

OFFICE OF THE PAST PRESIDENT

Bylaws: “Have direct oversight of the Nominations Committee and the ASHA LC Liaison. The past-president shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships.”

Duties:

1. Assume responsibilities and activities as directed by the President. Act in an advisory capacity to the President.
2. Assume the responsibilities of the President if a vacancy occurs in the office of the President during the first six months of the President’s term and to serve in that capacity until the Spring meeting, at which time the President-Elect shall assume the responsibilities of the President.
3. Serve as the CSAP Contingent Chair of the Joint Committee for State and National Association Relationships.
 - Consult with the Joint Committee Chair to develop agenda items for the Joint Committee meetings.
 - Consult with the ASHA Contingent Chair about resolutions that may come before the Joint Committee after CSAP Executive Board meetings.
 - Assist with preparations of resolutions from the Joint Committee to the ASHA Executive Board and Legislative Council.
 - With the ASHA Contingent Chair, report on the Joint Committee’s recent activities at CSAP’s biannual business meetings.
 - Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting mailings or posting to the website site.
 - Prepare general correspondence on behalf of the CSAP Contingent.
 - Arrange phone conferences and/or meetings for the CSAP Contingent, when necessary.
 - Maintain and update the CSAP Contingent Joint Committee Handbook
4. Serve as the Chair of the Joint Committee for State and National Association Relationships in even-numbered years.

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- Fulfill all of the preceding responsibilities as the Chair of the CSAP Contingent listed under item #3.
 - Verify, update and distribute a current Joint Committee Roster to all Joint Committee members.
 - Secure meeting locations, prepare agendas, and distribute them prior to the Joint Committee meetings.
 - Chair the Joint Committee meetings.
 - Appoint a Joint Committee recorder and review minutes before they are distributed to the members.
 - Prepare Joint Committee resolutions for submission to the ASHA Executive Board and Legislative Council.
 - Add the Joint Committee members' names and the current year's activities to the chronological history in the Joint Committee Chair notebook.
5. Ensure the work of the Nominating Committee is completed in a timely fashion.
 6. Communicate with the ASHA LC Liaison to make certain CSAP remains aware of issues facing LC that impact state associations.
 7. Oversee the sponsorship program for all CSAP conferences. Collaborate with the President and other Board members as appropriate to gather possible names of companies and/or individuals who may wish to sponsor a CSAP event or provide donations for a spring or fall meeting.
 8. Maintain the Past President portion of the Policy and Procedures Manual.
 9. Update the Past President Notebook as needed and forward to incoming Past President.
 10. The Past President has oversight for the sponsorship program and in collaboration with other Board members will solicit sponsors for each of the CSAP meetings.

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Revised 05/91
Revised 11/91
Revised 05/92
Revised 11/94
Revised 05/97

Revised 04/02
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