

**NSLHA-NCSA  
MANAGEMENT AGREEMENT  
2009-2011**

This agreement is intended to create a specified working relationship between the Nebraska Council of School Administrators (NCSA) and the Nebraska Speech-Language-Hearing Association (NSLHA) for the purposes described herein.

**TERM OF AGREEMENT**

This agreement shall begin on September 1, 2009 and shall continue through August 31, 2011.

**GENERAL AGREEMENT**

NSLHA shall contract with NCSA for management services and office facilities for the following activities: (1) to enhance communication between the Executive Board, the NSLHA membership and other non-member Speech-Language Pathologists and Audiologists across the state, (2) to increase membership in the Association, and (3) to improve revenues from areas such as dues, convention and inservice.

Travel and management expenses and the expense of communication costs (letters, postage, newsletters, telephone, printing and the like) shall be paid as incurred by NSLHA.

**SPECIFIC AGREEMENTS**

Under the terms of this agreement, the NCSA agrees to provide the following specific services to NSLHA:

1. Enhance communications between the Executive Board and the general membership by disseminating the agendas and minutes of Executive Board Meetings, publishing a newsletter, circulating information items to committees and Regional Representatives and distributing / documenting the results of surveys on behalf of the Executive Board.
2. Assist in the improvement of revenue by working with the Regional Representatives to increase membership. Keeping membership data current and up-to-date, sending renewal notices when due, circulating recruitment flyers to non-members and disseminating information about the Association statewide.
3. Provide data base management for accurate membership lists and directories, financial records and recording of CEU's for members.
4. Assist in the improvement of convention and inservice participation and revenues by working with the Annual Convention Committee to provide convention and inservice management to handle local arrangements, coordinate registration, exhibits, presenters and speakers, collate evaluation information and provide convention follow-up data. Work with the Vice-President-Elect to plan and implement continuing education workshops.
5. Provide a manager to coordinate all NSLHA activities, supervise office activities, attend Executive Board, Liaison Meetings, Task Force Meetings, Regional Meetings and others as necessary.

ACCOUNTABILITY

The NSLHA President and its Executive Board shall provide guidance to NCSA in decision making. The President shall serve as the official contact person. In the event that the President cannot be reached, the President-elect shall serve as official contact person. The President and the Executive Board shall have an established process for working with the membership to reflect the majority opinion.

EVALUATION

The President, NSLHA Executive Board and the NCSA Executive Director will appraise the manager and the working agreement as needed during the term of this agreement.

A mutually designed evaluation instrument will be prepared for the NSLHA Executive Board. It will be the intent of this evaluation to review the list of expectations and accomplishments. This evaluation will be distributed at January NSLHA Executive Board Meeting. The President of NSLHA will collect the evaluations and share this information with the NCSA Executive Director in May or June. Additions or deletions may be made based on the needs of NSLHA.

Both parties have the right to terminate the contract thirty (30) days after any evaluation point. In such event, services to that point shall be rendered and paid.

PAYMENT SCHEDULE

NCSA agrees to provide the basic services described in this document as follows:

Management and Use of Equipment			
2009-2010 total	\$20,370.38	or	\$1,697.53 per month
2010-2011 total	\$25,877.79	or	\$2,159.48 per month

NSLHA agrees to fund all services on a timely basis, as incurred.

SIGNATURES

The undersigned agree to the terms of the NSLHA-NCSA Management Agreement, 2009-2011.

\_\_\_\_\_  
NSLHA President

\_\_\_\_\_  
NSLHA President-elect

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCSA Executive Director

\_\_\_\_\_  
Date