

**Wisconsin Speech-Language Pathology and Audiology Association
(WSHA)**

Executive Board Position Descriptions

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

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

Resources for all Board positions

- WSHA Bylaws, Policies and Procedures, Strategic Plan, and Budget (www.wisha.org)
- WSHA President and Account Manager

Minimum qualifications

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

President

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

Further resources for this position:

- Previous Presidents
- WSHA Office Management staff
- WSHA Lobbyist

Responsibilities

(1) Participate fully as Chair of the Executive Board

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

(2) Assume responsibility for Board Committees

1. Standing **Board Executive Committee**

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

(2) Provide leadership for Association activities

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

(3) Interact with the WSHA membership

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

Minimum Qualifications

- Regular member of WSHA (per bylaws)
- Willingness to serve as financial officer
- Excellent verbal and written communication skills
- Demonstrated leadership ability
- Ability to monitor email frequently
- Ability to attend meetings during business hours
- Ability and desire to represent all facets of the WSHA membership both internally and to external organizations

President Elect/Past President

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

Further resources for this position:

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

Responsibilities

(1) Participate fully as an Executive Board member

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

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

1. Standing Member **Member Honors Committee**

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

(3) Interact with the WSHA membership

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

Minimum Qualifications

- Regular member of WSHA (per bylaws)
- Willingness to serve as financial officer
- Excellent verbal and written communication skills

- Demonstrated leadership ability
- Ability to monitor email frequently
- Ability to attend meetings during business hours
- Ability and desire to represent all facets of the WSHA membership both internally and to external organizations

Secretary/Treasurer

Summary

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

Further resources for this position:

- Previous Board Members and Committee Chairs
- Office Management Accounting Staff

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office on budget issues
- Appoint a Chair and monitor the activities of the Standing Member Development Committee
- Participate with Association accounting staff to orient and coach Board members in appropriate budget management and controls
- Lead annual budgeting process, working with Association accounting staff and Board Executive Committee to establish and communicate timelines and approval of financial plan for each Board position and WSHA in general
- Sign checks in compliance with WSHA financial policy and under the direction of Office accounting staff in a timely fashion.
- Ensure complete, clear, and accurate records of receipts and disbursements, including paid bookkeeping and accounting services
- Review financial updates provided by Association accounting staff and communicate with President and Account Manager with regard to compliance with WSHA Budget and Office Management contract
- Develop and maintain Association financial policy for compliance with appropriate and current accounting practice and in the best interests of the Association
- Monitor annual/routine audits of the records of the Association
- Participate with the Board Executive Committee and Office accounting staff in preparing the annual Budget
- Participate on the Board Promotion Committee
- Serve as WSHA liaison to the Wisconsin Speech-Language Hearing Association Foundation Board and report WSHA activity quarterly.

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

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

3) Interact with the WSHA membership

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

Specific Qualifications

Willingness to learn and/or experience with budgeting, accounting and investments
 Attentive to details and willingness to become familiar with accounting reports
 Experience with grant writing and fundraising is helpful

At-Large Audiologist

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

Further resources for this position

- Previous Board Members and Committee Chairs
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

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

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

1. Standing Member **Audiology Committee**

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

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

(3) Interact with the WSHA membership

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

Minimum Qualifications

- Interest in state policy, legislation and politics pertinent to WSHA audiology interests.
- Willingness to promote WSHA audiology interests and opinions over personal interests and opinions when necessary.
- Willingness to attend to, support and participate in decision making relevant to all of the professions represented by WSHA.
- Ability to monitor email consistently and frequently when required.
- Ability to attend state policy, legislative and political meetings at least some of the time.

At-Large SLP Representative

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

Further resources for this position

- Previous WSHA Board Members and Committee Chairs
- WSHA Lobbyist

Responsibilities

(1) Participate fully as an Executive Board member

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

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

1. Standing Member **Health Care and/or School-Based Speech-Language Pathology Committee**

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

2. Health Care and/or School-Based Speech-Language Pathology Committee Sub-Committee

- Develop/update Mission Statement, rules and committee member job descriptions
- Appoint a Chair

(3) Interact with the WSHA membership

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

Minimum Qualifications

- Interest in state policy, legislation and politics pertinent to WSHA health care and school-based speech-language pathology interests.
- Willingness to promote WSHA health care and school-based speech-language pathology interests and opinions over personal interests and opinions when necessary.
- Willingness to attend to, support and participate in decision making relevant to all of the professions represented by WSHA.
- Ability to monitor email consistently and frequently when required.
- Ability to attend state policy, legislative and political meetings at least some of the time.