



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

This manual was developed to assist SCSHA Executive Board, Executive Council, Executive Director, and Management Company.

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

The Management Company will retain the master copy and electronic files of manual documents.

The Past President will attend to revisions in February of year her/his term expires.

The most recently updated copy of this manual will be posted on the SCSHA website available to members electronically at all times.

**Last Updated 4/15/2024**

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## **EXECUTIVE BOARD**

### **EXECUTIVE BOARD**

The Executive Board consists of the following nine (9) voting officers: The President, the six (6) Vice Presidents, President Elect, and the President Elect-Elect. The Past President remains on the Executive Board for one year as a non-voting member.

### **EXECUTIVE COUNCIL**

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

### **RESPONSIBILITY**

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

### **MEETINGS**

The Executive Board shall meet at least **four** times annually with meetings scheduled regularly throughout the year and additional meetings scheduled as required. A quorum shall consist of 51% of the voting members of the Executive Board. At the discretion of the Executive Board, business of the Board may be conducted by mail, telephone or other electronic device.

## PRESIDENT

The President shall serve as Chair of the Executive Board and the Chair of the Council, coordinating the functions of both bodies. The president is responsible for developing long-term plans, as well as organization and policy alternatives for the Association. The President attends the spring and fall CSAP Meetings. The President has oversight of the SCSHA website and is responsible for periodic content review and coordinating requests for website changes. The term of office is one year.

Attend and lead all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

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

March	Transition with outgoing President and President elect Transition with management company and discuss goals/agenda for the year Complete ASHA annual report (with management company) Change CSAP registry (with management company) Collaborate with VP of Finance and Leadership regarding a SCSHA Leadership Workshop, when appropriate
April	Confirm registration for spring Council of State Presidents meeting Prepare and send congratulations to upcoming SLP graduate programs (with management company) Review Management Company Contract and Lobbyist Contract with the Executive Board and submit to Independent Lawyer for review.
May	Attend CSAP conference Prepare Summer InTouch Article
June/July	Check to see that SCSHA is in SDE directory to be published in fall Prepare and send congratulations to upcoming SLP graduate programs (with management company)
October	Plan and lead board meeting Prepare Fall In-Touch Article
November	Attend CSAP (day prior to ASHA)
December	Write President’ welcome for convention packet Prepare and send congratulations to upcoming SLP graduate programs (with management company) Prepare Winter In-Touch Article Promote membership renewal
January	Remind VPs of Annual Reports Write annual report for annual business meeting
February	Plan and lead Executive Board meeting (evening before convention) Plan and lead Council meeting (follows board meeting) Lead Annual Business Meeting at convention Lead Awards ceremony at convention luncheon or similar function Give President’s address at the luncheon or similar function

## PRESIDENT ELECT

The President Elect shall assist the President in performance of duties, act in the absence of the President, participates in any or all activities, both internal and external, associated with preparation for presidency; assists the president in performance of duties and attends spring and fall CSAP meetings. This office also serves as the convention chair and coordinates all convention duties and assignments with the management company, The term of office is one year.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

March	Transition with incoming President Elect-Elect Transition with outgoing President Elect Review SCSHA By-laws, Code of Ethics, Policies/Procedures, Duties of Office, Committees
April	Attend SCSHA Leadership Workshop, when appropriate Register Confirm Registration for CSAP Prepare office budget request for the next year fiscal year. Contact volunteers listed on committee data pool form on website (report contacts at the summer board meeting).
May	Attend CSAP Contact committee/taskforce chairs for reports
October	Attend fall conference, when appropriate Contact committee/taskforce chairs for reports Register for CSAP
November	Attend CSAP (day prior to ASHA)
December	Contact committee/taskforce chairs for reports Prepare article for Winter InTouch Promote membership renewal
January	Contact committee/taskforce chairs for reports Write annual report for annual business meeting and In Touch
February	Attend board, council and business meetings at SCSHA convention

### Committees/Task Forces Reporting to the President Elect

Continuing Education and Convention Committee

## PAST PRESIDENT

The Past President shall serve as an ex-officio, non-voting member of the Executive Board. The Past President shall be in charge of the policies and procedures manual, including updating, maintaining and distributing policies and procedures to the Executive Board members as needed. **The Past President will chair any revisions required for the by-laws.** The Past President coordinates the Past President's event at the Convention. Oversees organization of SCSHA Historical Documents and Booth at the convention. The term of office is one year.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

March	Attend SCSHA Leadership Workshop Transition with incoming President Transition with outgoing President Review SCSHA By-laws, Code of Ethics, Policies/Procedures, Duties of Office
November	Organize and check on membership for Past President's Council event for convention
December	Promote membership renewal
January	Update Policy and Procedures Manual, as needed Write annual report for annual business meeting and In Touch
February	Attend board, council and business meetings at SCSHA convention Lead Past President's event at convention

## PRESIDENT ELECT-ELECT

The President Elect-Elect is a voting member of the Executive Board. The President Elect-Elect carry out duties as assigned in preparation for assuming duties of President Elect and President;. The President Elect-Elect is tasked with planning and coordinating the the SCSHA fall workshop with board approval and as the budget permits. The President Elect-Elect will serve as the Convention Co-Chair. The President Elect-Elect shall present to the Executive Board for review a slate of nominees for each elected position at the fall meeting. Nominations can be made electronically by a specified deadline. Election of each of the offices shall be by electronic ballot of the entire voting membership of the Association. The nominee receiving the most votes shall be elected. Nominations are due in September. The term of office is one year.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

Manage Student Advisory Council and attend meetings

March	Transition with outgoing President Elect Transition with incoming President Elect-Elect Attend Team Building Workshop, when appropriate Review SCSHA By-laws, Code of Ethics, Policies/Procedures and Duties of Office
April	Secure a speaker(s) and venue for a fall workshop (requires board approval an only as the budget permits).
May	Prepare articles for the summer In-Touch regarding the fall workshop if the fall workshop is being offered and on the upcoming board vacancies including the deadline for call for nominations will be in the fall.
October	Work with management company to prepare ballot for board elections
November	Present the slate of officers to the board at the board meeting.
December	Prepare an article for the Winter InTouch and the Convention On-site Program regarding newly elected board members. Promote membership renewal
January	Write annual report for annual business meeting
February	Attend board, council and business meetings at SCSHA convention

## VICE PRESIDENT OF FINANCE & LEADERSHIP

The Vice President of Finance & Leadership shall serve as a representative to the Executive Board for a term of two years. The Vice President of Finance & Leadership shall handle all financial duties, oversee with the President the SCSHA Leadership Workshop when offered and review the Strategic Plan with the President. Additionally, the Vice President of Finance & Leadership will be tasked with ensuring the Board is following the mission of the organization.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office
APRIL	Prepare budget request for the next fiscal year Lead and attend SCSHA Leadership Workshop, when appropriate
MAY	Contact committee for reports Work with management company and budget committee to develop next fiscal year budget Begin working on Silent Auction
JUNE	Submit proposed budget to the board for approval
OCTOBER	Contact committee for reports and prepare budget draft for next FY and review with President and ED.
DECEMBER	Contact committee for reports Promote membership renewal Make changes to budget based on feedback from Executive Board
JANUARY	Write report for annual business meeting Contact committee for reports Send final budget to Executive Board for review and voting at Feb meeting
FEBRUARY	Attend board, council and business meetings at SCSHA convention Executive Board votes to approve budget at Feb Executive Board meeting and Members vote to approve budget at Feb Membership meeting.

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

### Committees/Task Forces/Liaisons Reporting to the Vice President of Finance & Leadership:

- Budget Committee
- Fundraising Committee to include the Silent Auction at convention



## VICE PRESIDENT OF MEMBERSHIP & OUTREACH

The Vice President of Membership & Outreach shall serve as a representative to the Executive Board for a term of two years. The Vice President of Membership & Outreach will be tasked with overseeing communications and public information for the association. Additionally, the Vice President of Membership & Outreach will be tasked with coordinating *In Touch* and updating social media platforms. The VP of Membership and Outreach is further tasked with the Sharonda Coleman-Singleton Scholarship. The Vice President of Membership and Outreach oversees securing nominations for all awards (except Legislator of the Year Award).

Communication with membership- Prepare the *In Touch* and postings for the SCSHA Website as well as through social media. Also responsible for any communications or PR.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

Serve as Chair of the Assistants Advisory Council

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office Coordinate SCSHA display for exhibits for conferences Coordinate with President Elect on committee data pool (report contacts at the summer board meeting)
APRIL	Contact volunteers listed on committee data pool form (report contact at the summer board meeting) Attend SCSHA Leadership Workshop, when appropriate Plan Sharonda Coleman-Singleton Scholarship fundraising for the year
MAY	Contact committees for reports
SEPTEMBER	Contact Awards Committee to discuss responsibilities for awards and scholarships
OCTOBER	Contact committee for reports Set up SCSHA display for SCSHA Fall Workshop, when appropriate
NOVEMBER	Prepare membership renewal notification
DECEMBER	Contact committee for reports Send membership renewal notifications with management company Promote membership
JANUARY	Write report for annual business meeting Contact committee for reports
FEBRUARY	Attend board, council and business meetings at SCSHA convention

\*\*\* Monthly: Update website/social media as needed

### Committees/Task Forces/Liaisons Reporting to Vice President of Membership & Outreach:

-- Awards Committee

## VICE PRESIDENT OF HIGHER EDUCATION

The Vice President of Higher Education shall serve as a representative to the Executive Board for a term of two years. The Vice President of Higher Education must be a full time faculty member employed at a college or university. Additionally, the Vice President of Higher Education will be tasked with keeping the board up to date on changes in certification standards and other standards that affect the academic and clinical training of students as well as practicing speech-language pathologists and audiologists. The Vice President of Higher Education is further responsible for communication to programs regarding SCSHA events and opportunities. The Vice President of Higher Education is further tasked with promoting ethical practice.

Communication with membership- Prepare at a minimum one article for the *In Touch*.

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review policies/procedures, code of ethics, duties and other documents
APRIL	Attend SCSHA Leadership Workshop, when appropriate
MAY	
JUNE	
OCTOBER	Prepare article for Fall InTouch
NOVEMBER	
DECEMBER	Promote membership renewal
JANUARY	Write report for annual business meeting
FEBRUARY	Attend board, council and business meetings at SCSHA convention

\*\*\* Monthly: Communicate with institutions of higher education.

### Committees/Task Forces/Liaisons Reporting to Vice President of Higher Education

## VICE PRESIDENT OF CLINICAL AND PROFESSIONAL AFFAIRS

The Vice President of Clinical and Professional Affairs shall serve as a representative to the Executive Board for a term of two years. The Vice President of Clinical and Professional Affairs must be a full time practicing SLP. The Vice President of Clinical and Professional Affairs shall coordinate activities involving professional standards and ethical practices, reimbursement issues, as well as promote evidence-based practices in all work settings. Research and present to the board ASHA Grants for current area of needs. Participate in solicitation of and review of Call for Papers and Posters for the annual convention.

Communication with membership- Prepare at a minimum one article for the *In Touch*

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office
APRIL	Attend SCSHA Leadership Workshop, when appropriate
MAY	
JUNE	Start soliciting for in-state Call for Papers and Posters (non-reimbursement) with emphasis with culturally and linguistically diverse populations.
OCTOBER	Review Call for Papers and Posters with evidence-based practices along with Convention Committee
NOVEMBER	Review Call for Papers and Posters with evidence-based practices along with Convention Committee
DECEMBER	Promote membership renewal
JANUARY	Write report for annual business meeting
FEBRUARY	Attend board, council and business meetings at SCSHA convention

\*\*\* Address ongoing/new issues pertaining to VP responsibilities as they arise with the Executive Board including seeking council with STAR, StAMP and SEAL

## VICE PRESIDENT OF GOVERNMENT AFFAIRS

The Vice President of Government Affairs shall serve as a representative to the Executive Board for a term of two years. The Vice President of Government Affairs will be tasked with coordinating the activities for the association's lobbyist. Additionally, the Vice President of Government Affairs will be tasked with communicating with the SCSHA Lobbyist, planning and attending SCSHA Legislative Day, as well as the Ambassador and award/scholarship presentation for "May is Better Speech and Hearing Month." Research and present to the board ASHA Grants for Legislative Advocacy. The VP of Governmental Affairs is further tasked with coordinating all volunteers, including facilitators, for the convention.

Communication with membership- Prepare at a minimum one article for the *In Touch*

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office **4 weeks prior to Legislative Day, secure nominations for Legislator of the Year Award
APRIL	Attend SCSHA Leadership Workshop, when appropriate
MAY	Plan and Attend "May is Better Speech and Hearing Month"
JUNE	Legislative session ends, prepare end of year legislative report for Summer InTouch
OCTOBER	Confirm Call for Papers with Lobbyist is complete
NOVEMBER	Confirm Legislative Day for upcoming year has been scheduled by the Lobbyist and with the Board
DECEMBER	Prepare article for Convention On-Site Program and Winter InTouch regarding upcoming Legislative Day Promote membership renewal
JANUARY	Legislative session starts Write report for annual business meeting
FEBRUARY	Attend board, council and business meetings at SCSHA convention

\*\*\* Address ongoing/new issues pertaining to VP responsibilities as they arise with the Executive Board

\*\*\* Monthly: Follow up with the association's lobbyist and report to membership as needed.

## VICE PRESIDENT OF AUDIOLOGY

The Vice President of Audiology shall serve as a representative to the Executive Board for a term of two years. The Vice President of Audiology must be a member of SCSHA and SCAA, and will be tasked with acting as liaison to the South Carolina Academy of Audiology Board. Additionally, the Vice President of Audiology will be tasked with reporting issues of concerns to audiologists discussed by the ASHA Advisory Audiology Council. Promote SCSHA in order to recruit Audiology members.

Communication with membership- Prepare at a minimum one article for the *In Touch*

Attend all board and council meetings and submit reports. Attend Fall Workshop.

Functioning member of Convention Committee

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office Prepare article for InTouch regarding SCAA convention
APRIL	Attend SCSHA Leadership Workshop, when appropriate
MAY	
JUNE	Encourage Call for Papers and Posters by Audiologists in the state of SC.
OCTOBER	Review Audiology Call for Papers and Posters with evidence-based practices along with Convention Committee
NOVEMBER	Review Audiology Call for Papers and Posters with evidence-based practices along with Convention Committee
DECEMBER	Promote membership renewal
JANUARY	Write report for annual business meeting
FEBRUARY	Attend board, council and business meetings at SCSHA convention

\*\*\* Monthly: Communicate with ASHA Advisory Council as necessary.

**VICE PRESIDENT OF DIVERSITY, EQUITY, INCLUSIVITY, & ACCESSIBILITY (DEIA)**

The Vice President of DEIA shall serve as a representative to the Executive Board for a term of two years. The Vice President of DEIA will be tasked with overseeing communications and trainings for the board and association related to diversity, equity, inclusivity, and accessibility. Additionally, the Vice President of DEIA will be tasked with advising SCSHA executive board on key issues related to DEIA. The VP of DEIA is further tasked with writing biannual updates for the InTouch and updating resources on website for membership. The Vice President of DEIA oversees recruitment of presenters for annual convention and/or workshops to ensure equitable representation. VP of DEIA will also collaborate with VP of Community and Outreach to support building membership and representation for professionals and students. Lastly, VP of DEIA will seek to bring awareness and recruit students into the speech language pathology and/or audiology field.

Attend all board and council meetings and submit reports.

Functioning member of Convention Committee.

MARCH	Transition with new VP, if appropriate Transition with outgoing VP, if appropriate Review SCSHA By-laws, Policies/Procedures and Duties of Office
APRIL	Attend SCSHA Leadership Workshop, when appropriate Begin planning and organizing for executive board DEIA training
MAY	Start recruiting for in-state Call for Papers and Posters with emphasis on diversity, equity, inclusion, and accessibility
JUNE	Offer annual DEIA training for board members to support self-assessment of personal biases and ways to improve
OCTOBER	Review Call for Papers and Posters with evidence-based practices along with Convention Committee
NOVEMBER	Review Call for Papers and Posters with evidence-based practices along with Convention Committee
DECEMBER	
JANUARY	Write report for annual business meeting
FEBRUARY	Attend board, council, and business meetings at SCSHA convention

\*\*\* Update website and share content with VP of Membership and Outreach as needed

## THE ROLE AND RESPONSIBILITIES OF THE SCSHA ASSISTANTS' LIAISON

The Assistants Liaison is a non-voting member of the Executive Council that is appointed by the Executive Board for a term of two years. The Assistants Liaison will be tasked with informing SCSHA members and the Executive Board about issues related to Speech-Language Pathology and Audiology Assistants licensure, certification, and practice.

**Qualifications:** The individual elected to this position must be employed as an SLP or Audiology Assistant in South Carolina, must hold current state licensure in South Carolina, and must 1. hold the ASHA C-SLPA or C-AA certification or 2. be in the process of completing the requirements of the ASHA C-SLPA or C-AA certification with completion to occur within six months of appointment to the position. The individual appointed to this position must be licensed as an assistant for the entire 2-year term of office.

### Responsibilities:

- Establish an Assistants Advisory Council that meets quarterly. The VP of Clinical and Professional Affairs will serve as Chair of this council in accordance with the SCSHA bylaws, which do not allow for an Associate Member to chair a committee/council.
- Educate members about the ASHA Assistants Certification Program
- Write biannual updates for the SCSHA In-Touch newsletter.
- Update resources related to assistants and assistant supervision on the website for members.
- Collaborate with VP of Membership and Outreach to recruit associate members who are practicing as assistants.
- Recommend presenters for annual convention and/or workshops to meet continuing education requirements for assistants
- Recruit presenters to submit Call for Papers and Posters for Convention relevant to assistants practice and/or assistant supervision.

Attend all board and council meetings and submit reports.

Functioning member of Convention Committee.

MARCH	Transition with incoming/outgoing Assistants Liaison, if appropriate. Review SCSHA By-laws, Policies/Procedures, Code of Conduct, Duties of Office Begin planning and organizing for Assistants Advisory Council
APRIL	Meet with the Assistants Advisory Council
MAY	Start recruiting for Call for Papers and Posters with emphasis on continuing education for assistants and supervisors of assistants.
JUNE	Recommend invited speakers for Convention.
OCTOBER	Meet with the Assistants Advisory Council.
NOVEMBER	Review Call for Papers and Posters with Convention Committee
DECEMBER	
JANUARY	Write report for annual business meeting.
FEBRUARY	Attend board, council, and business meetings and SCSHA Convention. Meet with Assistants Advisory Council.

## COMMITTEES AND TASK FORCES

### Establishment/Appointment/Duties/Responsibilities – Task

#### Forces Establishment

The establishment of a Task Force can be recommended by either an Executive Board Member. When a Task Force is recommended, it will be presented to the board. The Executive Board will decide if a Task Force is to be created and document approval with a formal vote. The Executive Board will assign the Task Force to a VP. Task Forces will be in place until the task is completed.

#### Appointment of Task Force Liaisons

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

#### Term of office for Task Force Liaisons

Until the task is completed.

#### Qualifications of Task Force Liaisons

Must be Professional SCSHA Member

#### General Responsibilities for Task Force Liaisons

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

Make suggestions as appropriate changes to the Task Force duties as needed Provide awritten report for each board meeting

Provide written information at a minimum of once per year to the membership to be published in the *InTouch*

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

**All Task Force Liaisons are part of the SCSHA Executive Council for the duration of their existence**

## SCSHA COMMITTEES

**Fundraising Committee** – Reports to the VP of Finance & Leadership

This committee provides assistance with the Silent Auction by making solicitations for donations and fundraising as needed.

**Convention Committee** – Reports to the Executive Board

This committee coordinates all activities associated with the annual convention. This committee is composed of ALL CURRENT BOARD MEMBERS as well as current member volunteers. The President Elect serves as Convention Chair and the President Elect-Elect serves as the Convention. The Co-Chair will become the Convention Chair the following year.

Subcommittees can include local arrangements, silent auction, volunteers, SCSHA GEM, Caring Square, etc.



### **Awards Committee - Reports to the VP of Membership & Outreach**

This committee coordinates selection of members and others to receive the awards of the association and solicits individuals to serve on the Awards Committee. Awards Committee members cannot be current executive board members. Awards of the association are as follows:

- Special Recognition Award
- SCSHA Friend Award (non-member who advocates on behalf of our profession)
- Jennifer Mungo Student of the Year Award
- The SCSHA Ambassador Award
- Rolland J. Van Hattum Award for Contribution in the Schools
- Louis M. DiCarlo Award for Recent Clinical Achievement
- Frank R. Kleffner Lifetime Clinical Career Award
- Honors of the Association
- Legislator of the Year (exempted from Awards Committee- see VP of Governmental Affairs)

Scholarships of the Association are as follows:

- Sharonda Coleman-Singleton Scholarship

### **SCSHA Assistants Advisory Council – Reports to VP of Membership & Outreach**

Agenda: Create content for an Assistants page on the SCSHA website, prioritize issues related to assistants to be addressed by the Executive Board, suggest continuing education content specific to assistants and/or supervision of assistants, suggest issues for legislative advocacy related to assistants practice and/or supervision of assistants.

Workload anticipated: meet at least quarterly prior to the Executive Board meeting and provide a report to the Executive Board of current issues related to assistant practice and supervision.

Membership: Assistants Liaison and 3-5 SLP and/or Audiology Assistants who hold assistant licensure in South Carolina. Committee members other than the Assistants Liaison are not required to hold current ASHA assistant certification.

Eligible nominations are submitted for review at the November Board Meeting. An Awards Committee will determine recipients by a two-thirds (2/3) vote. Nominees will be notified electronically after the meeting of acceptance or non-acceptance. All nominees will be notified, via email, regarding the voting outcomes.

The awards shall be presented at an award's ceremony or similar event in the order as stated above.

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

### **SCSHA Publications**

Time lines for the current *In Touch* publication are as follows: Spring, Summer, Fall, and  
Winter

Members will be notified via the list serve and will be published on the SCSHA secure website

### **Continuing Education**

CE Administrator and CE Content Consultant coordinate and report CE events and communicate with membership about Continuing Education.

## STAND ALONE POSITIONS

### ASHA Advocacy Network Liaisons

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

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

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

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

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

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

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

ASHA Advocacy Network Liaisons are part of the SCSHA Executive Council and are responsible for providing updates from the ASHA Advisory Networks.

### SCSHA Licensure Liaison

Reports to the Executive Board, Provide a written report for each board meeting, Provide written information as directed to the membership to be published in the In Touch, Monitors and reports any change that would affect the Association or Profession to the Executive Board

### **THE ROLE AND RESPONSIBILITIES OF STATE LICENSURE BOARD REPRESENTATIVE**

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

The State Licensure Board Representative(s) will accomplish this mission by:

1. Attending board meetings: Review agenda, attend meeting, and review minutes
2. Know or find out:
  - The names, terms of office, and constituency represented for each Board member
  - Procedures used by the Board to change regulations
  - Current issues of concern
  - Dates and times of meetings
  - Have Regular Contact with SCSHA and ASHA
3. Report to ASHA and SCSHA
  - Brief summary of topics of discussion including official actions and sanctions to ASHA and SCSHA President
  - Notify ASHA immediately if the following “red flag” terms in language are up for review/revision:
    - American Speech-Language Hearing Association (ASHA)
    - Certificate of Clinical Competence (CCC-SLP and CCC-A)
    - American Academy of Audiology (AAA)
    - American Board of Audiology (ABA)
    - “Other national accreditation organization”
    - ASHA Certification for assistants (C-SLPA, C-AA)
    - Interstate Compact
4. Prepare and submit oral or written testimony on pertinent board actions. The representative(s) shall request ASHA's input on board actions for consideration.
5. Know when vacancies will arise on the licensure board and how candidates are selected for these vacancies. Notify

SCSHA of an upcoming vacancy on the S. C. Board of Examiners in Speech Language Pathology and Audiology.  
6. Serve on the legislative affairs committee.

### **Advisory Councils**

Audiology Advisory Council - Reports to the SCSHA Executive Board

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

Student Advisory Council – Reports to the SCSHA Executive Board

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

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

ASHA Advocacy Network Liaisons are part of the SCSHA Executive Council and are responsible for providing updates from the ASHA Advisory Networks.

### **State Agency Network Representatives**

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

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

### **SCSHA Responsibilities for Stand Alone Positions**

Provide a written report for each board meeting

Provide written information as directed to the membership to be published in the *In Touch*

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

## **POSITIONS/GROUPS**

### **BUSINESS MANAGERS/EXECUTIVE DIRECTOR**

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

### **PAST PRESIDENT’S COUNCIL**

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

### **SCSHA HISTORIAN (Immediate Past President)**

Historian maintains the historical records of the Association. Is responsible for the SCSHA booth at the convention. Historian researches and publishes information with regards to:

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

## NOMINATION PROCESS

**In order to be eligible to be nominated as a candidate for President Elect-Elect, the individual must be a current SCSHA member and must have previously served on the SCSHA Executive Board.**

Vice Presidents are elected each year

–Even Years:

VP of Clinical and Professional Affairs  
VP of Audiology  
VP of Governmental Affairs

Odd Years:

VP of Finance & Leadership  
VP of Membership & Outreach  
VP of Higher Education

President Elect-Elect is responsible for the nomination/election process. Note: The above sequence of VP elections may be influenced when a vacancy occurs on the Executive Board.

### **Procedure**

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

Current members may self-nominate or nominate fellow SCSHA Members with their written permission.

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

By November, ballots will be available on-line through the SCSHA website. Votes will be required to be returned within one week.

Elected Officers will be notified electronically the results of the vote prior to membership notification.

## SCSHA GENERAL POLICIES

1. All Executive Council members and committee/task force members must be current professional level SCSHA members. Exception is ASHA advisory council members.
2. Divisions and sub-committees/task forces will receive charge from the Executive Board. At that time, further details will be determined (i.e., composition, numbers).
3. Vice Presidents are ex-officio members of all their committees/task forces.
4. Committee and task force members serve a one-year term with the ability to serve unlimited terms. Exception for the Convention Chairs (PE) who start as co-chair (PEE) and then move to Chair. Task Force liaisons are in their position until the task is completed.

## FISCAL POLICIES

## **Reimbursement Policies for CSAP Attendance**

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

### **Guidelines for Travel Reimbursement:**

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

### **Non-Budgeted Expenditures**

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

## **Signatures On SCSHA Checks**

The management company is authorized to sign check up to \$3,000. Any check over \$3,000 will require a second signature of either the VP of Finance & Leadership or the President. All checks made out to the VP of Finance, President or Executive Director will require two signatures, regardless of the amount. The President will sign checks in the event the VP of Finance & Leadership is not available. The VP of Finance & Leadership should be informed of all financial transactions conducted on behalf of SCSHA.

## **Fall Workshop Reimbursement – President-Elect-Elect**

The President-Elect-Elect will receive one night lodging at the Fall Workshop hotel and free registration, if applicable.

## **Donations To SCSHA Foundation**

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

## **Annual Budget – Members**

**The membership is to be provided a copy of the current approved budget at the Annual**

### **Business Meeting. Reserves Policy**

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

## **Excess Reserve Policy**

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

## **POLICY ON POSITION PAPERS**

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

## **ORGANIZATIONAL POLICIES**

### **Board Meetings**

The Executive Board meetings at least four times per year.

The Executive Board will conduct an official board meeting prior to the Executive Council Meeting at Convention.

### **Executive Council Meeting**

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

### **Minutes and Meeting Notes of the Association**

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

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

### **Annual Reports**

Annual reports will be published on the SCSHA secure website.

## **CONVENTION POLICIES**

### **Exhibitors/Sponsors**

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

### **Registration Refunds**

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

### **Convention Registration - Executive Board, Executive Council and Presenters**

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

Executive Council Members who are current members may register for the Convention using the present rate.

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

### **Convention Lodging**

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

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

Ambassador will be provided one night lodging during the convention, if applicable

## Appendix I

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

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

The SEALs accomplish this mission by:

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



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

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

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

Legislators  
State insurance commissioners  
Health plan executives  
Union officials  
Employers

To accomplish their mission STARS will:

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

**THE ROLE AND RESPONSIBILITIES OF THE ASHA StAMP** – As Stated by ASHA

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

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

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

### **Description of Office**

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

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

### **Primary Responsibilities**

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

### **Term**

Term of office is for three years.

Advisory Councils are elected by the ASHA membership, by state as follows:

Audiology Advisory Council - Next nomination period is October-December 2015 for election in 2016. The term for which candidates will be running is 3 years (January 1, 2017 through December 31, 2019).

Speech-Language Pathology Advisory Council - Next nomination period will be in the year 2016 for the election 2017. The term for which candidates will be running is 3 years (January 1, 2018 through December 31, 2020).

## Appendix V

### THE ROLE AND RESPONSIBILITIES OF STATE LICENSURE BOARD REPRESENTATIVE

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

#### State Licensure Board Representatives Should:

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

Licensing representatives accomplish this by:

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

Licensing representatives should know or find out:

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

#### Have Regular Contact with SCSHA and ASHA

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

#### Know When to Send Immediate Notification to SCSHA and ASHA

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

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

#### Prepare and Submit Oral or Written Testimony on Pertinent Board Actions

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

#### Know When Vacancies Will Arise on the Board

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

## THE ROLE AND RESPONSIBILITIES OF the Student Advisory Council (SAC)

**Purpose:** The purpose of the SCSHA Student Advisory Council (SAC) is to provide the SCSHA Executive Board with bi-annual written feedback about SCSHA professional development, leadership opportunities, and programming for undergraduate and graduate students.

**Members:** The SCSHA SAC will be composed of 2 undergraduate or graduate students currently enrolled and in good academic standing from each of the Speech-Language Pathology or Communication Sciences and Disorders higher education programs in South Carolina (Bob Jones University, Columbia College, Francis Marion University, Medical University of South Carolina, South Carolina State University, and University of South Carolina). Applicants for the SAC must be current SCSHA student members in good standing.

**Nominations:** The call for nominations for the SCSHA SAC will be posted on the SCSHA website and sent to all academic Program/Department Chairs by July 1<sup>st</sup>. Nominations will be submitted by Program/Department Chairs by August 1<sup>st</sup>. Each Program/Department Chair will nominate two students who meet the SAC membership requirements listed above. Membership on the SCSHA SAC will begin Sept 1st and end August 31st of each calendar year. Members will be required to serve at least 1 term and will be required to attend 2 meetings annually as well as the SCSHA Convention.

**Leadership:** The SCSHA PEE will serve as Advisor for the SAC. Prior to the fall meeting, SAC members will have the opportunity to apply to serve as SAC Chair, SAC Vice Chair and SAC Secretary. The SCSHA PEE will select a Chair, Vice Chair and Secretary from SAC applicants for each position. Term of office for Chair and Secretary will be one SAC membership year. The Vice-Chair should be able to serve 2 consecutive terms: one as Vice-Chair and one as Chair. The Chair and Vice-Chair will be responsible for setting meeting dates, communicating with SAC members, and creating an agenda for each meeting. The Secretary will be responsible for recording minutes and providing the SCSHA Executive Board with a bi-annual report. The Chair, Vice-Chair, and Secretary of the SAC will attend the SCSHA Convention at no cost. The President Elect-Elect of SCSHA will attend all meetings. SCSHA Executive Board members will be invited to attend all SAC meetings.

**Meetings:** The SCSHA SAC will meet twice annually; once during the SCSHA Convention in February and in the fall during the month of October.

**SOUTH CAROLINA**  
**Speech--Language--Hearing Association**  
 SCSHA Office • PO Box 2471 • Columbia, SC 29202  
 803-995-0466 • email: [SCSHAED@gmail.com](mailto:SCSHAED@gmail.com) • [www.scssha.net](http://www.scssha.net)

**REQUEST/AUTHORIZATION FOR PAYMENT/REIMBURSEMENT**

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

Make check payable to: \_\_\_\_\_

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

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

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

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

Department

- |                              |  |                              |
|------------------------------|--|------------------------------|
| 101 – President              | 104 – VP Clinical/Professional Affairs | 107 – VP Membership/Outreach |
| 102 – President Elect        | 105 – VP Finance/Leadership            | 108 – Convention             |
| 103 – President Elect--Elect | 106 – VP Governmental Affairs          | 109 – SCSHA Office           |
| 110 – VP Higher Ed           | 111 -- VP School Based Services        | 112 -- VP Audiology          |

Date: \_\_\_\_\_

Approval signature for reimbursements when required.

Appendix VII

**SCSHA ORGANIZATIONAL CHART**

**SCSHA EXECUTIVE BOARD**, consists of

- President
- President Elect
- President Elect-Elect
- Past President
- VP for Clinical and Professional Affairs
- VP of Government Affairs
- VP of Finance & Leadership
- VP of Membership & Outreach
- VP of Audiology
- VP of Higher Education
- VP of Diversity, Equity, Inclusivity, & Accessibility

**SCSHA EXECUTIVE COUNCIL**, consist of

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

**REPORTING STRUCTURE**

**Executive Board**

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

**President**

**President Elect**

- Continuing Education Committee

**President Elect-Elect**

**VP for Finance and Leadership**

- Budget Committee

**VP for Membership and Outreach**

- Awards Committee

**VP of Higher Education****VP of Audiology**

**VP of Clinical and Professional Affairs**

**VP of Governmental Affairs**