

Guidelines for the Office of Vice President-elect

TERM: One (1) Year
ELECTION: Annually

The Vice President-Elect shall:

1. Act as program Co-Chair for all Association sponsored and co-sponsored conventions and meetings.
2. Serve as a member of the Association Ad Hoc Committee on Continuing Education and assume a leadership position in the planning, organization, and execution arrangements.
3. Serve as a member of the Association ad hoc committee on the Annual Convention Program. The Vice President-elect will assist in the planning and organization of the Annual Convention in cooperation with the Vice President and the Executive Administrator.

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

January	*Attend Board Meeting *Attend Continuing Education Meeting
February	*
March	*Submit items for the Board Agenda
April	*Attend Board Meeting *Attend Continuing Education Meeting *Discuss with NSLHA Director the Annual Mid Winter Workshop
May	*
June	*Submit items for the Board Agenda
July	*Attend Board Meeting *Attend Continuing Education Meeting
August	*Finalize Annual Mid Winter Workshop speaker, date, location and topic
September	*Submit items for the Board Agenda
October	*Attend Board Meeting *Attend Annual Convention *Attend Annual Membership Meeting & Awards Luncheon *Chair Continuing Education Meeting at convention for next year's convention *Attend Transition Meeting in October, November or December, if needed
November	*Up-date Procedure Manual
December	*Submit items for the Board Agenda