

Guidelines for Office of President-elect

TERM: One (1) Year
ELECTION: Annually

The President-elect becomes familiar with the business of the organization through reviewing the By-laws and the Procedural Manual, and provides assistance to the President of the Association. The President-elect of the Association shall Chair the Honors Committee and prepare/coordinate the Honors of the Association

Nebraska Speech-Language and Hearing Association Deadlines for Office of President-elect

January	<ul style="list-style-type: none">*Attend Board Meeting*Write article to solicit NSLHA and ASHA Foundation Nominations
February	<ul style="list-style-type: none">*Continue to solicit NSLHA and ASHA Foundation Nominations*Begin preparing documents for ASHA Nomination Forms for those who were nominated for ASHA awards at the previous year's state convention.
March	<ul style="list-style-type: none">*Continue to solicit NSLHA and ASHA Foundation Nominations via <i>The Networker</i>, NSLHA website, and/or Regional Representatives.*Send in ASHA Nominations from previous convention to meet the April 1st deadline*Submit items for Board Agenda
April	<ul style="list-style-type: none">*Attend Board Meeting*Solicit nominations from members of the Association for various awards given or recommended by the Association*Submit notices for the May <i>The Networker</i> requesting nominations for awards
May	<ul style="list-style-type: none">*
June	<ul style="list-style-type: none">*Submit items for Board Agenda
July	<ul style="list-style-type: none">*Attend Board Meeting
August	<ul style="list-style-type: none">*Attend the budget meeting with President, Treasurer and Executive Administrator*Send email to membership regarding final notice for nominations.
September	<ul style="list-style-type: none">* Order awards for convention*Have plaques and awards delivered to NSLHA Office*Notify those who nominated someone either saying their person was selected or they were not selected.*Write awards presentation for convention during Annual Business & Awards Luncheon*Submit items for Board Agenda
October	<ul style="list-style-type: none">*Attend Board Meeting*Attend Annual Convention*Attend Annual Membership Meeting & Awards Luncheon*Write article for the November <i>The Networker</i> regarding awards given at convention*Attend Transition Meeting for October, November or December, if needed.*Send letter, along with plaque/ paperweight to those who were not at luncheon to receive award.
November	<ul style="list-style-type: none">*Up-date Procedure Manual
December	<ul style="list-style-type: none">*Read through duties of President*Submit items for Board Agenda*Begin work on Senator Breakfast Agenda which is held in January

Time Line for Awards:

- January Send nominations form to Angie to post on web and send email to membership. NSLHA Office has copy of nominations form if you don't have one.
- May Article regarding nominations for *Networker*, due to Editor by May 21.
- August The first part of August send final reminder to membership, via email, regarding nominations deadline is fast approaching.
- September First Friday in Sept. order awards with Larry King at Awards Unlimited in Lincoln. His number is 402-474-0815.
- Mid Sept. Notify those who nominated someone that their recipient won the award. Need to discuss how recipient will be notified. Sometimes award is a surprise to recipient.
- If had multiple nominations for an award you also need to notify the person who nominated saying their person was not selected.
- October Final article for *Networker* due to Editor by Oct. 21. Send article to Angie to post on home page. If received permission include picture (probably the Honors of Assoc winner).
- If have nominations for ASHA awards, complete forms and submit information to ASHA.
- Send letter, along with plaque or paperweight, to those who were not at luncheon to receive award.

