of received approval

### MONTHLY

1st of each month

Post Submit A Meetings (if received by 15th)

## QUARTERLY

Post changes for the State Officers and State Management Offices

## EVERY THREE MONTHS

Purge state meeting information

## YEARLY

CSAP Meetings

President's message

Corporate Sponsors

Purge Bulletin Board

Review Resource Links

CSAP Officers and Chairs

Update Past President List

Solicit New CSAP tips

# COMMISSIONER ON COMMUNICATIONS AND TECHNOLOGY TIMELINE

## January:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Send an email broadcast to all CSAP members announcing the new year's website sponsors, requesting frequent visits to the website by members, and encouraging support of the CSAP sponsors.
4. Discuss with President and E-Newsletter Editor regarding number of newsletters that will be published during the year with possible topics and ensure that all drafts are submitted to the President and Commissioner on Communications and Technology prior to publication.

## February:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.

## March:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Make certain new newsletter articles have been added to the website as resources for the membership and encourage members to add articles from their state newsletters. Send an email broadcast to all CSAP members reminding them of this service on our site.

## April:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.

## May:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. If the commissioner has a committee, have a face-to-face meeting during the spring CSAP meeting to review duties, assign tasks, and set new goals.
4. Survey members (formally or informally) attending the spring CSAP meeting and determine what features they would like to see added, deleted, or changed on the website site.

## June:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Review the organization of the website and determine aspects of the site that might be improved or expanded or deleted based upon member input at the Spring Meeting, being mindful of the budget impact of the recommended changes.

## July:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Review new development of the website with the CSAP President, Treasurer, and Management firm to agree on the time need for development to be completed and associated costs, and CSAP's ability to support the costs.

## August:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Research the cost (both time and money) of making the desirable changes to the website (if any). Consider the budget. Discuss with Executive Board about any necessary budgetary changes.

## September:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Continue the research of website changes.
4. Check with the President and Management Company regarding the levels of sponsorship committed by corporations to CSAP and whether they are to remain on the website and e-newsletter or check to see if new sponsors are to be added.

## October:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Present research findings to the CSAP President and Treasurer so they can include any costs in the next year's budget.

### November:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Present the proposed website revisions at the fall CSAP meeting and gain approval, approval with modifications, or denial from the Executive Board.

### December:

1. Work with the Management Firm to ensure the website is maintained.
2. Work with social media administrator to update events and monitor posts.
3. Plan for the website changes (if any) to be made as directed by the Executive Board; this step will extend through the winter months as needed.

Last Revised 05/2011 | 11/2016



## **COMMISSIONER ON ISSUES AND PLANNING**

Bylaws: “The Commissioner on Issues and Planning shall be responsible for educational activities of the Council, monitoring the strategic plan, and coordinating with the rest of the executive board on emerging issues impacting the membership of the Council.”

### **Duties:**

1. Provide input to the Executive Board regarding programming for the Spring and Fall Meetings of CSAP through a written report based on the evaluation forms filled out at the end of each respective CSAP meeting. The Commissioner shall work with the Management firm to provide an evaluation form to attendees of the CSAP meetings so as to ascertain if CSAP is meeting their leadership needs through programming. This evaluation form shall be customized for each meeting.
2. Be kept informed of the proposed programming for the Spring and Fall Meetings of CSAP to ensure that the membership's written requests have been included in the program(s).
3. Maintain close communication with the President to ensure that the strategic plan is being implemented and to assist in the implementation as appropriate.
4. Interface with CSAP’s Time and Place Chair to ensure that the responsibilities of that appointed office are being implemented and carried out (see Time and Place Committee duties in this Policy and Procedures Manual).
5. Periodically review the efficiency of the CSAP website with the Commissioner on Communications and Technology in terms of information and report back to the Executive Board.
6. Be responsible for identifying new CSAP members and orienting them and encouraging their participation in CSAP. A “Newcomer Packet” will be prepared and e-mailed out prior to the Spring and Fall Meetings to each new person attending a CSAP meeting for the first time. The packet shall include:
  - A welcome introduction from the President and/or Commissioner on Issues and Planning
  - A Link to the CSAP Website to:
    - Copy of the Bylaws
    - List of Executive Board Officers, Commissioners, and Committee Chairs
    - “What to Expect from CSAP”
    - Committee descriptions
    - Other pertinent information
7. Scrutinize the members of the various committees to ensure that the designated people have come from the Committee Pool Data Forms and new members are being engaged in committee work.
8. Work with the President-Elect regarding suggested Bylaws changes arising from committee activities.
9. Coordinate with other Ad Hoc Committees as instructed by the Executive Board.

## COMMISSIONER ON ISSUES AND PLANNING TIMELINE

### January:

1. Consult with the President regarding topics for Spring Meeting.
2. Consult with the President regarding the strategic plan for CSAP, specifically the plan for implementation.

### February:

1. Consult with the President and the Local Arrangements Committee Chair on plans for new member orientation for the Spring Meeting.

### March:

1. Work with the Management Firm and President to prepare electronic Newcomer's packet.
2. Consult with the President regarding the progress on the implementation of the strategic plan for CSAP.

### April:

1. Obtain from the CSAP Management firm the list of names and addresses of first-time attendees to the Spring Meeting.
2. Ensure that the Newcomer's Packet for the Spring Meeting has been mailed by the Management firm.
3. Consult with the President regarding the progress on the implementation of the strategic plan for CSAP. Plan to include this information in a report to the Executive Board.
4. Prepare commissioner's report and send a copy of the report (preferably by email attachment) to the Management firm for duplication.
5. Provide any edits/revisions to the evaluation form for Spring Meeting. The CSAP Office will include changes and distribute form at meeting.

### May:

1. Attend the Executive Board meeting and present report.
2. Recognize each new attendee to the meeting with a personal greeting and special designation on name tag. President and Commissioner develop recognition method.
3. Attend the Council meeting, distribute copies of report and make oral report.
4. Distribute evaluation form in registration packets. Collect forms from the Management firm following the Spring Meeting.

### June:

1. Review evaluation results compiled by the CSAP Office and make recommendations arising from those evaluations.
2. Consult with the President regarding topics for the Fall Meeting.

### July:

1. Review the CSAP Committee Pool Data Form for needed changes, check with the President for any changes, then coordinate with the Management firm to disseminate this form as part of the mailing for the Fall Meeting. Talk with the President to make certain that he or she will mention the purpose of the CSAP Committee Pool Data Form in a letter to be contained in the registration packet, or in the CSAP Fall Meeting brochure.

### August:

1. Consult with the President regarding the progress on the implementation of the strategic plan for CSAP.

### September:

1. Work with the Management Firm and President to prepare electronic Newcomer's packet.

### October:

1. Ensure that the Newcomer's Packet for the Fall Meeting has been e-mailed by the Management firm.
2. Consult with the President regarding the progress on the implementation of the strategic plan for CSAP. Plan to include this information in a report to the Executive Board.
4. Prepare commissioner's report and send a copy of the report (preferably by email attachment) to the Management firm for duplication.
5. Send to the management firm edits/revisions for the evaluation form for Fall Meeting.

### November:

1. Attend Executive Board meeting and present report.
2. Attend Council meeting, distribute copies of report and make oral report.
4. Verify evaluation form was distributed in registration packets. .
5. Update the Issues and Planning part of the Policy and Procedures Manual to be passed on to incoming Commissioner on Issues and Planning.

### December:

1. Review the summary of evaluations

2. Ensure with the Management firm that the history of CSAP is updated with the locations of the Spring and Fall Meetings and the officers' names.

Last Revised 05/2011 | 11/2016

## **COMMITTEE ON LOCAL ARRANGEMENTS (FALL)**

Bylaws: "Committee on Local Arrangements, whose purpose is to assist the President and CSAP Office with meeting facility arrangements and amenities. There shall be separate committees for the fall and spring meetings. The president shall work in conjunction with the hosting state association regarding the appointment of the local arrangements committee."

### **Duties:**

1. Consult with the President-Elect, President, current Local Arrangements Committee Chair, and CSAP Office on local arrangements for the Fall meeting.
2. Along with the President, appoint committee members to fulfill specific roles needed for the Fall meeting.
3. Maintain Local Arrangements (Fall) Policies and Procedures in electronic format.
4. If at all possible, attend the CSAP meeting the fall preceding the Fall meeting for which you are the Local Arrangements Committee Chair. Study what works and what needs to be changed.
5. Prepare a Committee report for the Executive Board meeting for presentation at the Spring meeting preceding your Fall meeting. File it with the CSAP Office for duplication. This report will be presented by the President-Elect or CSAP Office if Local Arrangements person is not attending meeting.
6. Assist CSAP Office as requested.
7. Coordinate with State Association Welcome Gift for each attendee and 10-15 Door Prizes.

## COMMITTEE ON LOCAL ARRANGEMENTS (FALL) TIMELINE

### October (or earlier): (Of year before your state is host site.)

1. Consult with CSAP Office. The hotel will have already been selected. If necessary and requested by CSAP Office, tour and meet with hotels. Local Arrangements' input will be necessary for:
  - Considering eating establishments if lunch-on-your-own is an option
  - Considering location to air/bus/train terminals
  - Considering location/access to tourist attractions
2. If needed Investigate local activities. Compile a list of several possibilities for social events, including:
  - Distance to be traveled
  - Transportation costs
  - Costs of events

If possible, obtain brochures of these events and the hotel. The main social event usually is held on Wednesday evening.

3. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting.
4. Send a copy of all correspondence related to Local Arrangements to the host state President.

### November:

1. Attend the Executive Board meeting and present report, or supply ahead of time to the President and CSAP Office for review. The Executive Board will review the suggested social activities and will select/approve social activities based on recommendations presented.
2. Attend the CSAP business meeting and report on the following Fall Meeting as a way to entice people to plan ahead for the following year, or delegate someone to present this report. Distribute brochures for social activities to promote attendance the following year.
3. Meet with the President-Elect, the Treasurer, CSAP Office and the current Local Arrangements (LA) Committee Chair for the Fall Meeting to review requirements for following year.
4. Consult with the CSAP Office and the President-Elect concerning local hotel arrangements. The hotel will have already been reserved/contracted by the CSAP Office.

5. Send copy of all correspondence related to Local Arrangements to the host state President.

### December – January:

1. Confirm plans with the CSAP Office for any social activity and/or auction. The cost for the activity is built into the registration fee.

### February – March:

1. Complete duties as requested by the President.

### April:

1. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting. Leave the registration fee as “undetermined.”
2. E-mail a copy of the report filed with the Executive Board to committee members.

### May:

1. If attending the Spring Executive Board meeting, which is held prior to the CSAP Meeting, present report with updated information.
2. Attend CSAP business meeting, distribute report, and make oral report, or request a designee to present this report.
3. If attending the Spring meeting, meet with the President, Treasurer and CSAP Office to finalize details for the Fall meeting.

### June:

1. Begin to collect items for a welcome gifts and door prizes.
2. Receive initial letter from CSAP Office concerning timeline meeting needs.
3. Share information with the President for the letter being sent in meeting brochure or website posting.

### July – August:

1. If needed, help CSAP Office finalize details for the social event.
2. Send to CSAP Office a “Welcome” letter for the registration brochure or website.
3. Receive draft brochure from CSAP Office for review and finalization.

### September:

1. Consult with the President and CSAP Office regarding audio-visual needs. CSAP Office will coordinate such AV needs with hotel or outside source. If Local Arrangements can seek corporate or other entity loan of LCD player, Local Arrangements will contact CSAP Office with such information.
2. Consult with the CSAP Office regarding any details you can handle at the local level:
  - You may be able to get folders donated
  - You may be able to get duplicating donated at the local level

3. Meeting brochure mailed/emailed by CSAP Office.

#### October:

1. Contact CSAP Office to make sure all details have been confirmed for food functions, room setup, etc. The CSAP Office is the main contact for the hotel for setup arrangements, food choices, master account, AV, etc.
3. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting.
4. Receive copies of reports and meeting packet contents from the CSAP Office for duplication. If outside duplication entity has been determined, CSAP Office will contact them directly.
5. Check with Management Firm to see if any help is needed for stuffing Welcome Bags. Plan to distribute the first day of CSAP to assure that attendees have information about local events right away. Assembly of such welcome bags can be coordinated in advance of meeting or can be assembled prior to the meeting. Inform the CSAP Office of choice.

#### November:

1. If requested, attend Executive Board meeting and present report.
2. Maintain contact with CSAP Office to monitor registration numbers. CSAP Office makes name tags/badges, unless otherwise specified.
3. Attend the Executive Board meeting and present report.
4. Meet with the President-Elect, Treasurer, CSAP Office and Local Arrangements Committee Chair (Fall) for next November to share insights on planning for a Fall meeting.
5. Supervise all local arrangements – troubleshoot as needed. Attend pre-conference meeting with CSAP Office at hotel, if planned.
6. Attend CSAP business meeting and present report or information necessary for social event.
7. Provide assistance as requested or as is necessary at the registration table. The Treasurer and CSAP Office are responsible for overseeing the registration table.
8. CSAP Office and local arrangements committee/volunteers will stuff pre-registration packets prior to the meeting at a time and location predetermined by the CSAP Office. CSAP Office will provide the materials for the packets.



## **COMMITTEE ON LOCAL ARRANGEMENTS (SPRING)**

Bylaws: "Committee on Local Arrangements, whose purpose is to assist the President and CSAP Office with meeting facility arrangements and amenities. There shall be separate committees for the fall and spring meetings. The president shall work in conjunction with the hosting state association regarding the appointment of the local arrangements committee."

### **Duties:**

1. Consult with the President-Elect, President, and CSAP Office on local arrangements for the Spring Meeting.
2. Along with the President, appoint committee members to fulfill specific roles needed for the Spring meeting.
3. Maintain Local Arrangements (Spring) Policies and Procedures in electronic format.
4. As requested assist CSAP Office with meeting details.
5. Coordinate with host State Association Welcome Gifts for each attendee and 10 – 15 door prizes.

Revised 11/2011 | 11/2016

# COMMITTEE ON LOCAL ARRANGEMENTS (SPRING) TIMELINE

## April: (The year before you host the meeting)

1. Consult with CSAP Office. The hotel will have already been selected. If necessary and requested by CSAP Office, tour and meet with prospective hotels. Local Arrangements input maybe be necessary for:
  - Considering eating establishments if lunch-on-your-own is an option
  - Considering location to air/bus/train terminals
  - Considering location/access to tourist attractions
2. If requested by the CSAP Office, investigate local activities. Compile a list of several possibilities for social events, including:
  - Distance to be traveled
  - Transportation costs
  - Cost of events

If possible, obtain brochures of these events and the hotel. The main social event usually is held on Saturday evening. The annual CSAP auction is held on Friday evening.
3. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting.
4. Send a copy of all correspondence related to Local Arrangements to the host state President.

## May:

1. Attend Executive Board meeting and present report, or supply ahead of time to the President or CSAP Office for review. The Executive Board will review suggested social activities and will select/approve social activities based on recommendations presented.
2. Meet with current Local Arrangements Committee Chair (Spring), the President-Elect, the Treasurer, and the CSAP Office to discuss details for next spring's meeting. CSAP Office will coordinate this meeting among the parties involved.

## June – July – August:

1. Confirm details/costs of "Welcome Reception", Reception/Live Auction and Social with CSAP Office.

## October:

1. Contact local Tourist/Convention Bureau and Hotel and request enough brochures about the city, tourist attractions and hotel to bring with you to the Fall meeting.
2. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting.

## November:

1. If attending the Fall Executive Board meeting, meet with the President-Elect, the Treasurer, and the CSAP

Office to review plans for the Spring Meeting. If not attending, communicate with President-Elect and CSAP Office by phone.

2. Attend CSAP business meeting, distribute report, and present oral report or request a designee to present this report. Pass out brochures, if available.

#### December-January:

1. Begin to collect items for a welcome gifts and door prizes:
2. Receive initial letter from CSAP Office concerning timeline for brochure development and meeting needs.
3. Share information with the President for the letter being sent for the meeting brochure or website posting.

#### February:

2. CSAP Office sends to President for review all information that needs to be included in registration packet (e.g., information on planned group events, social events, etc.) The Spring Local Arrangements Committee Chair sends to the CSAP Office a written "Welcome" for the registration brochure or website, a written article for the main social event.
3. Review meeting information from CSAP Office.

#### March:

1. Consult with CSAP Office about any materials/arrangements you can handle at the local level. Examples:
  - You may be able to have folders donated
  - You may be able to have duplicating donated at the local level

#### April:

1. Contact CSAP Office to make sure all details have been confirmed for food functions, room setup, etc. The CSAP Office is the main contact for the hotel for set-up arrangements, food choices, master account, AV needs, etc.
2. Confirm with CSAP Office details for all social events.
3. Consult with CSAP Office regarding audio-visual needs. CSAP Office will coordinate such AV needs with hotel or outside source. If Local Arrangements can seek corporate or other entity loan of LCD player, Local Arrangements will contact CSAP Office with such information.
4. Check with CSAP Office to see if any help is needed for stuffing Welcome Bags. Plan to distribute the first day of CSAP to assure that attendees have information about local events. Assembly of such welcome bags can be coordinated in advance of meeting or can be assembled prior to the meeting. Inform the CSAP Office of choice.
5. Prepare committee report and send it (preferably by email attachment) to the CSAP Office for duplication for the Executive Board meeting.

May:

1. If requested, attend Executive Board meeting and present report.
2. Meet with the President-Elect, CSAP Office and next year's Local Arrangements Committee Chair (Spring) and the Treasurer to share insights on planning a Spring meeting.
3. Supervise all local arrangements – troubleshoot as needed. Attend pre-conference meeting with CSAP Office and hotel if planned. CSAP Office to coordinate.
4. Provide assistance as requested or as is necessary at the registration table. The Treasurer and CSAP Office are responsible for overseeing the registration table.
5. Attend CSAP business meeting and present report or information necessary for social event.
6. CSAP Office and local arrangements committee/volunteers will stuff pre-registration packets prior to the meeting at a time and location predetermined by Local Arrangements and CSAP Office. CSAP Office will provide the materials for the packets.

Last Revised 11/2011 | 11/2016

## COMMITTEE ON NOMINATIONS

Bylaws: "Committee on Nominations, whose function is the preparation of nominations of all officers."  
*ARTICLE VI – ELECTIONS, Section 2, Guidelines for Eligibility for Nomination to an Office states "Members of the Nominations Committee are not eligible for nomination"*

### Duties:

1. Solicit from all member states of the Council nominations for open offices.
2. Nominations Committee must accept all eligible nominations submitted for each office.
3. Prepare a slate of nominees for open offices among the eligible representatives from the member states of the Council.
  - Obtain information from each candidate on Vitae Information Sheet (see form immediately following this list of duties).
  - Share information about duties of office with nominees, including reimbursement policies.
  - Obtain consent to serve from nominees or ensure the person nominating has done so.
  - Officers and corresponding terms of office include:
    - a. President – one year
    - b. President-Elect – one year
    - c. Past President – one year
    - d. Treasurer – two years (elected in odd-numbered years)
    - e. Recording Secretary – two years (elected in even-numbered years)
  - Eligible members for office include all Presidents, Presidents Elects, and immediate Past Presidents of member state speech-language-hearing associations. Individuals must be in their term of office as President-Elect, President or Past President during the calendar year in which nominations are sought.
4. Work with the Management firm to email out ballots and completed Vitae Information Sheets.
  - Distribute out only to President of each member state, as there is only one vote per state.
  - Process ballots once they are returned, or coordinate with the Management firm to tally the votes and inform the Nominations Committee Chair of the results.
5. Prepare committee reports for the Spring and Fall meetings and submit them to the Past President and the Management firm for dissemination at the Executive Board meeting. Keep the Past President informed of activities between meetings. The Past President serves as liaison to the Executive Board and oversees the Nominating Committee.

6. Review the duties of the Committee on Nominations and notify Management firm of any changes so that the changes can be updated on the Policy and Procedure Manual website.
7. Ensure copies of all ballots (paper or electronic) for a period of one year, or ensure the Management firm does the same.

Last Revised 12/2012 | 11/2016

## COMMITTEE ON NOMINATIONS TIMELINE

### January:

1. Consult with the President to assist in appointing committee members.

### February-March:

1. Complete responsibilities as necessary, appropriate, or assigned.

### April:

1. Prepare committee report and send to the Management firm for duplication.

### May:

1. Attend the committee chair meeting scheduled with Executive Board members during the Spring Meeting.
2. Make copies of duties and timelines for open offices available to the membership.
3. Solicit nominations for open Board Positions at Spring Meeting. Report information to CSAP office for the distribution candidate instructions and vitae forms.

### June:

1. Prepare the official Call for Nominations to be emailed to Presidents, Presidents-Elect, and Past Presidents of each member state association.
2. Work with the Management firm on the Call for Nominations materials to be emailed by June 15<sup>th</sup>. Include Vitae Information Sheet. Include a letter requesting the person submitting a nomination(s) to:
  - Contact any nominee(s) and ask that the person(s) complete a data sheet and indicate consent to serve if elected.

### July:

1. Complete responsibilities as necessary, appropriate or assigned.

### August:

1. Receive final nominations on or before August 1 deadline.
2. Confer with committee to prepare slate and present to Executive Board for approval by August 15<sup>th</sup>.
3. Review vitae forms for completeness.
4. Notify candidates of slate.

### September:

1. Ensure that the Management firm emails one ballot to only the President of each member state association by September 1<sup>st</sup>.

### October:

1. Receive ballots on or before October 1<sup>st</sup> deadline.
2. Tabulate results.
3. Notify the President and Past President immediately of election results. The President and Past President are responsible for notifying the candidates of the results.
4. Prepare committee report to be presented to the Executive Board and send to the Management firm for duplication.

### November:

1. Attend Council meeting and make oral report, or request the Past President to make the report if not attending the Fall meeting. Announce results of the election and introduce newly elected officers.

### December:

1. Complete responsibilities as necessary, appropriate or assigned.
2. Review the duties of the Committee on Nominations and notify the Management firm of any changes so that the changes can be updated in the electronic Policy and Procedure Manual.

Revised 12/2012 | 11/2016



## COMMITTEE ON TIME AND PLACE

Bylaws: "Committee on Time and Place, whose purposes are to review proposals for future meeting sites and to make recommendations to the Council for future meeting sites."

### Duties:

In collaboration with the Commissioner on Issues and Planning:

1. In collaboration with the Commissioner on Issues and planning, develop guidelines for selection of host sites for Spring CSAP Meetings and make available to CSAP member states/representatives on a regular basis. The geographical area for Spring meetings is determined so as to equitably rotate fall and spring meeting. The following criteria should be considered.
  - Costs of transportation
  - Accessibility by air travel
  - Cost of accommodations (which is considered a major consideration)
  - Meeting room facilities
  - Activities/attractions to see and do during free time
  - Availability of site in Spring
2. Accept invitations/proposals to host.
  - Via mail (email or fax) to Time and Place Committee Chair at least 30 days prior to current Spring Meeting, or
  - In person to the Committee during current Spring Meeting but prior to the general business meeting.
3. Make required components of the invitation/proposal to host available on a regular basis:
  - Site, city.
  - Hotel, resort area, or specific site and availability of site on third weekend in May.
  - Estimated airfares from several major points based on current standard fares.
  - Costs of sleeping rooms and meeting rooms if applicable. Every effort should be made to select reasonable room rates.
  - Description of meeting accommodations including accessibility by wheelchair.
  - Accessibility of airport to site, including cost of ground transportation.
  - Estimated cost and specification descriptions of possible group activities.

4. Maintain yearly correspondence with Presidents of states who will host upcoming Fall and Spring CSAP meetings.
5. Evaluate invitations/proposals submitted and/or Host State Association resources and others as needed. Consult with CSAP Office as necessary and appropriate. Make recommendations to the Executive Board for approval. Announce decision during the general Business Meeting in the Spring.
6. Send a letter to the current President of the state approved to host CSAP Spring Meeting thanking them for submitting an invitation/proposal and congratulating them on their selection.
7. As soon as the Council has approved a Spring Meeting site, the Time and Place Committee Chair should notify the Commissioner on Issues and Planning who will notify the President who will notify ASHA.
8. Consult with the President to appoint the Local Arrangements Committee Chairs (contact persons for Spring and Fall Meetings). Once appointments are made, send names and contact information to CSAP Office. Send a copy of the appropriate Fall or Spring Local Arrangements duties and timelines to the Local Arrangements Chair as soon as he or she is appointed.
9. Contact the President of the Host State for the site of the Fall Meeting as soon as the announcement is made by the American-Speech-Language-Hearing Association pertaining to the site of the annual convention. Request participation as host.
10. Coordinate activities and efforts with the CSAP Office.
11. Maintain the Time and Place Policy in the electronic Policy and Procedures Manual.
12. Review and Time and Place Committee portion of the Policy and Procedure Manual and notify the Management firm of any changes so that the changes can be updated on the Policy and Procedure Manual website.

Last Revised 09/2011 | 11/2016

## COMMITTEE ON TIME AND PLACE TIMELINE

### January:

1. Consult with the President and Commissioner on Issues and Planning to assist in appointing committee members.
2. If requested by the CSAP Office, coordinate with the CSAP President to send a letter to the president of each of the states who will be hosting upcoming Fall and Spring Meetings, one to two years ahead of the current year, reminding them of the meeting they will host. Inform them of who the Local Arrangements (LA) Chair is (if already chosen) and offer to serve as a resource person as needed. Inform them that LA Chair will keep them informed of plans being made.

### February – March:

1. If requested by the CSAP Office, contact the LA chair regarding timelines for the Spring Meeting that will be 15 months from now. Encourage them to begin making plans now and strongly urge them to invest in coming to the next Spring meeting.
2. If requested by the CSAP Office, contact LA Chair (Fall) for the following calendar year and send copy of Local Arrangements timelines. Encourage that chair to begin planning now.

### April:

1. Prepare in collaboration with the CSAP Office, invitations to host the next available Spring Meeting.
2. Prepare committee report for CSAP's Executive Board and send it by email to the CSAP Office for duplication. Include any information about invitations/proposals to host future meetings.

### May:

1. Attend the committee chair meeting scheduled with Executive Board members during the Spring Meeting.
2. Meet with President and member whose invitation to host Spring Meeting was accepted to identify a Local Arrangements contact person. They (or their successor) do not actually become a LA Chair until one calendar year prior to the meeting to be held in their state.

### June:

### July-September:

1. When necessary update the regionalization plan as ASHA announces fall meeting sites and confer with the President on getting the plan updated in the Operating Procedures as needed. Determine a plan for communicating the updated rotation schedule to the CSAP membership.

### October:

1. Prepare committee report for CSAP's Executive Board and send it by email to the CSAP Office for duplication. Include any information about invitations/proposals to host future meetings.

November:

1. Update the Time and Place part of the electronic Policy and Procedures Manual.

December:

1. Send a letter to the current President of the state approved to host CSAP Spring Meeting thanking them for submitting proposal and congratulating them on their selection.

Last Revised 09/2011 | 11/2016

# OPERATIONAL PROCEDURES FOR THE JOINT COMMITTEE ON STATE & NATIONAL ASSOCIATION RELATIONSHIPS

## **A. Enabling Resolution or Authority**

The Joint Committee on State and National Association Relationships (hereinafter referred to as “Joint Committee”) was established by the Legislative Council in 1986 (LC 37-86).

## **B. Committee Charge**

Pursuant to LC 37-86 the representatives to the Joint Committee shall “be charged to recommend actions and policies to the Executive Board designed to improve and maintain optimum state-national relationships.”

The Joint Committee performs a variety of functions, including but not confined to the following:

- 1) exchange of information, example: both ASHA and many of the state associations recognize the need for providing persons in other professions and the general public with more information about audiology and speech-language pathology. A statement of need, together with contemplated directions for action, are communicated through the Joint Committee to the two Boards [i.e. Council of State Association Presidents (CSAP) and the American Speech-Language-Hearing Association (ASHA)]. As plans proceed, mechanisms for cooperative action in addition to the Joint Committee may have to be established.
- 2) Coordination of activities, example: certain states express concern regarding the status of licensure and credentialing in their states. They may request supportive assistance, financial and/or information from the national association and from other state associations that have dealt successfully with such issues. The Joint Committee may assist in identifying the distinctive problems of each of the states, and in making recommendations for actions by CSAP and by ASHA.
- 3) Requests for assistance which provide mutual benefit, example: the state associations identify a need to have a computerized database consisting of basic information about each state association. The national office has established such database, and in most situations the state association wishing to have this information can contact the national office directly. In addition, state Associations can now view portions of this information on the ASHA website.

## **C. Mission Statement**

To provide a mechanism to exchange information and to facilitate activities that would be of mutual benefit to the state and national associations; to recommend actions and policies designed to improve and maintain optimum state-national association relationships.

## **D. Composition of the Committee**

The Joint Committee shall be composed of up to a total of six members. There are two delegations specified as follows:

The ASHA delegation includes:

- The Vice President of Government and Social Policies that serves as the monitoring officer to the ASHA delegation.
- Up to three ASHA members who are appointed by the Vice President of Government Relations and Public Policy.
- One individual from the National Office, appointed by the Executive Director of ASHA, who serves in an ex-officio capacity to the ASHA delegation and the committee as a whole.

The CSAP delegation includes:

- Three members of the CSAP governing board that include the President, President-Elect, and Past President.

### Basic Assumptions Pertaining to Membership on the Committee

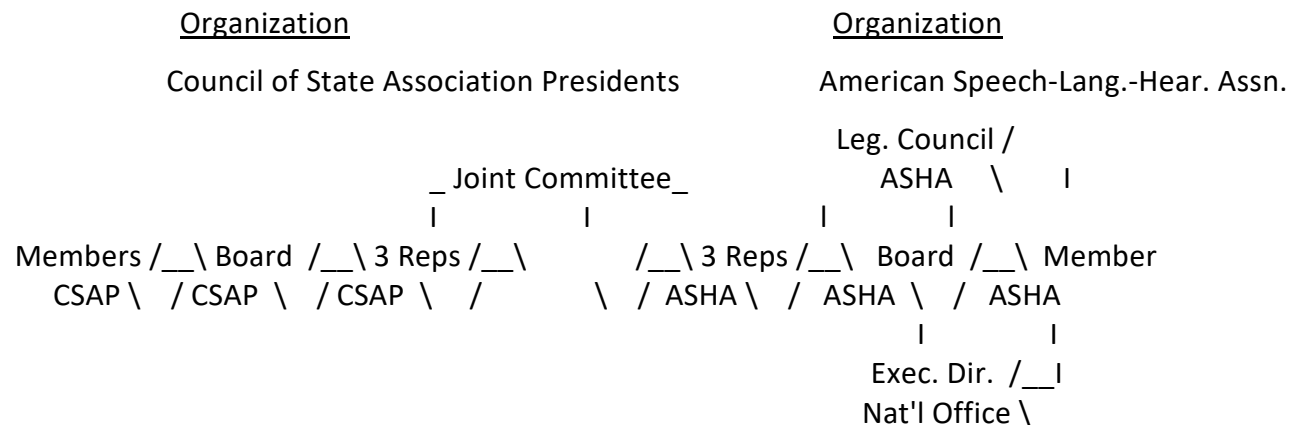
The Council of State Association Presidents and the American Speech-Language-Hearing Association are two separate, autonomous, independent organizations which share common interests and goals.

1. To facilitate the exchange of information, and to coordinate joint endeavors, the two organizations have established a Joint Committee consisting of three representatives from each of the organizations.
2. Each set of representatives receives guidance and direction from, and are accountable to the Boards of the organizations which they represent. Commitments are made and policies established only within the established guidelines of the respective organizations
3. Each set of representatives keeps the Boards of their respective organizations fully informed regarding their activities, using established channels of communication.
4. The Chair of the Joint Committee, in collaboration with other committee members, prepares an agenda for each meeting. Delegation representatives may consult with their own Board, using appropriate channels of communication, regarding topics and issues to be placed on the agenda.

### **E. Eligibility**

Except for the appointee from the National Office, all Joint Committee members must have had recent experience on a state association Executive Board. Due to the fact that state-national association issues frequently focus on education, healthcare and higher education, the ASHA members of the Joint Committee should, whenever possible, reflect these diverse employment settings.

### **F. Organizational Chart**



## **G. Terms of Office**

1. The term of Office of the appointed ASHA representatives shall be for a term of no more than three years, and such appointments will rotate so that the appointed members do not change at the same time.
2. The term of office for each of the three CSAP representatives shall coincide with their term of office on the CSAP Board.
3. The term for the National Office representative shall be ongoing to provide continuity for the Joint Committee. A change will only occur if another individual is chosen by the Executive Director

## **H. Goals and Responsibilities**

Members of the Joint Committee traditionally attend two face to face meetings per year, one occurring during the CSAP spring conference held in May each year, and the second shall occur at some time during the ASHA Convention and the fall CSAP meeting both of which occur in November of each year.

Due to the information gathered at CSAP meetings, attendance at these activities is vital to Joint Committee operations. ASHA members of the Joint Committee should attend CSAP meetings. ASHA will be responsible for funding all expenses for their Joint Committee members.

### The Goals of the Joint Committee include:

1. To identify and promote specific strategies and procedures that support and maintain timely communication between ASHA and the state associations.
2. To assist state associations and ASHA in the identification of human and fiscal resources existing within each respective association.
3. To identify mechanisms that will encourage professionals to participate as active members in both state and national associations.
4. To recommend procedures for promoting communication between CSAP and ASHA when either body is involved in the development of a policy that will, by its nature, affect both organizations.

### In order to meet such goals, the duties may include but are not limited to:

1. Advocacy for ASHA State Association Recognition (see procedures for Recognition of State Associations attached as Exhibit A hereto). This may include: direct communication between State Association representatives and the Joint Committee, provision of information to facilitate the recognition process, and suggestions for compliance with recognition guidance.
2. Development and implementation of survey tools, such as the H.E.L.P. form, for the purpose of gaining information from state representatives about concerns they would like the Joint Committee to consider. Duties would include analysis of survey findings, identification of trends and timely responses by committee members to concerns identified.
3. Advocacy for ASHA focused initiatives requiring familiarity with current ASHA strategic plans as they relate to state issues and concerns.

4. Development of policies and procedures that may enhance communication efforts among the states, CSAP and ASHA. This may include recommended action and policies that need to be brought to ASHA's Executive Board.
5. Direct participation in the CSAP annual meeting by the ASHA representatives. This can be in the form of individual exchanges with CSAP membership, direct participation in CSAP program offerings or presentation at the CSAP business meeting.
6. Facilitating the exchange of information among states regarding the ASHA national advocacy groups such as: SEALS, STARS, SMACs, and Licensure Networks.
7. Identifying issues relevant to state and national associations, and expediting actions by presenting Joint Committee with the following:
  - a) a clear description of the issues and/or problems to be addressed.
  - b) a precise statement, if possible, as to what is being asked of one or both organizations.
  - c) possible options for actions.
  - d) an estimate of costs, both direct and indirect.
  - e) an indication of priorities, and time-lines.

#### **I. Chair**

The Chair of the Joint Committee is elected by the committee as a whole, by December 31 of each year, and shall alternate between organizations on an annual basis.

1. The pool of candidates for chair in odd years is the delegation from ASHA, and in the even years the delegation from CSAP.
2. The Chair shall be elected during the November meeting by committee members serving at that time.
3. In the event of a temporary absence of the Chair, the person who is the senior member of the committee will assume responsibility for committee activities for that meeting.
4. In the event of a resignation of the Chair, the committee will elect a replacement from the appropriate delegation for that year.

#### **J. Vice Chair**

Not applicable. See sections I (3) and (4) above.

#### **K. Nonparticipation in Committee Activities**

Each member of the Joint Committee will be notified of the Committee's Operational Procedures and the schedule of events necessary to carry out the charge of the committee. In the event a member of the Committee fails to meet the designated expectations and responsibilities, the Chair of the Committee will resolve the matter with the member. Situations will be handled on a case by case basis. In the event that the nonparticipation is by the Chair of the Committee, the case should be handled by the remaining voting committee members.



**L. Annual Report Requirements**

The Chair of the Joint Committee shall provide an annual report to the President of CSAP, the incoming Chair of the Joint Committee, the ex-officio member of the committee, and the ASHA Vice President on Government and Social Policies as to the actions and activities of the Committee that have taken place in that year. The Vice President of Government Relations and Public Policy shall be sure that this information is shared with the Legislative Council each year.

**M. Conforming to Governance Documents**

The Joint Committee and its members shall conform to the ASHA and CSAP Bylaws, and all other governing documents of the two Associations.

**N. Revision of the Operational Procedures**

The Operational Procedures of the Joint Committee may be revised by a majority vote of the committee.

Approved 08/04  
Revised 11/11



**Council of State Speech-Language-Hearing Association Presidents**  
**Request/Authorization for Payment/Reimbursement**  
**700 McKnight Park Drive, Suite 708, Pittsburgh, PA 15237**  
**855-727-2836**

### Expense Reimbursement Request

Items currently reimbursable are listed below. Reimbursement will be issued for your actual expense or up to the maximum amount indicated below.

- Document expenses by stapling receipts/invoices to this form.
- Requests for Reimbursement are to be submitted to the Treasurer within 30 days following the conference or meeting to receive reimbursement. Requests received after that time may not be honored.
- Submit completed form to CSAP Treasurer for approval.

Make check payable to:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Requested by : \_\_\_\_\_

Current Travel Policy Attached				
Expense	Maximum Permitted	Explanation	Your Actual Expense - Attach Receipts	Total Permitted Reimbursement
<b>Hotel</b>				
5 Officers	3 nights@ \$200/night (\$600 maximum)	Hotel Expense		
2 Commissioners	1 night @ \$200 max	Hotel Expense		
<b>Travel</b>				
5 Officers	Up to a max of \$500			
2 Commissioners	Not applicable			
<b>Less Social Fee</b>				
<b>Total Reimbursement as per current Policy and Procedure Guidelines</b>				

## **TRAVEL POLICY (From Operating Procedures Section of P&P)**

### **Travel Policy #1**

1. Transportation expenses for elected Executive Board members (President, President-Elect, Past President, Treasurer and Secretary) will be reimbursed. As voted on at the May 2017 Executive Board meeting, transportation expenses which would include air, car, bus, train will be reimbursed at the fixed amount of \$500.00. Executive Board members whose expenses go over the fixed amount will be responsible for the additional travel expenses. Expenses that come under the fixed amount will be reimbursed at the exact amount of the travel expense. Transportation expenses do not include parking, cabs or shuttle expenses.
2. Hotel expenses will be reimbursed for Executive Board members for attendance at the board meeting and fall and spring conferences. Elected officers (President, President-Elect, Past President, Treasurer and Secretary) will be reimbursed for three approved hotel nights at the spring meeting and three hotel nights for the fall meeting. Commissioners will be reimbursed for one hotel night for the fall and one hotel night for the spring meeting. Committee chairpersons may be reimbursed one hotel night for any meeting if approved by the President. Hotel expenses will be reimbursed up to \$200.00 per night. Any expense over the \$200.00 per night approved reimbursement rate will be the responsibility of the Executive Board member. Any hotel expense under the \$200.00 per night rate will be reimbursed for the exact amount of the hotel bill.



## CSAP COMMITTEE POOL DATA FORM

Name: \_\_\_\_\_ State: \_\_\_\_\_

Current Position in State: \_\_\_\_\_ Term: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

CSAP has three standing committees and other volunteer opportunities, such as the “Technology Committee” shown below. We encourage your participation on a committee. Most committee work is done by e-mail and over the phone. Standing Committee chairs are expected to oversee the duties assigned to their committee, and to meet with the Executive Board at a meeting that is usually held during the spring meeting.

**Please indicate any/all committee(s) on which you’d be willing to serve; if you would chair a committee; length of time you’ll be involved with CSAP (Presidents-Elect, Presidents and Immediate Past Presidents are eligible – however, some states do not finance participation by Past Presidents).**

	Serve on Committee	Chair Committee	Will Participate in CSAP until: (month,year)
<b>a. Standing Committee on Nominations</b> , whose function is the preparation of nominations of all offices. <i>Note: Members of the Nominations Committee May Not Run for Elected Postions</i>			
<b>b. Standing Committee on Time and Place</b> , whose purposes are to review proposals for future meeting sites and to make recommendations to the Council for future meeting sites.			
<b>c. Standing Committee on Local Arrangements</b> , whose purpose is to assist the President with meeting facility arrangements and amenities.	<b>Predetermined by sites chosen</b>		
<b>d. Committee on Technology</b> -This committee serves under the Commission on Communication and Technology at his or her discretion in a given year. (Note: <u>It is not currently a standing committee.</u> ) Its purposes are to plan, coordinate, and/or implement opportunities for leaders of state speech-language-hearing associations to exchange current information in a timely manner, and to provide a dynamic, interactive forum for collaboration and networking among these leaders, using tools such as the CSAP Website, ListSrvs, and other technological vehicles that will emerge in the future.		NO CHAIR: Serves under-appointed Commissioner	
<b>e. E-Newsletter Editor</b> serves under the Commissioner on Communication and Technology to produce the CSAP e-newsletter, including topic, solicitation of articles, editing, etc. This position has a two-year term.	NO COMMITTEE	NO CHAIR: Serves under-appointed Commissioner	

Note: Standing Committee Chairs will maintain the section of the Policy and Procedures Handbook pertaining to their area. They will maintain hard copy documentation, including correspondence, reports and other relevant information that should then be passed along to the individual who is next assuming that individual’s committee position.

**(Continued on other side)**

**APPOINTED OFFICERS** – There are two appointed officers of CSAP:

**Commissioner on Communications and Technology.** This Commissioner is responsible for oversight of the CSAP Website and Listserv, and to plan, coordinate, and/or implement opportunities for leaders of state speech-language-hearing associations to exchange current information in a timely manner, and to provide a dynamic, interactive forum for collaboration and networking among these leaders, using tools such as the CSAP Website, ListSers, e-newsletter and other technological vehicles that will emerge in the future.

**Commissioner on Issues and Planning.** This Commissioner is responsible for educational activities of the Council, monitoring the strategic plan, and coordinating with the rest of the executive board on emerging issues impacting the membership of the Council.

If you are interested in serving as a Commissioner, please indicate by checking one of the following:

		Time Left on CSAP
Commissioner on Communications and Technology	YES _____	_____
Commissioner on Issues and Planning	YES _____	_____

The Council of State Association Presidents Appreciates YOU!

Your talents are important not only to your state, but to every state. If you would like to serve as a COMMITTEE CHAIR or COMMITTEE MEMBER, or as an appointed officer of CSAP, please let us know! Complete the back of this sheet and return it to the current President-Elect or mail to:

CSAP Office  
700 McKnight Park Drive, Suite 708  
Pittsburgh, PA 15237  
csap@robertcraven.com

Please refer to the CHAIR of any committee or CSAP officer with questions regarding the work of the committee or the Executive Board. If you are unsure of contact information, please call the CSAP Office at 855-727-2836 with your questions. CSAP appreciates your leadership qualities! Take this opportunity to “broaden your horizons” in a national leadership role!



## *CSAP Needs a Good Home in 2019!*

Ever consider hosting a Spring CSAP Conference? It is one of the creative ways state associations can actively participate in the operation of CSAP. Moreover, hosting the Spring Conference enables members to visit and experience fascinating features of the host state.

Proposals to host the Annual Spring Conference in **2019** should be submitted to the CSAP Office by **September 1, 2016**.

The association proposals must include the following:

- Letter from the association president indicating a commitment to host the May 2019 CSAP Conference.
- Designate a city and state in a geographical area unrelated to recent fall ASHA Convention locations.
- Hotel recommendations (three or four choices). Once a city has been selected, the CSAP Office will contact all recommended hotels to begin the bidding process. It is not necessary for you to contact the hotels.
- Brief summary of air/public transportation accessibility.
- List of unique group activities and projected costs for each. Suggested activities for a possible social event should range in cost of no more than \$75 - \$90 per person. This includes transportation to and from the event, rental fees, food, etc.
- Brief list of things to do during free times.

The Time and Place Committee will review each proposal. All proposals will be presented to the Executive Board for their consideration and selection. The Executive Board will announce the 2019 host to the membership at the Fall Business Meeting. If you have any questions, please feel free to contact the CSAP Office at 855-727-2836.



**COUNCIL OF STATE SPEECH-LANGUAGE-HEARING ASSOCIATION PRESIDENTS**

COMMISSIONER REPORT

Commissioner: \_\_\_\_\_

Committee Name(s), if applicable

\_\_\_\_\_

Members: \_\_\_\_\_

Date: \_\_\_\_\_ Expenses incurred to date: \_\_\_\_\_

Please summarize your goals, activities, and progress. Also indicate if you think the Executive Board should take action on any issue, and if so, your recommended resolution.



## **COUNCIL OF STATE SPEECH-LANGUAGE-HEARING ASSOCIATION PRESIDENTS**

### **COMMITTEE REPORT**

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Members: \_\_\_\_\_

Date: \_\_\_\_\_ Expenses incurred to date: \_\_\_\_\_