

SHAV POLICY AND PROCEDURE MANUAL  
Revised and Accepted: November 2020

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## A. THE PURPOSE OF A POLICY AND PROCEDURES MANUAL

### PURPOSE:

The purpose of the Speech-Language-Hearing Association of Virginia's (SHAV) Policy and Procedure Manual is to provide the policies and procedures used within the Speech-Language-Hearing Association of Virginia. The policies and procedures contained herein are applicable to all members of the Association.

### POLICY:

Each Board officer and Committee Chair is expected to maintain updated policies and procedures relevant to his/her particular office/interest group/committee. Administrative methods, techniques, and procedures as outlined in this manual do not cover every possible situation which may be encountered; therefore, all SHAV members are expected to demonstrate good judgment and to exercise, initiate, and make decisions within the scope of assigned authority.

### OBJECTIVE:

- This Policy and Procedures Manual shall be available for review by all members of SHAV.
- Any and all changes in policies will be channeled through the appropriate monitoring officer and approval by the Board of Directors (Board).
- Each Board Officer, Committee Chair is responsible for reviewing policies pertinent to his/her office/interest group/committee at least annually, and is also responsible for orienting new interest group/committee members to the appropriate policies of the Association.
- Every May, the President, President Elect and Past President shall develop a mechanism to review the Policy and Procedures Manual. These changes shall be presented at the September Board meeting for Board approval.

Exceptions: Deviations from or exceptions to policies within this manual may not occur without Board approval.

## B. GOVERNANCE

The Board is responsible for policy making, administration and implementation of the Association's policies. The Bylaws of the Association do not provide policymaking authority to committees.

Committees have responsibilities for the development of policy recommendations. Any actions or decisions proposed that have the potential for establishing or modifying policy must always be reviewed and acted upon by the Board.

It is necessary that all committee members be well informed about the nature, rationale, and previous interpretations of Association policies, particularly those that relate to the areas in which they function.

All committees, liaisons and Association representatives are responsible to the Board. Each is assigned to a designated member of the Board for monitoring.

## C. STRATEGIC PLANNING

President coordinates the annual review of the strategic plan for assessment of accomplished goals as well as derives future goals along with voting members of the Board.

## D. ROLE OF THE BOARD OF DIRECTORS

The Board of Directors is the policy making, administration, and implementation body of the Association.

The Board of Directors is also the management body, and as such shall supervise and direct the affairs of the Association, actively pursue the objectives of the Association, operating in accordance with the administration and implementation of the programs and policies established by the Bylaws of the Association. The Board of Directors is the final authority and has ultimate responsibility of all matters pertaining to the operation of the Association.

Representing the Association:

The Association maintains certain positions on issues impacting the professions of the consumers served. These positions are established in a Board action in the form of Position Papers or Board Motions. Due to the frequent need for representing the Association/ professions, Board members may speak on behalf of the Association if the Association's position on a particular issue has been previously addressed. Representative of the State Special Education Advisory Committee, SHAV Lobbyist, ASHA Advocacy Network Representatives (SEAL, StAMP, STAR) and the PAC committee may represent the Association upon approval of the Board.

## GENERAL BOARD MEMBER RESPONSIBILITIES

- Attend new Board member/Committee Chair/Liaison Orientation.
- Attend all Board meetings.
- Submit agenda items for Board meetings to the SHAV office by the date selected by the President.
- Establish timeline for activities, delineating steps for each activity, responsible individual(s) and completion dates(s).
- Develop an officer budget including the (a) projected expenses of all committees/liaisons for whom the officer is responsible.
- Monitor expenses associated with office, via review of Association expenditures and adhere to budget allotted.
- Submit a list of committee members to the Management Firm (or review and revise the list on file with the Management Firm).
- Submit and solicit report(s)/article(s) for the SHAV-A-Gram

- Encourage active participation by members in the activities of the Association.
- Review and approve recommendations or position statements stemming from liaisons/editors.
- Perform any other duties delegated by the Board.
- Annually review and update, as needed, pertinent sections of the SHAV Policy and Procedure Manual.
- Transition with Incoming Board Members as described below

#### Transition from outgoing to incoming Board Members

Once a member has been elected to an office, the officer being replaced will begin to inform and consult with the newly elected officer regarding the duties and responsibilities of the office. This orientation will include:electronic files/notebook containing all correspondence, policies and procedures initiated or received by the officer, budgets,/committee reports, and the Policy and Procedures Manual of the Association.

Newly elected officers will be invited to become participants in the activities of the Board at the annual Conference meeting. They will serve as non-voting members until they officially assume their respective offices at the end of the Annual General Membership Meeting at the Conference.

## E. OFFICE OF PRESIDENT

The President shall serve as Chief Executive Officer of the Association, and serves as the official signatory of the Association on all contractual agreements

The duties of the President shall include:

1. Establish the direction for the Association, and implement the Association's strategic plan.
2. Conduct the Board meetings and the Annual Business meeting of the membership.
3. Establish the annual calendar for the Board meetings(including submission dates for agenda items and officer reports), to be disseminated at the first meeting following the Annual Conference.
4. Establish and appoint a secretary and CE Administrator when needed.
5. Represent the Association (or establish a designee) in all public statements and in public presentations.
6. Sign all contracts of the Association, along with the President Elect.
7. Monitor the ASHA Advocacy Networks(SEAL, StAMP, STAR) and the ASHA Advisory Council representatives.
8. Act as the Liaison to the Licensure Board
9. Serve as SHAV's representative to the Council of State Speech-Language-Hearing Association Presidents(CSAP).
10. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
11. Develop an officer budget, including any needs from committees when requested.

12. Annually review and update as needed pertinent sections of the Policy and Procedure Manual.
13. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
14. Submit/solicit once per quarter an article/report for publication in the SHAV-A-Gram.

## F. OFFICE OF PAST PRESIDENT

The Past President shall serve as a liaison for the current president and act as a mentor for the president and president elect and other officers as needed. The Past President shall serve on committees as needed during their term.

The Duties of the Past President shall include:

1. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
2. Provide mentorship and supervision to Student Representative.
3. Develop an officer budget, including any needs from committees when requested.
4. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
5. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
6. Submit/solicit twice per year an article/report for publication in the SHAV-A-Gram.
7. Co-Chairs the nomination process with the President-Elect.

## G. OFFICE OF PRESIDENT-ELECT

The President-Elect shall serve as Chief Executive Officer of the Association and as Chair of the Executive Committee in the absence of the President, shall work in conjunction with the president in developing goals and policy of the Association, and shall automatically become President at the end of the term of President-Elect.

The duties of the President-Elect shall include:

Serve as SHAV's representative to the Council of State Speech-Language-Hearing Association Presidents (CSAP).

1. Oversee Bylaws and recommend changes when appropriate.
2. Monitor/assist the Honors Committee.
3. Chairs the Nominations Process.
4. Shall be responsible to the Board of Directors for all financial affairs of the Association and in conjunction with the President, serves as the official signatory of the Association on all outside contractual agreements, including checks over the amount of \$2,000.

5. Oversee the collection of all revenues due the Association including, but not limited to, membership dues and for the payment of all financial obligations of the Association.
6. Manage the finances of the Association including ensuring the maintenance of appropriate financial records, fiduciary guidance for the Board of Directors, and financial responsibility for Association funds.
7. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
8. Develop an officer budget, including any needs from committees when requested.
9. Consult with the SEAL, StAMP and STAR in the development of a liaison budget.
10. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
11. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
12. Submit/solicit twice per year an article/report for publication in the SHAV-A-Gram.

## H. OFFICE OF VICE PRESIDENT FOR CONTINUING EDUCATION

The Vice President for Continuing Education shall be responsible for the planning of the annual conference and/or additional educational opportunities.

The duties of the Vice President for Continuing Education shall include but not be limited to:

1. Chair of the conference planning committee (see Conference Committee elsewhere in this manual.)
2. Collaborate with the VPs for SLP and AUD regarding invited speakers for the annual conference
3. Secure contracts with keynote, short course and preconference presenters at the annual conference
4. Approve "Authorization for Payment of Funds" vouchers from Conference Committee members and forward to the management firm for processing.
5. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
6. Develop an officer budget, including any needs from committees when requested.
7. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
8. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
9. Submit/solicit at least once per quarter an article/report for publication in the SHAV-A-Gram.

## I. OFFICE OF VICE PRESIDENT FOR MEMBER SERVICES

The Vice President for Member Services is responsible for the recruitment and retention of membership through annual membership drives and outreach to speech pathologists and audiologists in the state of Virginia.

Duties of the Vice President for Member Services shall include the following:

1. In consultation with the Association's management company, monitor and supervise activities associated with new member recruitment and current member retention, including the annual renewal drive.
2. Conduct an annual member survey to determine yearly strategies to create new initiatives. Coordinate with the appropriate Board Members and Committee Chairs on the implementation of such new initiatives.
3. Identify and attend various events to promote memberships.
4. Develop outreach programs to educate college groups regarding the benefits of becoming and/or remaining a SHAV member. This includes coordinating the recruitment and management of the Conference student volunteers.
5. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
6. Work with the Student Representative to obtain volunteers for Annual Conference.
7. Develop an officer budget, including any needs from committees when requested.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
10. Submit/solicit once per quarter (with member spotlight) an article/report for publication in the SHAV-A-Gram.

## J. OFFICE OF VICE PRESIDENT FOR SPEECH-LANGUAGE PATHOLOGY

The Vice President for Speech-Language Pathology shall provide leadership in the clinical areas of speech-language pathology, and maintain regular and consistent communication with the Vice President for Audiology and relevant committees.

The duties of the Vice President for Speech-Language Pathology shall include:

1. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
2. Serve on the Conference Program Committee representing the clinical disciplines.
3. Shall work in conjunction with Conference Committee Chair and Vice President for Audiology to develop a list of potential speakers to engage, and determine availability.
4. Represent the issues specific to the profession of speech-language pathology especially in regulatory and legislative concerns

5. Conduct annual membership outreach initiatives during the annual Conference to identify special task forces that will be needed throughout the year. Shall organize and oversee those special task forces during their course of operation.
6. Monitor and solicit webinars presented by SHAV.
7. Develop an officer budget, including any needs from committees when requested.
8. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
9. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
10. Submit/solicit twice per year an article/report for publication in the SHAV-A-Gram.

## K. OFFICE OF VICE PRESIDENT FOR AUDIOLOGY

The Vice President for Audiology shall provide leadership in the clinical areas of audiology. This will entail maintaining regular and consistent communication with the Vice President for Speech-Language Pathology and any related committees.

The duties of Vice President for Audiology shall include:

1. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
2. Solicit one article/report per year from committees for publication in the SHAV-A-GRAM.
3. Serve on the Conference Program Committee representing the clinical disciplines.
4. Shall work in conjunction with the Conference Committee Chair and Vice President for Speech Language Pathology to develop a specific list of potential speakers to engage, determine availability.
5. Represent the issues specific to the profession of audiology, especially in regulatory and legislative concerns.
6. Monitor and solicit webinars presented by SHAV.
7. Conduct annual membership survey during the annual Conference, or through the annual membership renewal process to identify special task forces that will be needed throughout the year. Shall organize and oversee those special task forces during their course of operation.
8. Develop an officer budget, including any needs from committees when requested.
9. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
10. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
11. Submit/solicit twice per year an article/report for publication in the SHAV-A-Gram.



## L. OFFICE OF VICE PRESIDENT FOR GOVERNMENTAL AND PROFESSIONAL AFFAIRS

The Vice President for Governmental and Professional Affairs shall provide leadership in the professional concerns of the members. This shall include monitoring governmental and third party activities that may impact on the Association and its membership, and advocating for the Association, its members and the clients served.

The duties of this office shall include:

1. Assist with coordinating an Advocacy Committee when necessary.
2. Maintain an active list of members for the Advocacy Committee.
3. Monitor/Assist the Third Party Reimbursement Interest Group.
4. Serve as a member of the Speech-Language Hearing Association of Virginia Political Action Committee (SHAV-PAC) representing the Association.
5. Supervise the activities of the Association's lobbyists to include (a) maintaining regular communication regarding speech pathology and audiology issues, discussing political concerns of the membership with the Board and approving expenditures of lobbying services.
6. Develop Grants and initiatives on a local or national level for funding future advocacy initiatives.
7. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
8. Develop an officer budget, including any needs from committees when requested.
9. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
10. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
11. Submit/solicit once per quarter an article/report for publication in the SHAV-A-Gram.

## M. OFFICE OF VICE PRESIDENT FOR PUBLIC RELATIONS AND COMMUNICATION

The Vice President for Public Relations and Communication shall lead the Association in the areas of marketing/public relations and communication.

The duties of the Vice President for Public Relations and Communication shall include:

1. Monitor the publications of the Association.
2. Work with the Conference Committee to plan for the Annual Conference (e.g. advertising, working with local media, and other duties related to marketing the program).
3. Coordinate the annual Open House at ASHA with the State Universities and private supporters, when appropriate.

4. Monitor SHAV website monthly.
5. Act as the SHAV-A-Gram Editor. Collect and edit information for the SHAV-A-Gram and coordinate publication with the Association's Management Firm, on a quarterly basis.
6. Arrange for promotional items/activities for the members.
7. Work with the Vice President for Membership to promote membership in SHAV.
8. Work with the Vice-President for Governmental and Professional Affairs to publicize the needs for legislative action, and with the Board of Audiology and Speech-Language Pathology to monitor communication needs for the membership.
9. Work collaboratively with the Student Representative on Social Media posts.
10. Communicate on a regular basis with any committee chairs (assigned to this office) to plan activities and to obtain reports on status of activities.
11. Develop an officer budget, including any needs from committees when requested.
12. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual.
13. Maintain a notebook/electronic documentation covering the office. This documentation should be transitioned to the individuals holding the office.
14. Submit/solicit twice per year an article/report for publication in the SHAV-A-Gram

## N. SHAV STUDENT REPRESENTATIVE

Two (2) Student Representatives shall lead the Association in the area of student recruitment and retention of student members through outreach to speech-language pathology students and audiology students in the state of Virginia. The Student Representative will report directly to the Past President.

The duties of the Student Representative shall include the following:

1. In consultation with the Board and the Association's management company, monitor and supervise activities associated with student member recruitment and retention.
2. Identify and attend various events to promote student memberships.
3. Assist VP for Governmental Affairs and Professional Affairs with the coordinating and recruitment of student volunteers for Advocacy Day.
4. Assist VP for Member Services with the coordinating and recruitment of student volunteers for the Annual Conference.
5. Collaborate with VP for Public Relations and Communication on social media posts.
6. Submit one article per year for publication in the SHAV-A-Gram.

The Student Representative shall be:

- An undergraduate or graduate student who is matriculating in a speech-language pathology or audiology program in the state of Virginia.
- In good academic standing with his/her Program and Institution
- A student member of SHAV

The term for each Student Representative will be two years. Each year, the Board will select a new student representative. Thus, the Board will always include one (1) first-year student representative and one (1) second-year representative.

The Board will accept applications between February and May 1. The newly appointed liaison will be invited to the June Board Meeting. The term of office will be from July 1 to June 30.

## O. SECRETARY/RECORDER

The Secretary/Recorder shall be responsible for maintaining all records of the Association, including the documentation of all matters discussed at Board meetings and meetings of the general membership. The Secretary shall be appointed and not elected. The secretary is a non-voting member of the Board.

The duties of the Secretary/Recorder shall include:

1. Record the minutes of each Board of Directors Meeting. Forward to the Board and management office a preliminary copy of those minutes for review within 2 – 3 weeks of said meeting. All requested revisions shall be reported to the Secretary within two weeks of receiving the preliminary copy. The Secretary shall revise the minutes as necessary, mark the document as “Final” and send new minutes to the Executive Board and management firm no later than 6 – 8 weeks from the date of the Board meeting.
2. Record the minutes of each General Business Meeting of the Association held at each Annual Conference and make available for distribution to SHAV members upon request.
3. Have available the minutes from the current and preceding year at all Board meetings and the General Business Meeting.
4. Bring a copy of the Articles of Incorporation, the Bylaws, the official minutes of all Board meetings and General Business Meetings held during the current year and the preceding year to Board meetings and General Business Meetings.

## P. ROLE AND RESPONSIBILITIES OF COMMITTEES

All SHAV members are eligible for active participation in the Association’s activities through service on committees. The committee year follows the Board Terms; Annual Membership Meeting to Annual Membership Meeting.

### Functions

The committees are advisory to the Board, and serve the purpose of recommending policies or executing specific undertakings as approved by the Board. Financial commitments or policy statements must be submitted to the Board through the monitoring officer, for approval by the Board prior to enactment.

### Limitations

Funds may not be expended nor obligated by any committee for any purpose unless in accordance with the approved budget and financial goals for the committee and or Association. No Committee Chair or member may take any final action or make any public statement on behalf of SHAV without prior approval of the Board.

#### Liaisons with the Board and Other Committee Chairs

Each committee has an appointed Board member (monitoring officer) to facilitate communication between the committee, the Board and other committees. Chairs should keep the monitoring officer well informed via personal contact and correspondence. Cooperation and collaboration among committees is encouraged. Chairs should also ensure that Chairs of other groups affected by the activities are appropriately informed of such activities.

#### Appointment/Dissolution

The President, upon recommendation of the Board, appoints Committees. Once the tasks are complete, the President will dissolve the/committee. Dissolution may also be based upon reasonable cause. Reasonable cause may include, but is not limited to, failure to report to the Board; inactivity for more than six months.

#### Meetings and Reporting

Committees are expected to meet at the Annual Conference and during the year, as determined by the Chair, in conjunction with the monitoring officer. Meetings, conference calls or electronic mail can conduct the work of committees. Chairs are expected to report to the monitoring Officer within one month of their meeting on their activities.

#### General Responsibilities

- Address issues related to the Committee. This may include, but not be limited to drafting position papers, compiling and distributing information, making recommendations to the SHAV Board of Directors, and other activities determined by the group.
- Advance the purposes of SHAV as stated in the Association Mission Statement.
- Provide orientation to the members.
- Communicate with the monitoring Board member as needed.
- Work with the monitoring officer to develop/revise the group's objectives.
- Report to the Executive Board as requested.
- Plan committee meetings and activities to achieve designated goals and objectives.
- When appropriate, provide budget requests to monitoring Board member and ensure to adhere to that budget.
- Provide continuing education opportunities of interest to individuals, when possible.
- Nominate members for SHAV Awards.

#### Current SHAV Committees(12/2011)

- Conference
- Honors
- Nominations
- Legislative Relations/Advocacy Committee

- Mentorship
- Communications
- Student

## SPECIFIC COMMITTEES DESCRIPTIONS

### CONFERENCE

Conference Committee shall be Chaired by the Vice President for Continuing Education. Members consist of SHAV Executive Board and interested SHAV members. This committee shall be responsible for planning the Annual Conference. The Management Firm will be a member of this committee.

### HONORS

The Honors Committee is responsible for recommending candidates for SHAV Fellows and other SHAV awards to the Board (e.g., Outstanding Student Leader, and Early Career Professional). The Honors Committee also recommends the state's nominee for the American Speech-Language-Hearing Foundation's State Clinical Achievement Award to the Board.

The Honors Committee shall consist of six members, four of whom have been awarded SHAV Fellow. The Board of Directors shall appoint members and name the Chair. Committee membership shall reflect geographic, professional, and age diversity of the membership to the degree possible. Committee members shall serve a two-year term and are eligible for reappointment.

The Committee shall be responsible for soliciting, reviewing, and nominating recipients for SHAV awards to the Board. In addition, the Committee shall be responsible for preparing an appropriate recognition/celebration of current and past awardees. The Committee shall maintain a list of all awardees. The Chair of the Committee shall be responsible for informing nominees of the decisions of the Board regarding awards. All matters of the Committee that relate to awards shall be confidential.

The Board of Directors bestows awards upon recommendation of the Honors Committee and affirmation. Both the recommendation of the Honors Committee and the affirmation by the Board of Directors' selections require a two-thirds vote.

The Committee shall meet at least once annually and confer throughout the year (via email, phone, etc.). The Chair or his/her representative shall participate in Board meetings when requested by the President.

### Fellow Award

Fellowship may be bestowed upon any member upon the recommendation of the Honors Committee and a unanimous vote of the Board of Directors, provided they meet the following criteria:

- Member of the Association;
- Active participant in the professions of audiology and/or speech-language pathology for not less than five years;

- Outstanding contribution to the Association through service on committees, the Board of Directors, or other significant capacity; and
- Outstanding contribution to the professions in at least two of these areas: clinical service, academic, or clinical teaching, research, and publications that contribute to the knowledge of the field, and administrative service.

The committee shall carry out this responsibility by first considering nominations from the membership. The individual making the nomination shall complete a prescribed nomination packet. The Chair shall share the information with the committee, and they shall be asked individually to consider whether or not the nominee meets the criteria for Fellow as stated in the Bylaws of the Association. Committee will then indicate by written ballot whether or not they support the nomination, or whether they feel the matter warrants discussion. If a majority of committee supports the nomination, the Chair shall then submit the recommendation to the Board of Directors for consideration at its next regularly scheduled meeting, or as scheduling permits.

There shall be no “quota” or requirement that any number of individuals receive the honor of Fellow or any other honor which may be bestowed by the Association within a year or any other time period.

#### ASHA Van Hattum Award

A call for recommendations should be published each year in the February SHAV-A-Gram, and will be repeated at the meeting during the SHAV Annual Conference. It will be stipulated that recommendations must include examples of how the candidate meets the award’s criteria, and that the person making the recommendation be willing to help write the final nomination. The interest group will also request volunteers to form a subcommittee to select SHAV’s nominee from the recommendations. The subcommittee will then work with the person who made the recommendation to complete the required nomination forms. A draft of these forms may be sent to the Honors Committee for review. This nomination will be forwarded to the Board of Directors for its approval and then submitted to ASHA.

State Clinical Achievement (note, this recipient becomes Virginia’s nominee for the ASHF DiCarlo Award)

- Member of SHAV
- Demonstrated advancement of knowledge in clinical practice as evidenced by significant recent accomplishment within the past six years in audiology and/or speech-language pathology. The accomplishment must be specific, well defined, and clearly within the time limit of the last six years. This is not considered a lifetime achievement.

#### Outstanding Student Leader

- Member of National Student Speech-Language-Hearing Association;
- Active participant in NSSLHA for not less than 18 months;
- Member of SHAV or participant in SHAV convention; and
- Outstanding contributor to local or national NSSLHA or to SHAV.

#### Early Career Professional

- Member of SHAV;
- Engaged in the profession for 10 years or less;
- Demonstrated advancement of knowledge in clinical practice or research as evidenced by significant accomplishment within the past five years in audiology or speech-language pathology.

#### Procedures:

Persons submitting a nomination shall complete the nomination form, a letter of recommendation from the nominator, and two additional letters of recommendation. The due date shall be posted on the SHAV web site and in the SHAV-A-GRAM.

#### NOMINATIONS

The Nomination Committee is chaired by the President Elect. The President Elect advertises in the Summer issue of the SHAV-A-Gram the call for nominations for all members of the Board of Directors whose terms expire during the current governance year. The Board is encouraged to nominate any member for the advertised positions, and is informed at the September Board Meeting if any nominations have been received. Additionally, Board Members, particularly those who are going off the Board, are encouraged to invite members to meetings and mentor any individuals who have shown an interest in a Board position. The members of the committee are responsible for checking the credentials of all persons nominated for an office on the Board to ensure that they are currently members of the Association.

The nominee will then be sent information on the specific responsibilities for the office for which the person is running, and information which enables the nominee to prepare an appropriate and brief biographical sketch that he/she must submit to the members of the Association during the election process.

The committee shall prepare a slate of candidates for each office on the Board of Directors at least ninety days prior to the Annual Meeting of the members. In the event that two nominees cannot be identified for an office, and after extensive efforts on the part of the Nominations Committee to secure two candidates, one name may be placed on the ballot alone. This slate shall be presented to the Board at the November Board meeting. After the slate is approved by the Board, the Chair of the Nominations Committee shall call the nominees to inform them that they are the official candidates.

Elections will be distributed to the members as outlined in the Bylaws. The Chair of the Nominations Committee sends the names of the nominees, the biographical data previously submitted by each nominee, and a cover letter to be mailed with the ballots to the Management Firm as soon as possible after the November Board meeting. The nominee for each office receiving the majority of the votes shall be elected. The Chair of the Nominations Committee notifies the candidates that were not elected to office of the results of the election. The President informs the new Board members of their election, and invites them to attend the Board and Annual Membership Meeting that is held at the Annual Conference.

#### LEGISLATIVE RELATIONS/Advocacy Committee

This Committee reports to the Vice President for Governmental and Professional Affairs

This Committee monitors legislative and regulatory activity for the Association and for the professions of Speech-Pathology and Audiology. Membership shall be comprised of a Chairperson(s) and interested SHAV members to address issues in the areas of licensure, reimbursement, salaries, caseloads, and regulation. The Committee informs members of the activities in governmental and private regulatory arenas. It monitors the actions of the Board of Audiology and Speech-Language Pathology, Hearing Aid Specialist, Education and Medicine. The Committee identifies when the advocacy committee needs to be activated, and coordinates with the lobbyist's efforts.

#### MENTORSHIP COMMITTEE

The Mentorship Committee shall be chaired by the SHAV Past President. Members shall consist of volunteer SHAV members with an interest in supporting and overseeing the implementation of the SHAV Mentorship Program.

The purpose of this committee is to oversee the implementation and success of the SHAV Mentorship Program. Activities include spreading the word about the program, reviewing applications, participating in the matching process, and following up with pairs throughout the cohort.

The Committee shall meet at least annually and confer throughout the year (via email, phone, etc.). The Chair or his/her representative shall share the work of the committee with the Board of Directors at least twice annually or when requested by the President.

#### COMMUNICATION COMMITTEE

The Communications Committee helps contact Board members, SHAV members and others by sharing information via a variety of modes of communication, works together to offer feedback and suggestions, research content for targeted audiences and assist in gathering information. The committee provides feedback in regards to public relations and communication efforts (i.e., website design, social media platforms, SHAV publication) along with supporting the development and implementation of strategies, initiatives and programs that improve communication with the Board and members.

#### STUDENT COMMITTEE

The purpose of the Student Committee is to provide a platform for communication between the SHAV Board of Directors and the students enrolled in Virginia's Communications Sciences and Disorders (CSD) programs, in order to increase student engagement and ensure that SHAV is meeting the needs and interests of student members.

The Student Committee shall be co-chaired by the SHAV Student Representatives and supported by the Past President. Members shall consist of students enrolled in the CSD programs in the Commonwealth of Virginia and are not required to be SHAV student members. Each program may have up to two committee members, one undergraduate student and one graduate student. Members are to be in good standing with their CSD NSSLHA Chapter. Members shall serve for one year and are appointed by their respective NSSLHA Chapter at the start of each school year.



The Student Committee shall meet at least six times annually and confer throughout the year (via email, phone, etc.). The co-chairs or their representative shall share the work and questions of the committee with the Board of Directors at each Board meeting.

## Q. BOARD APPOINTEES

The Board appointee represents the Association or completes specific tasks of the Association to ensure that the Association's goals and objectives are met.

### APPOINTMENT

The Association appointee is appointed by the President.

Appointees include Historian, Communication Disorders Foundation of Virginia Liaison/President, NSSLHA Advisor and Continuing Education Administrator.

### GENERAL RESPONSIBILITIES

#### General Responsibilities

- Advance the purposes of SHAV as stated in the Association Mission Statement.
- Provide orientation to the members.
- Communicate with the monitoring Board member as needed
- Work with the monitoring officer to develop/revise the group's objectives.
- Report to the Executive Board as requested.
- Plan committee meetings and activities to achieve designated goals and objectives.
- When appropriate provide budget requests to monitoring Board member and ensure to adhere to that budget.
- Provide continuing education opportunities of interest to individuals, when possible.
- Nominate members for SHAV Awards.

### SPECIFIC RESPONSIBILITIES OF BOARD APPOINTEES

#### HISTORIAN

The Historian is responsible for maintaining the archives of the Association.

#### COMMUNICATION DISORDERS FOUNDATION OF VIRGINIA LIAISON/PRESIDENT

The Communication Disorders Foundation (CDF) of Virginia Liaison/President shall attend a SHAV Board Meeting as appropriate when the Board has new Directors to inform the SHAV Board of Directions of the CDF mission and purpose.

#### CONTINUING EDUCATION ADMINISTRATOR

The CE Administrator works in conjunction with the management company to submit SHAV's continuing education events to the American Speech-Language-Hearing Association for continuing education credits.

SHAV will process all Continuing Education Events receiving ASHA CEUs, as outlined in Appendix I.

## R. POLICY FOR DEVELOPING PRODUCTS AND POSITION STATEMENTS AND USE OF MEDIA COMMUNICATION PRODUCTS

One of the results of committees may be the development of a position statement. Regardless of the audience, the position statement is a representation on behalf of SHAV and its members. All position statements must be consistent with the goals of the Association, and must be approved by the Board prior to development, funding and use.

### Types of Products

Papers generally represent an assimilation of ideas and/or data on matters of professional policy and/or practice.

- Position Paper: The intent of position papers is to advocate a particular position with regard to an issue of concern. The intended audience is usually outside of the profession(s).
- Technical Paper: A committee may develop a manuscript on a particular professional issue, as requested or as needed, with the intent to publish in a professional journal or distribute to the membership. This type of paper is typically a creative effort that includes a database from which inferences are made.
- Tutorial Paper: This type of paper is often exemplified by state-of-the-art reports. The usual format is to summarize comments focusing upon a given issue. The intent is to inform an audience on organizing information in a topical area, summarizing the salient ideas and practices and/or proposed specific recommendations.

### Obtaining Board Approval

The following represents the general procedure by which committees' recommendations and products are submitted to the SHAV Board and/or Association membership.

The process of developing, documenting and modifying proposed items for final action by the Board or the Association membership involves the coordinated efforts of the committees, the monitoring officer(s), the Board and sometimes other individuals or groups. This process requires good and prompt communication among all groups so that when final action is taken, the issues and implications involved have been fully identified and considered.

### Submission of Items to the Board

- Items to be considered by the Board must be submitted through the Board member responsible for monitoring the committee. The Committee Chair should plan to attend the Board meeting with the monitoring officer to represent the issue.
- Items should be submitted to the Board for review approximately 30 days prior to a scheduled Board Meeting
- Items should be submitted in an appropriate format, and relevant supporting information included.
  - o Supporting information should include the rationale, programmatic and budgetary implications, description of how input was received from other committees, and other

information needed by the Board to fully consider the recommendation. Position Statements should include no recommendation regarding the appropriateness of adoption by the general membership.

#### Consideration of Items by the Board

Board action may take a number of different forms:

- The item may be referred back to the committee with requests for further documentation, suggested revisions, questions that should be answered, and any other relevant comments.
- The item may be referred to other committees for consideration and reactions, to the SHAV office for dissemination to the appropriate Board member, or to the Vice President for Governmental and Professional Affairs to obtain legal review, as necessary.
- The item may be revised, approved or disapproved.

The monitoring officer informs the committee chair as soon as possible, concerning the nature of Board action on the items, and reasons for action. Such information must be sent to the chair prior to any future meeting of the committee.

A committee should not interpret actions taken by the Board to refer back or to disapprove a recommendation as closing the issue. By considering comments and suggestions made by the Board, it is often possible for the item to be modified and resubmitted. It is through this process of many individuals and groups working together, that policies, directions and operations of the Association are expanded or modified.

#### POSITION STATEMENTS

Recommended position statements (with rationale and potential use) are generated by the Board and interested parties.

If the Board believes the Position Statement would be strengthened through adoption by the general membership of the Association, recommended Position Statements are presented to the General Membership in advance of the Business Meeting. This may be via publication in the SHAV-A-Gram, Web Page, electronically or dissemination at Annual Conference. Position statements are then voted upon at the Membership Meeting at the Annual Conference.

#### MEDIA COMMUNICATION

The Speech-Language-Hearing Association of Virginia may use various forms of media communication to communicate with the membership and general public. Examples of media used are print publications, website, Facebook, twitter, etc. All forms of media communication will have a monitoring officer assigned to oversee the content being disseminated to the membership and/or general public.

Any Board Member or committee must obtain approval from the SHAV Board prior to developing a new method of media communication.

## S. PUBLIC MEMBER AND OTHER OUTSIDE PROFESSIONALS SERVING THE ASSOCIATION

SHAV recognizes that members of the public and other outside professionals may possess special knowledge, expertise, or perspectives that enable them to make valuable contributions to the operations of the Association, and to the achievement of its objectives. Special representatives may not serve as voting members if they have a pecuniary interest in the Association. The functions and roles of such individuals are defined as follows:

**Consumer Representative:** a person outside of the profession who is selected to serve as a regular, voting member on one of the Association's committees and who possesses the following characteristics:

1. Represents the interests of the general public or consumers of the services provided by the Association or its members.
2. Demonstrates extensive knowledge and perceptiveness about a wide range of community needs.
3. Demonstrates dedication and commitment to human service programs, the needs of persons with disabilities, and the general welfare of the community.
4. Does not have a pecuniary or personal interest in other agencies, organizations or activities which would place the person's loyalties or interest in conflict with the goals or functions of the Association.

**Special Representative:** a person outside of the profession who serves as a voting and or continuing member on one or more of the Association's committees and who possess the following characteristics:

1. Represents special sectors of the community, such as business; special populations such as elderly, particular organizations such as education, civic, etc.
2. Demonstrates knowledge and skills that are vital on an ongoing basis to the Association body in furthering its purpose and increasing the effectiveness of its operations.
3. Can function to enhance and facilitate communication and cooperation, and to solicit support from the sector(s) which the person represents (if appropriate).

**Consultant:** a person outside the profession who possesses knowledge and skills which can be utilized to facilitate specific aspects of the Association's functioning, as well as its various committees, liaisons, and editors. The person functions as an advisor and serves as needed.

## T. RESPONSIBILITIES OF CONTRACTED SERVICES

The responsibilities of contracted services are outlined as necessary in the contracts executed by the Board and Contract Services

## U. FINANCE

The Executive Board makes decisions regarding the Association's Investments. The President Elect works with the Association Management Company to develop a balanced budget and monitor investments. The Association Management Company has the ability to reallocate funds within the investment accounts, after obtaining approval from the Executive Board.

The purpose of the investment fund is to provide financial stability for the Association. It is the goal of the Association to maintain a 100% reserve of the operational budget.

In years when reserves are not 100%, the Association should add to the reserve, when the budget permits.

In years when the operating budget is unable to support all necessary Association expenses, 5% of the reserves can be used toward the operating budget. The Executive Board should make every attempt not to use reserve funds to support the budget for more than two consecutive years or depleting the reserves to 33% of the operating budget.

In years when reserves are more than 100%, the Association may use up to \$5,000 of the reserves.

## V. REIMBURSEMENT POLICIES

### Meetings

- Board members' travel expenses are reimbursed up to \$50.00 for attending Board meetings. For Board members traveling more than 200 miles one way, their travel expense reimbursement can be up to \$75.00 and hotel reimbursement up to \$150.00. For reimbursement form, see Appendix II.
- When the Budget permits and prior approval is obtained, an expense reimbursement of \$50.00 will be allocated to any Interest Group/Committee member for SHAV activities.
- Student representatives receive free pre-conference and conference registration

### Attendance at CSAP Meetings

SHAV will pay expenses, when the budget permits, for the President, President-Elect and Past President to attend the two meetings per year of the Council of State Association Presidents (CSAP) as follows:

When the budget does not permit for all of the above to attend CSAP Meetings, priority will be as follows:

- President in the Spring CSAP Meeting
- President Elect Fall CSAP Meeting
- Past President as budgetary funds allow

## Annual Conference

The Vice President for Continuing Education, the Vice President for Speech-Language Pathology and the Vice President for Audiology receive lodging up to four nights at the Annual Conference, in consideration of their work in preparation of the Conference.

Officers of the Association and the SHAV Secretary receive free Pre-Conference and Conference Registration in consideration of their work on the SHAV Board.

## W. WEBINARS

A Speaker whose presentation is recorded to be provided on the SHAV website shall receive SHAV-Bucks.

- A webinar speaker will receive \$25.00 SHAV-Bucks. SHAV-Bucks are valid towards SHAV merchandise, membership renewal, webinars/conference registration or any other SHAV activity.

## X. SOCIAL MEDIA GUIDELINES

This policy enables volunteers with Speech-Language-Hearing Association of Virginia (SHAV) and Management Company to manage the published content on social media. For the purposes of this policy, social media means any facility for online publication and commentary on social networking sites such as Facebook, Twitter, etc.

Management of social media accounts is limited to employees of Craven Management and the Vice President for Public Relations. It is recommended that each member of the SHAV Board contributes to the posts on SHAV social media accounts twice a year. The Vice President for Public Relations is responsible for posting the SHAV Board member posts.

Any time Board members or SHAV members participate in social media on behalf of SHAV, they are posting on behalf of SHAV. Be professional, use good judgment and be accurate and honest in the communications. Share content intelligently. When an item is published, it helps to strengthen the SHAV membership. Posts need to be helpful, valuable and promote the principles of SHAV. If an error is made, be up front about the mistake and correct it quickly. If an earlier post is modified, make it clear that a modification has occurred. It is important to be aware of copyrights and give credit to the copyrights owner to include texts, images, trademarks, etc.

SHAV membership and Management Company employees represent a diverse set of viewpoints and values. Therefore, it is important that statements are not made that are contradictory to SHAV's mission statement. As a volunteer of SHAV or employee of the Management Company, viewpoints should represent SHAV's values and not personal opinions.

SHAV does not endorse people, products, and services. Official SHAV social media accounts should not be used to provide such endorsements. As an example, private organizations who are providing conferences in Virginia will not be endorsed on SHAV social media accounts. However, when ASHA is providing free webinars or live Blogs, then SHAV can advertise these events. SHAV also does not endorse a political party on official accounts. Endorsements of specific political positions voted on by the SHAV Board Members can be endorsed on official social media accounts.

## Appendix I – SHAV ASHA CE Procedures

The Speech-Language-Hearing Association of Virginia only offers continuing education hours for their events. Events are either one day for legislative/leadership training or the annual Conference. Information is obtained from presenters for the annual Conference through Call for Papers or worksheets obtained from invited speakers to obtain information related to the presentation. The following outlines language that will be added to the call for papers/presenter worksheets. In addition, the Speech-Language-Hearing Association of Virginia will use the same disclosures in any publicity/promotional materials as necessary.

Language added to the Call for Papers or Presenter Worksheet:

### PRESENTATIONCONTENT DISCLOSURE

Presentations/Events content and related materials are not to focus on the sale or promotion of products or services and are not the focus of CE course content and related materials.

Product and service promotion should not influence the following decisions:

- Identification of learning needs;
- Determination of learner outcomes;
- Selection and presentation of content;
- Selection of all persons and organizations that will be in a position to control the content of the course;
- Selection of educational methods;
- Assessment of learning outcomes;
- Evaluation of the course;
- Selection of facilities.

Courses offered about products or services

1. Must provide information in a scholarly manner regarding (1) theoretical aspects related to the product or service and/or (2) the details of operation.
2. Must disclose prior to the course that there will be limited or no information provided about similar products or services when a course is focused on a specific product or service. Conversely, when a specific product or service is not presented, the use of trade or product names from several companies will be considered.