

## **OFFICE OF THE PRESIDENT**

Bylaws: “The chief executive of the Council. It shall be the duty of the President to preside at all meetings of the Council, to appoint the Commissioners, the Committee Chairpersons, and the Legislative Council Liaison required to implement the purpose of the Council and to promote the common interest of the Council as directed by the voting membership. The president shall have direct responsibility for organizing the board and conference meetings of the Council. The president shall have direct responsibility for oversight of the local arrangements committees that are arranging conferences during the president’s term of office. The president shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships.”

### Duties:

1. Coordinate activities of the commissioners, the committees, and the council.
  - Collect Committee Pool Data Forms in conjunction with the spring and fall CSAP meetings.
  - Appoint commissioners, committee chair/co-chairs and editor for the e-newsletter based on the Committee Pool Data Forms, and/or other communications with CSAP members.
  - Work with the hosting state association to appoint a local arrangements chair. That person should not concurrently be serving on the CSAP Board and as local arrangements chair.
  - Consult with committee chairs regarding appointment of committee members.
  - Establish ad hoc committees as necessary. (Usually appointed at regular meetings, but can be appointed any time need arises. Ad hoc committees should be appointed for only one year.)
2. Coordinate and oversee implementation of the strategic plan.
3. Coordinate preparations for spring and fall meetings.
  - Prepare the program for the spring and fall meetings. Include large and small group discussions relevant to state association needs and to professional issues as a part of every meeting. The format for small group discussion may vary. Leadership shall be appointed so that information collected from small group discussions can be summarized and distributed to the entire membership.
  - Prepare the agenda for the Executive Board meeting and general business meeting after appealing to the officers, commissioners, and committee chairs for agenda items. This includes establishing and publishing deadlines by

which agenda items or proposals must be received. Items received after that deadline will be considered on their emergent value.

- Work with Local Arrangements (LA) Chair and Treasurer on planning the spring and fall meetings. (Budget projections for the spring and fall meetings should include a 10% allowance for possible cost overruns.)
  - Using CSAP's regionalization plan, identify state association co-sponsors to offset costs of the meetings. Determine with the Treasurer the strategy that will be used to remind the states of the financial support that is part of the plan and to request commitments.
  - Inform ASHA's State Association Relations liaison of the plans for each meeting, who will share the information with ASHA's Director of Conventions and Meetings.
  - Monitor that ASHA's Meeting Planner contacts the CSAP Management firm to discuss meeting properties and ASHA's requirements for State Policy Workshop, and in turn, that the CSAP Management firm discusses options with the CSAP President.
  - Ensure that once a property has been decided upon by the President in conjunction with other key people (e.g., LA chair, CSAP Management firm personnel), the CSAP Management firm will call ASHA's Meeting Planner with the hotel contact's name and phone number. The CSAP Management firm will inform the property that ASHA's Meeting Planner will work with them on a separate contract for sleeping rooms, meeting rooms, and food/beverage.
4. Work with the CSAP Management firm to distribute information for each meeting on a timely basis (i.e., at least two months ahead of the meeting date). This information should include how to communicate the invitation to the CSAP fall meeting social evening to past CSAP members well before the event.
  5. Preside at the regular meetings of the Executive Board and of the council.
  6. Coordinate emergency meetings or decisions/actions that are necessary between regularly scheduled meetings (by email, if possible).
  7. Serve as a representative on the ASHA/CSAP Joint Committee for State and National Association Relationships and to engage in the following activities as part of that committee:
    - To recommend actions and policies designed to improve and maintain optimum state-national association relationships;
    - To provide a mechanism to exchange information and to facilitate activities which would be of mutual benefit to state and national associations;

- To identify and promote specific strategies and procedures that support and maintain timely communication between ASHA and SSHAs;
  - To assist SSHAs and ASHA in the identification of human and fiscal resources which exist within each respective association;
  - To identify mechanisms that will encourage professionals to participate as active members in both state and national associations.
8. Schedule regular three-way calls for the top leadership team of CSAP (past president, president, President-Elect). These calls will serve as a communication vehicle between meetings; a set agenda will be determined before each call. While no action can be conducted, the meetings will serve as a sounding board for the president (e.g., gathering reactions to the program plan for a meeting), as a mentoring program for the president elect, and as a mechanism for continuity of leadership.
9. The President will purchase gifts for outgoing board members as follows:  
Spring meeting - a small gift or plaque not to exceed the amount of \$30.00 for the spring local arrangements chair.  
Fall meeting -  
a) a gift or plaque not to exceed the amount of \$50.00 per gift for any outgoing board member or commissioner; plus a gift or plaque not to exceed \$30.00 for the fall local arrangements chair.  
b) Engrave the gavel with the name of the incoming president at CSAP expense.
10. Appoint a board member to attend yearly joint meetings with representatives of the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD). In addition, reserve time on a meeting agenda for a short program segment for a representative of the CAPCSD.
11. Maintain the President portion of the Policy and Procedures Manual.

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