

Education Chair

Summary: The Education Chair leads and supports WSHA activities related to continuing education and Association meetings. The Education Chair, in collaboration with the Office Management Meeting Manager, manages the annual convention and is responsible for monitoring the convention co-chairs and Convention Committee's completion of tasks in accordance with the timeline established by the Meeting Manager. In addition, the Education Chair provides support when needed for conferences specific to the continuing education needs of WSHA members. The Education Chair works in close collaboration with the Meeting Manager (1) to provide relevant, timely, and well-designed educational and networking opportunities for the membership and (2) to improve clinical practice, research, and training within the professions. This Board position oversees Continuing Education and is responsible for identifying Members to serve as consultants to the WSHA Continuing Education Administrator.

Further resources for this position

- Office Management Meeting Manager
- Previous Board Members and Committee Chairs
- WSHA President and Account Manager

Responsibilities

(1) Participate fully as an Executive Board member

- Maintain contact with all members of the Executive Board and the WSHA office on continuing education and Convention issues
- Appoint Annual Convention Co-Chairs and monitor the activities of the Convention Committee
- Develop and maintain policy and procedures for Association continuing education effort and events
- Follow and update the general WSHA timeline/calendar, as it relates to continuing education
- Inform the Board regarding state and national changes and issues in continuing education requirements
- Identify Members to serve as consultants to the WSHA Continuing Education Administrator
- Confer with President and Account Manager after performing reviews of WSHA's educational efforts
- Serve as or appoint a faculty consultant for applications for university credit for Convention attendance

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

1. Standing Member **Convention Committee**

- Develop/update Mission statement, rules and committee member job descriptions
- Appoint Convention Co-Chairs and assist with selection of Convention Committee members
- Work efficiently and effectively with the Account Manager to assure Convention budget compliance with WSHA financial policy and Office Management contract
- Guide and ensure timely committee goal setting and work in accordance with the current WSHA strategic plan and timeline established by the Account Manager
- Facilitate or appoint facilitator for convention planning conference calls and meetings
- Lead the editing process of the Annual Convention brochure and Web site posting, recognizing the importance of conscientious content editing and the need for a professional and appealing appearance
- In conjunction with the President and Account Manager, approve final copy of printed materials for the Annual Convention.

(3) Interact with the WSHA membership

- Communicate education issues on a quarterly basis
- Assess member needs through interaction with Executive Board members and the Board Promotion Committee.
- Encourage member attendance at all WSHA continuing education events
- Solicit and review member feedback from continuing education events
- Oversee ASHA and AAA CEU application and registration, including user-friendly forms and procedures to assure attendee achievement of promised CEUs.
- Serve as or appoint faculty for graduate credit application and registration through Viterbo University
- Anticipate major changes, challenges, and opportunities for the future

Minimum Qualifications

Strong volunteer management skill

Ability to monitor and respond to email frequently during critical periods of convention process

Strong organization skill and ability to multitask

Experience in large event management

Governmental Affairs Chair

Summary: The Governmental Affairs Chair is responsible for leading and/or supporting WSHA activities related to state/government agencies and stakeholders. The Governmental Affairs Chair guides the advocacy efforts for the Association for all members and clinical areas. This role works in close collaboration with the Executive Board and pertinent committees (1) to forward political and legislative action on local and state levels in accordance with the Legislative Initiatives approved by the Board; (2) to improve communication and influence links to external stakeholders in state government and bureaucracy; to provide connection for WSHA members to national advocacy efforts and networks. The Governmental Affairs Chair seeks to educate and mobilize the grassroots efforts of the Association members on relevant issues in a timely fashion and promotes WSHA as the voice for Wisconsin speech-language pathologists, audiologists and speech, language, hearing and swallowing scientists, in developing and reviewing state policy.

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 legislative issues and policy, member advocacy efforts and national representation and networking
- Inform the membership in a timely fashion regarding changes and issues in legislation statewide
- Appoint a Chair for and monitor activities of the Member Governmental Affairs Committee
- Serve as primary liaison for the Association with the contracted lobbying firm
- Approve monthly lobbying expenses/invoices
- Plan proactive involvement with legislators and agency leadership regarding changes in any and all clinical/practice settings
- Lead development of WSHA Legislative Initiatives in consultation with WSHA Lobbyist, involving both Members and the Board, in accordance with timeline set by the President
- In consultation with WSHA Lobbyist, plan annual activity/ties that assure presence for WSHA and its members with state legislators (Lobby Day, planned "phone your legislator", etc.)
- Coordinate fundraising efforts for legislative support
- Assist with, approve and oversee grassroots advocacy efforts by WSHA members or member groups
- Participate on the Board Clinical Issues and Reimbursement Committee
- Serve as Wisconsin Representative, or appoint a designee, to the State Advocacy Reimbursement System (STARS)
- Serve as Wisconsin Representative, or appoint a designee, to the Medicare Intermediary Carrier System (MICS) network
- Confer with Board Executive Committee, Member Committees and/or Board after performing reviews of WSHA's legislative positions

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

1. Standing Member Governmental 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

(3) Interact with the WSHA membership

- Communicate legislative and state policy issues on a quarterly basis

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

Minimum Qualifications

Interest in state policy, legislation and politics pertinent to WSHA interests

Willingness to promote WSHA interests and opinions over personal interests and opinions when necessary

Willingness to solicit individual contributions on behalf of legislators

Ability to monitor email consistently and frequently when required.

Ability to attend state policy, legislative and political meetings at least some of the time

Membership Chair

Summary: The Membership Chair is specifically responsible to the members of the Association. The Membership Chair provides oversight to all member activity and services, promotes and develops participation of members in the Association and communicates the value of WSHA membership. Logistically, it oversees the application, renewal, and retention processes. The Membership Chair acts as steward of the members and looks out for the best interests of this group as a whole or in its parts. This role seeks to use creativity and innovation in member recruitment and retention as well as marketing the membership both internally and externally. The Membership Chair seeks to increase membership by encouraging active, grassroots support for WSHA.

Further resources for this position

- Current and previous Board Members and Committee Chairs
- Account Manager

Responsibilities

(1) Participate as a 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 and Communications Committee
- Appoint a Chair and monitor activities of the Member Relations Committee
- Oversee the online membership directory in consultation with the Account Manager and the Communications Chair
- Oversee maintenance of the WSHA archives by the Office Management staff.
- Annually develop the Association member recruitment and retention plan and materials, including materials specifically directed toward audiology, school and health care speech-language pathology
- Oversee the annual membership recruitment, renewal and billing process in conjunction with the Account Manager.
- Confer with the President and Account Manager after performing monthly reviews of WSHA's membership statistics
- Investigate and initiate new member recruitment and retention opportunities

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

1. Standing Member **Relations 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

Ability and desire to represent **all** WSHA membership both internally and to external organizations

Strong written communication and promotion skills

Experience in public relations

Ability to monitor email regularly