

Guidelines for Public Relations Committee

- a. The function of this committee shall be:
 1. To establish and maintain communication with the Board of Directors, NSLHA membership and other related professions with regard to the promotion of the Association and the fields of audiology and speech-language pathology;
 2. To promote the purpose of the Association and the professions through the use of appropriate media sources;
 3. To promote Better Hearing and Speech Month in Nebraska with appropriate professional and consumer organizations including arranging for a child/adult to be chosen as the Association's representative; and
 4. With the assistance of the NSLHA President and NSLHA Director, be responsible for all aspects of the Annual Senators' Breakfast.
- b. The membership of the committee shall consist of a minimum of two members with the chair(s) appointed according to Board policy.

Nebraska Speech-Language and Hearing Association Deadlines Public Relations Committee

January	<ul style="list-style-type: none">*Attend Board Meeting*Final invite to the Senators' Breakfast, via email to membership ask to RVSP*Confirm food arrangements with restaurant (has been Billy's for last several years)*Host Senators' Breakfast along with President*Submit final article for the February <i>The Networker</i> regarding Senators' Breakfast*Secure date and location for next year's Senators' Breakfast (has been Hruska Building in the past)*Inform restaurant (Billy's) for next years date and location of Senators' Breakfast*Submit nomination form to <i>The Networker</i> for Better Hearing & Speech Month*Submit to Governor's Office BH/SM Proclamation Request*Notify Billy's of Proclamation Day*Email BH/SM nomination form to membership
February	<ul style="list-style-type: none">*Include nomination form in February <i>The Networker</i> for Better Hearing & Speech Month*Email BH/SM nomination form to membership, final reminder
March	<ul style="list-style-type: none">*Submit report for the Board Agenda*Nominations for Better Hearing & Speech Month Representative due 1st Friday in March*Decide on Representatives for BH/SM*Inform selected Representatives and person who nominated them*Inform those selected as representatives
April	<ul style="list-style-type: none">*Attend Board Meeting (Chairperson or another designated committee member)*Contact restaurant (Billy's) regarding lunch for BH/SM*Send reminder to BH/SM Representatives and those who nominated them*Submit article for the May <i>The Networker</i> regarding Proclamation Day
May	<ul style="list-style-type: none">*Contact restaurant (Billy's) for final food arrangements and counts*Submit a press release to Nebraska newspapers announcing our Representatives for May is BH/SM*Participate if possible, in Proclamation at capitol for BH/SM*Contact Nebraska public radio for publicity of BH/SM*Contact Nebraska newspapers for publicity of BH/SM*If applicable contact representatives school building principal
June	<ul style="list-style-type: none">*Submit items for the Board Agenda

- July
- *Attend Board Meeting
 - *Solicit volunteers to assist with informational booth at NCSA's Annual Conference, Administrators' Days, in Kearney.
 - *Man booth or remind those who volunteered for Administrators' Days Booth
- August
- *
- September
- *Submit items for the Board Agenda
- October
- *Attend Board Meeting
 - *Attend Annual Convention
 - *Attend Annual Membership Meeting & Awards Luncheon
 - *Submit article for the November *The Networker* regarding convention
 - *Attend Transition Meeting in October, November or December if needed
 - *Submit article for the November *The Networker* advertising the Senators' Breakfast
- November
- *Up-date Procedure Manual
 - *Help President with agenda for Senators Breakfast
- December
- *Submit items for the Board Agenda
 - *Invite Senators to a breakfast in January
 - *Make food arrangements with restaurant (Billy's)
 - *Secure, with the President, program and speakers for the Senators' Breakfast
 - *Send email advertising the Breakfast with the Senators