



SHAV POLICY AND PROCEDURE MANUAL

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A. THE PURPOSE OF A POLICY AND PROCEDURES MANUAL

PURPOSE:

The purpose of the Speech-Language-Hearing Association of Virginia (SHAV) Policy and Procedure Manual is to provide the policies and procedures used within SHAV. The policies and procedures contained herein are applicable to all members of the Association.

POLICY:

Each Board Member and Committee Chair is expected to maintain updated policies and procedures relevant to their particular office/committee. Administrative methods, techniques, and procedures as outlined in this manual do not cover every possible situation which may be encountered; therefore, all SHAV members are expected to demonstrate good judgment and to exercise, initiate, and make decisions within the scope of their assigned authority.

OBJECTIVE:

- This Policy and Procedures Manual shall be available for review by all members of SHAV.
- Any and all policy changes will be channeled through the appropriate monitoring officer and approved by the Board of Directors (Board).
- Each Board Member and Committee Chair is responsible for reviewing policies pertinent to their office/committee at least annually and is also responsible for orienting new committee members to the appropriate policies of the Association.
- Annually, the President, President-Elect and Past President shall develop a mechanism to review the Policy and Procedures Manual. These changes shall be presented at the September Board meeting for Board approval.

B. GOVERNANCE

The Board is responsible for creation, administration, and implementation of the Association's policies. The Bylaws of the Association do not provide policymaking authority to committees.

Committees have responsibilities for the development of policy recommendations. Any actions or decisions proposed that have the potential for establishing or modifying policy must always be reviewed and acted upon by the Board.

It is necessary that all committee members be well informed about the nature, rationale, and previous interpretations of Association policies, particularly those that relate to the areas in which they function.

All committees, liaisons, and Association representatives are responsible to the Board. Each is assigned to a designated member of the Board for monitoring.

C. STRATEGIC PLANNING

The strategic plan is developed every three years and reviewed annually by the Board to assess the Association's progress toward goals. The President coordinates this annual review.

D. ROLE OF THE BOARD OF DIRECTORS

The Board is the policy making, administration, and implementation body of the Association. The Board is also the management body. As such, The Board shall supervise and direct the affairs of the Association, actively pursue the objectives of the Association, and operate in accordance with the administration and implementation of the programs and policies established by the Bylaws of the

Association. The Board is the final authority and has ultimate responsibility for all matters pertaining to the operation of the Association.

Representing the Association:

The Association is able to develop positions on issues impacting the professions or consumers served. These positions are established in a Board action in the form of Position Papers or Board Motions. Due to the frequent need for representing the Association/professions, Board members may speak on behalf of the Association if the Association's position on a particular issue has been previously addressed. A representative of the ASHA Committee of Ambassadors, SHAV Lobbyist, or ASHA Advocacy Network Representatives (SEAL, StAMP, STAR) may represent the Association upon approval by the Board.

GENERAL BOARD MEMBER RESPONSIBILITIES:

1. attend new Board Member/Committee Chair/Liaison Orientation
2. attend all Board meetings
3. submit agenda items for Board meetings to the SHAV office by the date selected by the President
4. establish a timeline for activities and delineate steps for activities related to their position, including responsible individual(s) and completion dates(s) consistent with the strategic plan
5. develop a Board Member budget (if appropriate) including the projected expenses of all Committees/Liaisons for whom the Member is responsible as funds allow
6. monitor expenses associated with the Office via a review of Association expenditures, and adhere to the budget allotted
7. submit and solicit report(s)/article(s) for publication to the membership
8. encourage active participation by members in the activities of the Association
9. review and approve recommendations or position statements stemming from liaisons/editors
10. perform any other duties delegated by the Board
11. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
12. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
13. maintain documentation covering the office in the Google Drive
14. support transition to newly elected board members

Transition from outgoing to incoming Board Members:

Once a Board Member has been elected to an office, the Board Member being replaced will begin to inform and consult with the newly elected Board Member regarding the duties and responsibilities of the office. This orientation may include: files containing all correspondence, policies and procedures initiated or received by the Board Member, budgets/committee reports, and the Policy and Procedures Manual of the Association.

Newly elected Board Members will be invited to become participants in the activities of the Board at the Annual Conference. They will serve as non-voting Board Members until they officially assume their respective offices at the end of the Annual General Membership Meeting at the Conference.

E. ROLE OF THE MANAGEMENT COMPANY

The duties of the Management Company shall be to provide an executive office and services of an Executive Director to (SHAV) including:

1. providing an Executive Director and staff to carry out general administrative services including: a permanent address; staff assistance for operational tasks of daily association management; office equipment; access to a conference room; and other services as defined in attached job

description

2. maintaining an up-to-date membership database and providing membership rosters as needed
3. maintain the SHAV website, perform updates on a regular basis, as determined by the Board and committee chairs, and facilitate/distribute communications to the membership
4. managing all bank accounts and coordinating other financial services including preparation of tax return; audits as appropriate; and other financial services to be determined by mutual agreement of both parties; work with the Treasurer and/or the President to review and approve invoices, prepare checks, and pay all accounts
5. working with the Conference Committee to coordinate continuing education meetings including, marketing meetings to attendees and exhibitors, planning and monitoring adherence to meeting budgets, contracting for meeting space and coordinating all food and beverage events and audio-visual supports, and all other duties involved in planning and execution of such meetings
6. performing other duties related to the goals of SHAV as requested by the Executive Committee or Board and as mutually agreed upon by both parties.

F. OFFICE OF PRESIDENT

The President shall serve as Chief Executive Officer of the Association and serves as the official signatory of the Association on all contractual agreements.

The duties of the President shall include:

1. establish the direction for the Association and implement the Association's strategic plan
2. serve as SHAV's representative to the Council of State Speech-Language-Hearing Association Presidents (CSAP)
3. review Bylaws annually and recommend changes when appropriate
4. initiate annual review of the policies and procedures manual for the September board meeting
5. conduct the Board meetings and the Annual General Membership meeting of the membership
6. establish the annual calendar for Board meetings, including submission dates for agenda items and officer reports, to be disseminated at the first meeting following the Annual Conference
7. represent the Association, or establish a designee, in all public statements and in public presentations
8. in conjunction with the President-Elect, the Past President, and management company, oversee the collection of all revenues due the Association including but not limited to membership dues and for the payment of all financial obligations of the Association
9. collaborate with the President-Elect, the Past President, and the management company to manage the finances of the Association including the annual budget, maintenance of appropriate financial records, fiduciary guidance for the Board, and financial responsibility for Association
10. collaborate with the President-Elect, the Past President, Vice President of Professional Development, Vice President of Event Planning, and the management company to develop conference budget and authorize payments/expenditures
11. Collaborate with the management company to update any documentation needed for the Association to include annual Board bonding documents
12. monitor the ASHA Advocacy Networks (SEAL, StAMP, STAR) and the ASHA Committee of Ambassadors representative
13. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
14. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
15. maintain documentation covering the office in the Google Drive
16. submit/solicit twice per year an article/report for publication to the membership
17. support transition to newly elected board member

G. OFFICE OF PAST PRESIDENT

The Past President shall (a) serve as a liaison for the current president; (b) act as a mentor for the President and President-elect and other officers as needed; and (c) serve on committees as needed during their term.

The Duties of the Past President shall include:

1. provide mentorship and supervision to SHAV Student Representatives
2. review Bylaws annually and recommend changes when appropriate
3. in conjunction with the President, the President-Elect, and management company, oversee the collection of all revenues due the Association including but not limited to membership dues and for the payment of all financial obligations of the Association
4. collaborate with the President, the President-Elect, and the management company to manage the finances of the Association including the annual budget, maintenance of appropriate financial records, fiduciary guidance for the Board, and financial responsibility for Association
5. collaborate with the President, the President-Elect, Vice President of Professional Development, Vice President of Event Planning, and the management company to develop conference budget and authorize payments/expenditures
6. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
7. serves as liaison to the Communication Disorders Foundation (CDF) of Virginia
8. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
9. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
10. maintain documentation covering the office in the Google Drive
11. submit/solicit twice per year an article/report for publication to the membership
12. support transition to newly elected board member

H. OFFICE OF PRESIDENT-ELECT

The President-Elect shall (a) serve as Chief Executive Officer of the Association and as Chair of the Executive Committee in the absence of the President; (b) work in conjunction with the president in developing goals and policy of the Association; and (c) automatically become President at the end of the term of President-Elect.

The duties of the President-Elect shall include:

1. serve as SHAV's representative to Council of State Speech-Language-Hearing Association Presidents (CSAP)
2. chair the Nominations process for SHAV Board of Directors elections; collaborate with other management company to facilitate election process
3. collaborate with Vice President of Public Relations and Communication to advertise call for nominations and election process
4. review Bylaws annually and recommend changes when appropriate
5. serve as liaison to the Honors Committee, supporting communication and call for nominations
6. serves as liaison with ASHA Advocacy Networks (SEAL, StAMP, STAR)
7. collaborate with the President, the Past President, and the management company to manage all financial affairs of the Association
8. serves as an official signatory of the Association on outside contractual agreements
9. in conjunction with the President, the Past President, and the management company, oversee the collection of all revenues due the Association including but not limited to membership dues and for the payment of all financial obligations of the Association
10. collaborate with the President, the Past President, and the management company to manage

the finances of the Association including the annual budget, maintenance of appropriate financial records, fiduciary guidance for the Board, and financial responsibility for Association

11. collaborate with the President, the Past President, Vice President of Professional Development, Vice President of Event Planning, and the management company to develop conference budget and authorize payments/expenditures
12. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
13. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
14. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
15. maintain documentation covering the office in the Google Drive
16. submit/solicit twice per year an article/report for publication to the membership
17. support transition to newly elected board member

I. OFFICE OF VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

The Vice President for Professional Development shall be responsible for the planning of the annual conference and/or additional educational opportunities. The duties of the Vice President for Professional Development shall include, but not be limited to:

1. serve as chair of the Conference Committee
2. work in conjunction with the Vice President for Audiology and Vice President for Speech-Language Pathology to identify potential speakers and make contacts to determine availability
3. conducts contract negotiations with invited speakers and prepares contracts for approval by the President
4. collaborate with the 3Ps and the management company to develop conference budget and authorize payments/expenditures
5. facilitate educational offerings requiring AAA and ASHA CEUs in collaboration with CE Administrator to ensure compliance with organizational requirements
6. solicit proposals from potential sites and assist with organizing logistics for all in-person educational events
7. work with the Vice President of Public Relations and Communication to advertise and promote all educational opportunities being offered, and plan for the annual conference (e.g. advertising, working with local media, and other duties related to marketing the program)
8. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
9. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
10. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
11. maintain documentation covering the office in the Google Drive
12. submit/solicit twice per year an article/report for publication to the membership
13. support transition to newly elected board member

J. OFFICE OF VICE PRESIDENT FOR EVENT PLANNING

The Vice President for Event Planning shall be responsible for the logistical planning of the annual conference and/or additional educational opportunities. The duties of the Vice President for Event Planning shall include, but not be limited to:

1. Serve as co-chair of the Conference Committee
2. Collaborate with the 3Ps and the management company to develop conference budget and authorize payments/expenditures

3. Collaborate with the VP of SLP and VP of AuD to schedule webinars with SHAV groups and SHAV members/other organizations
4. Solicit proposals from potential sites and assist with organizing logistics for all in-person educational events including but not limited to food and beverage order, room set-up, audio/visual needs, hotel room blocks
5. Coordinate the outreach and acquisition of sponsorships and vendors for the annual conference and facilitate exhibitor hall needs (e.g., pipe/drape/tables); review and update the exhibitor prospectus, yearly, if needed
6. Collaborate with the Communication Disorders Foundation (CDF) to finalize needs for CDF events (i.e., food/beverage order, posters, auction hall setup)
7. Collaborate with the VP of PD to finalize a the annual conference schedule (add in breaks, lunch, exhibit hall times, volunteers)
8. Collaborate with the VP of PD and management company to create a full conference registration packet and on-site program (digital or physical)
9. Work with the Vice President of Public Relations and Communication to advertise and promote all educational opportunities being offered for webinars and other continuing education opportunities (i.e., fall conferences, virtual learning) (e.g. advertising, working with local media, and other duties related to marketing the program)
10. Communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities (it is up to the individuals in the position to decide who is communicating with which committee)
11. Submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
12. Annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
13. Maintain documentation covering the office in the Google Drive
14. Submit/solicit twice per year an article/report for publication to the membership
15. Support transition to newly elected board member
16. Delegate tasks to the conference committee as needed

J. OFFICE OF VICE PRESIDENT FOR MEMBER SERVICES

The Vice President for Member Services is responsible for the recruitment and retention of membership through annual membership drives and outreach to speech pathologists and audiologists in the state of Virginia.

Duties of the Vice President for Member Services shall include the following:

1. collaborate with the management company to monitor and supervise activities to recruit and retain members, including the annual renewal and membership drive
2. collaborate with the management company to obtain monthly updates of the membership database and present key findings and trends to the board during quarterly meetings
3. confirm membership status for board nominations, lifetime membership applications, and association honors or as requested
4. collaborate with Vice President of Audiology and Vice President of Speech-Language Pathology to create and conduct annual membership survey to identify needs
5. oversee and facilitate the Research, Supervision, and DEI SHAV Groups
6. organize and facilitate the SHAV Mentorship program
7. develop partnerships with companies and other professional organizations (e.g., interprofessional) to advance the mission of SHAV through educational opportunities for members
8. coordinate and present annually to each university's student population regarding the benefits of SHAV membership
9. organize and facilitate member service annual town hall meetings
10. collaborate with the SHAV Student Representatives to develop and disseminate the annual *Gift*

to the Grad in April of each year

11. coordinating the recruitment and management of the Conference student volunteers
12. work with the Vice President for Public Relations and Communication to promote membership
13. communicate on a regular basis with any SHAV Committee Chairs to plan activities, support advocacy efforts, and to obtain reports on status of activities
14. develop an officer budget, including any needs from committees when requested
15. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
16. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
17. maintain documentation covering the office in the Google Drive
18. submit/solicit twice per year an article/report for publication to the membership
19. support transition to newly elected board member

K. OFFICE OF VICE PRESIDENT FOR SPEECH-LANGUAGE PATHOLOGY

The Vice President for Speech-Language Pathology shall provide leadership in the clinical areas of speech-language pathology, and maintain regular and consistent communication with the Vice President for Audiology, the Vice President for Professional Development, the Vice President for Event Planning and relevant committees.

The duties of the Vice President for Speech-Language Pathology shall include:

1. oversee and facilitate the SHAV Groups related to the field of speech-language pathology
2. represent the issues specific to the profession of speech-language pathology, especially in regulatory and legislative concerns
3. solicit and develop SLP webinars and educational opportunities at least once per year
4. serve on the Conference Committee representing speech-language pathology
5. work in conjunction with the Conference Committee Chair and Vice President for Audiology to identify potential speakers and make contacts to determine availability; communicate with Conference Committee Chair about identified and available speakers, so that contract negotiations can begin expeditiously
6. organize and facilitate SLP annual town hall meetings
7. collaborate with Vice President for Audiology and SHAV Student Representative to coordinate community screenings, as requested
8. communicate on a regular basis with any SHAV Committee Chairs to plan activities, support advocacy efforts, and to obtain reports on status of activities
9. work with the Vice President for Public Relations and Communication to publicize events and share information with the membership
10. collaborate with Vice President of Membership Services to create and conduct annual membership survey to identify needs
11. develop an officer budget, including any needs from committees when requested
12. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
13. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
14. maintain documentation covering the office in the Google Drive
15. submit/solicit twice per year an article/report for publication to the membership
16. support transition to newly elected board member

L. OFFICE OF VICE PRESIDENT FOR AUDIOLOGY

The Vice President for Audiology shall provide leadership in the clinical areas of audiology. This will entail maintaining regular and consistent communication with the Vice President for Speech-Language Pathology, the Vice President for Professional Development, the Vice President of Event Planning and any related committees.

The duties of Vice President for Audiology shall include:

1. work with the Audiology Committee to support conference planning and advocacy efforts
2. oversee and facilitate the Audiology SHAV Group(s)
3. represent the issues specific to the profession of audiology, especially in regulatory and legislative concerns
4. solicit and develop audiology webinars and educational opportunities at least once per year
5. serve on the Conference Committee representing audiology
6. work in conjunction with the Conference Committee Chair and Vice President for Speech Language Pathology to identify potential speakers and make contacts to determine availability; communicate with Conference Committee Chair about identified and available speakers, so that contract negotiations can begin expeditiously
7. organize and facilitate audiology annual town hall meetings
8. collaborate with Vice President for Speech-Language Pathology and SHAV Student Representative to coordinate community screenings, as requested
9. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
10. work with the Vice President for Public Relations and Communication to publicize events and share information with the membership
11. collaborate with Vice President of Membership Services to create and conduct annual membership survey to identify needs
12. develop an officer budget, including any needs from committees when requested
13. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
14. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
15. maintain documentation covering the office in the Google drive
16. submit/solicit twice per year an article/report for publication to the membership
17. support transition to newly elected board member

M. OFFICE OF VICE PRESIDENT FOR GOVERNMENTAL AND PROFESSIONAL AFFAIRS

The Vice President for Governmental and Professional Affairs shall advocate for the professional concerns of the members. This shall include monitoring governmental and third party activities that may impact the Association, its membership, or clients served.

The duties of this office shall include:

1. work with the Advocacy Committee to identify and meet advocacy needs of the membership and association
2. supervise the activities of the Association to include (a) maintaining regular communication regarding speech pathology and audiology issues; (b) discussing political concerns of the membership with the Board; and (c) approving expenditures of lobbying services, if applicable
3. monitor agendas and meeting minutes of relevant state boards and legislative committees; attending meetings when necessary
4. organize and facilitate annual advocacy day event, advocacy education opportunities, and annual town hall meetings
5. develop grants and initiatives on a local or national level for funding future advocacy initiatives
6. work with the Vice President for Public Relations and Communication to publicize the needs for legislative action
7. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
8. develop an officer budget, including any needs from committees when requested
9. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document

10. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
11. maintain documentation covering the office within the Google drive
12. submit/solicit once per quarter an article/report for publication to the membership
13. support transition to newly elected board member

N. OFFICE OF VICE PRESIDENT FOR PUBLIC RELATIONS AND COMMUNICATION

The Vice President for Public Relations and Communication shall lead the Association in the areas of marketing/public relations and communication.

The duties of the Vice President for Public Relations and Communication shall include:

1. work with the Communication Committee to manage the communications of the Association
2. monitor and update the SHAV website monthly or more frequently if needed
3. prepare and post weekly to SHAV social media accounts
4. collaborate with management company in creation of promotional materials for the membership
5. work with the Vice President for Membership to promote membership
6. work with the Vice President for Governmental and Professional Affairs to publicize the needs for legislative action
7. work with the Conference Committee to plan for the Annual Conference (e.g. advertising, working with local media, and other duties related to marketing the program)
8. work with other board members to communicate with membership about events, opportunities, and other timely information
9. work collaboratively with the Student Representative on weekly social media posts and campaigns
10. communicate on a regular basis with any SHAV Committee Chairs to plan activities and to obtain reports on status of activities
11. develop an officer budget, including any needs from committees when requested
12. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
13. annually review and update, as needed, pertinent sections of the Policy and Procedure Manual
14. maintain documentation covering the office within the Google drive
15. submit/solicit twice per year an article/report for publication to the membership
16. support transition to newly elected board member

O. OFFICE OF MEMBER-AT-LARGE

The Member-at-Large shall support Clinical Fellows (CFs) and Early Career Professionals (ECPs) across the state of Virginia by developing and maintaining a centralized resource library, facilitating targeted mentorship opportunities, and promoting professional engagement through structured programs, events, and communication channels.

1. Resource Development
 - a. Develop resources tailored to CF and ECP needs (e.g., clinical tools, educational opportunities, job search strategies, licensure FAQs, supervision guidelines, regulatory and ethical guidance).
 - b. Develop a list of in-state community resources and SLP contacts available to assist with specific questions or mentorship.
 - c. Create a task force or committee to assist with the development of pediatric and adult-focused clinical resources across different domains.
2. Program and Mentorship Support
 - a. Design and implement programs that support the transition from graduate student to professional practice, emphasizing mentorship, licensure navigation, and workplace readiness.
 - b. Work with the SHAV Mentorship Program coordinator to match CFs and ECPs with experienced mentors and gather ongoing feedback for improvement.

- c. Co-lead the development of an annual Early Career Spotlight to recognize the contributions and achievements of new professionals.
3. Membership and Engagement
 - a. Coordinate with SHAV Student Representatives and the Vice President for Member Services to ensure continuity of engagement from student to professional membership.
 - b. Organize and facilitate targeted networking opportunities for CFs and ECPs (e.g., virtual or in-person meetups, panel discussions, roundtables at the annual conference).
4. Collaboration and Communication
 - a. Collaborate with the Vice President of Speech-Language Pathology to align early career initiatives with broader SLP member needs and goals.
 - b. Partner with the Vice President for Public Relations and Communication to promote CF and ECP initiatives across SHAV platforms.
5. Administrative Responsibilities
 - a. Submit quarterly board reports and update the shared Strategic Plan tracking document with early career developments.
 - b. Annually review and revise pertinent sections of the Policy and Procedure Manual related to early career member support.
 - c. Maintain documentation related to the Member-at-Large office in Google Drive.
 - d. Submit or solicit at least one article or spotlight feature annually, highlighting CF/ECP experiences or needs.
 - e. Support the transition to the newly elected Member-at-Large board member.

P. SHAV STUDENT REPRESENTATIVE

Two (2) Student Representatives shall lead the Association in the area of student recruitment and retention of student members through outreach to speech-language pathology students and audiology students in the state of Virginia. The Student Representative will report directly to the Past President.

The duties of the Student Representative shall include the following:

1. in consultation with the Board and the Association's Management Firm, monitor and supervise activities associated with student member recruitment and retention
2. identify and attend various events to promote student memberships
3. assist VP for Governmental Affairs and Professional Affairs with the coordinating and recruitment of student volunteers for Advocacy Day
4. assist VP for Member Services with the coordinating and recruitment of student volunteers for the Annual Conference
5. collaborate with VP for Public Relations and Communication on weekly social media posts and campaigns
6. submit quarterly board report prior to the scheduled Board meeting and update the shared Strategic Plan tracking document
7. submit one article per year for publication in the newsletter
8. support transition to newly elected board member

The Student Representative shall be:

- an undergraduate or graduate student who is matriculating in a speech-language pathology or audiology program in the state of Virginia
- in good academic standing with his/her Program and Institution
- a student member of SHAV

The term for each Student Representative will be two years. Each year, the Board will select a new student representative. Thus, the Board will always include one (1) first-year student representative and one (1) second-year representative. The Board will accept applications in December - February. The newly appointed liaison will be invited to the annual meeting. The term of office will be consistent with

board appointees.

Q. BOARD and PRESIDENT APPOINTEES

The Board appointee represents the Association or completes specific tasks of the Association to ensure that the Association's goals and objectives are met.

APPOINTMENT

The Association appointees are appointed by the President, President-Elect, and Past President. When applicable, the President will report the names and contact information of the appointee to ASHA. Appointees include (1) Secretary, (2) Treasurer, (3) Historian, (4) Continuing Education Administrator(s), (5) ASHA SEAL, (6) ASHA STAR, and (7) ASHA StAMP. The last three are Virginia's State Advocacy Network Representatives.

R. Roles and Responsibilities of the ASHA SEAL, STAR, and StAMP

General Responsibilities:

- Advance the purposes of SHAV as stated in the Association Mission Statement.
- Provide orientation to the members.
- Communicate with the Board
- Work with the Board to develop/revise the group's objectives.
- Report to the Executive Board as requested.
- Plan committee meetings and activities to achieve designated goals and objectives.
- When appropriate, provide budget requests to the Board and ensure to adhere to that budget.
- Provide continuing education opportunities of interest to individuals, when possible.
- Nominate members for SHAV Awards.

The State Education Advocacy Leaders (SEALs), State Advocates for Medicare Policy (StAMPs), and State Advocates for Reimbursement (STARs) are three critical networks that support ASHA's ongoing advocacy efforts on behalf of audiology and speech-language pathology. These networks are ASHA member audiologists and speech-language pathologists—appointed by their state association president for a period of three years. Co-chairs may be appointed at the discretion of the president. They undertake the following roles and responsibilities:

1. Be a resident of Virginia
2. Maintain consistent membership in SHAV and ASHA
3. Partner with ASHA staff, ASHA volunteer leaders, other ASHA members, and state association members on ASHA's advocacy objectives and related efforts
4. Engage in direct advocacy with lawmakers, policymakers, and external partners
5. Serve as an information conduit between ASHA and SHAV
6. Raise awareness about relevant public policy topics within the profession
7. Be available to work directly with Virginia SLPs and Audiologists regarding their concerns and guiding them to resources available at the state and national levels
8. Frequent communication with the VP for Governmental Affairs and Advocacy
9. Serve on the SHAV Advocacy Committee
10. Assist in the transition process when their service term is finished by meeting with the incoming representatives and provide them training during the 3 months prior to them taking office at the annual membership meeting

The SEAL, StAMP, and STAR are essential to implementation of SHAV's strategic plan. It is expected that the appointees in these positions attend all SHAV Board meetings, provide board reports relevant to

the strategic plan, and work directly with the VP of Governmental and Professional Affairs and the Advocacy Committee.

In the January board meeting, board members will make recommendations to the SHAV President regarding (re)appointment for these positions. The incoming SHAV President, President-Elect, and Past President will appoint (or reappoint) these positions after consulting with the nominees and they will officially take their position at the same time that new board appointees begin at the annual membership meeting.

S. SECRETARY/RECORDER

The Secretary/Recorder shall be responsible for maintaining all records of the Association, including the documentation of all matters discussed at Board meetings and meetings of the general membership. The Secretary shall be appointed and not elected. The secretary is a non-voting member of the Board.

The duties of the Secretary/Recorder shall include:

1. Record the minutes of each Board meeting. Forward to the President a preliminary copy of those minutes for review within 2-3 weeks of said meeting. All requested revisions shall be reported to the Secretary within two weeks of receiving the preliminary copy. The Secretary shall revise the minutes as necessary, mark the document as "Final", and send new minutes to the Executive Board and Management Firm no later than 6-8 weeks from the date of the Board meeting.
2. Record the minutes of each General Business Meeting of the Association held at each Annual Conference and make available for distribution to SHAV members upon request.
3. Provide access to the minutes from the current and preceding year at all Board meetings and the General Business Meeting.
4. Provide access to the Articles of Incorporation, the Bylaws, the official minutes of all Board meetings and General Business Meetings held during the current year and the preceding year to Board meetings and General Business Meetings.

T. ROLE OF THE CE ADMINISTRATOR

The Continuing Education Administrator(s) works in conjunction with the Management Firm to submit SHAV's continuing education events to the American Speech-Language-Hearing Association and the American Academy for Audiology for continuing education credits. The CE Administrator shall be appointed and not elected. The CE Administrator is a non-voting member of the Board. SHAV will process all Continuing Education Events receiving ASHA CEUs as outlined in Appendix I.

U. ROLE OF THE TREASURER

The Board may appoint a treasurer in accordance with the Bylaws of the Association. The Treasurer will collaborate with the Management company and the President, President-Elect, and Past President to update financial records as needed and advise on the fiscal standing of the Association.

V. ROLE AND RESPONSIBILITIES OF COMMITTEES

All SHAV members are eligible for active participation in the Association's activities through service on committees. The committee year follows the Board term: Annual Membership Meeting to Annual

Membership Meeting.

Functions

The committees are advisory to the Board and serve the purpose of recommending policies and executing directives from the Board. Financial commitments or policy statements must be submitted to the Board through the monitoring officer and must be approved by the Board prior to enactment.

Limitations

Funds may not be expended nor obligated by any committee for any purpose unless in accordance with the approved budget and financial goals for the committee and or Association. No Committee Chair or member may take any final action or make any public statement on behalf of SHAV without prior approval of the Board.

Liaisons with the Board and Other Committee Chairs

Each committee has an appointed Board member (monitoring officer) to facilitate communication between the committee, the Board, and other committees. Chairs should keep the monitoring officer well informed via personal contact and correspondence. Cooperation and collaboration among committees is encouraged. Chairs should also ensure that Chairs of other groups affected by the activities are appropriately informed of such activities.

Appointment/Dissolution

The President, upon recommendation of the Board, appoints Committees. Once the tasks are complete, the President will dissolve the/committee. Dissolution may also be based upon reasonable cause. Reasonable cause may include, but is not limited to, failure to report to the Board; inactivity for more than six months.

Meetings and Reporting

Committees are expected to meet at least twice per year as determined by the Chair. Meetings, conference calls, or electronic mail may be utilized to conduct the work of committees. If the Chair of a committee is a Board member, committee activities should be included in the Chair's Board report. If the Chair of a committee is not a Board member, the Chair should provide annual reports to the Board prior to the general membership meeting.

General Responsibilities

1. address issues related to the Committee to include, but not limited to drafting position papers, compiling and distributing information, making recommendations to the SHAV Board, and other activities determined by the Committee
2. advance the purposes of SHAV as stated in the Association's Mission Statement
3. provide orientation to the members
4. communicate with the monitoring Board member as needed
5. work with the monitoring officer to develop/revise the group's objectives
6. report to the Executive Board as requested
7. plan committee meetings and activities to achieve designated goals and objectives
8. when appropriate, provide budget requests to monitoring Board member and ensure to adhere to that budget
9. provide continuing education opportunities of interest to individuals when possible
10. nominate members for SHAV Awards

Current SHAV Committees (as of August 2024)

1. Conference

2. Honors
3. Nominations
4. Legislative Relations/Advocacy Committee
5. Communications
6. Student
7. Audiology

SPECIFIC COMMITTEE DESCRIPTIONS

CONFERENCE: The Conference Committee shall be Chaired by the Vice President for Professional Development and the Vice President for Event Planning. Members consist of the SHAV Executive Board and interested SHAV members. This committee shall be responsible for planning the Annual Conference. The Management Firm will be a member of this Committee.

HONORS: The Honors Committee reports to the President-Elect and is responsible for recommending candidates for SHAV Fellows and other SHAV awards to the Board (e.g., Outstanding Student Leader, and Early Career Professional). The Honors Committee also recommends the state's nominee for the American Speech-Language-Hearing Foundation's State Clinical Achievement Award to the Board.

The Honors Committee shall consist of six members, four of whom have been awarded SHAV Fellow. The Board shall appoint members and name the Chair. Committee membership shall reflect geographic, professional, and age diversity of the membership to the degree possible. Committee members shall serve a two-year term and are eligible for reappointment.

The Committee shall be responsible for soliciting, reviewing, and nominating recipients for SHAV awards to the Board. In addition, the Committee shall be responsible for preparing an appropriate recognition/celebration of current and past awardees. The Committee shall maintain a list of all awardees. The Chair of the Committee shall be responsible for informing nominees of the decisions of the Board regarding awards. All matters of the Committee that relate to awards shall be confidential.

The Board bestows awards upon recommendation of the Honors Committee and affirmation. Both the recommendation of the Honors Committee and the affirmation by the Board of Directors' selections require a two-thirds vote.

The Committee shall meet at least once annually and confer throughout the year (via email, phone, etc.). The Chair or his/her representative shall participate in Board meetings when requested by the President. The honors committee may add additional annually as they deem necessary with Board approval.

Awards of the Association

1. Fellow Award

Fellowship may be bestowed upon any member upon the recommendation of the Honors Committee and a unanimous vote of the Board, provided they meet the following criteria:

- Member of the Association.
- Active participant in the professions of audiology and/or speech-language pathology for not less than five years.
- Outstanding contribution to the Association through service on committees, the Board, or other significant capacity.

- Outstanding contribution to the professions in at least two of these areas: clinical service, academic, or clinical teaching, research, and publications that contribute to the knowledge of the field, and administrative service.

The committee shall carry out this responsibility by first considering nominations from the membership. The individual making the nomination shall complete a prescribed nomination packet. The Chair shall share the information with the committee, and they shall be asked individually to consider whether or not the nominee meets the criteria for Fellow as stated in the Bylaws of the Association. Committee will then indicate by written ballot whether or not they support the nomination, or whether they feel the matter warrants discussion. If a majority of the committee supports the nomination, the Chair shall then submit the recommendation to the Board for consideration at its next regularly scheduled meeting, or as scheduling permits.

There shall be no “quota” or requirement that any number of individuals receive the honor of Fellow or any other honor which may be bestowed by the Association within a year or any other time period.

2. State Clinical Achievement (Note: this recipient becomes Virginia’s nominee for the ASHF DiCarlo Award) criteria:
 - Member of the Association.
 - Demonstrated advancement of knowledge in clinical practice as evidenced by significant recent accomplishment within the past six years in audiology and/or speech-language pathology. The accomplishment must be specific, well defined, and clearly within the time limit of the last six years. This is not considered a lifetime achievement.
3. Outstanding Student Leader criteria:
 - Member of the National Student Speech-Language-Hearing Association.
 - Active participant in NSSLHA for not less than 18 months.
 - Member of the Association or participant in SHAV’s Annual Conference.
 - Outstanding contributor to local or national NSSLHA or to SHAV.
4. Early Career Professional criteria:
 - Member of the Association.
 - Engaged in the profession for 10 years or less.
 - Demonstrated advancement of knowledge in clinical practice or research as evidenced by significant accomplishment within the past five years in audiology or speech-language pathology.

Procedures:

Persons submitting a nomination shall complete the nomination form, a letter of recommendation from the nominator, and two additional letters of recommendation. The due date shall be posted on the SHAV web site and in the newsletter.

NOMINATIONS: The Nomination Committee is chaired by the President-Elect. The President-Elect advertises in the Summer the call for nominations for all members of the Board whose terms expire during the current governance year. The Board is encouraged to nominate any member for the advertised positions, and is informed at the September Board meeting if any nominations have been received. Additionally, Board Members, particularly those who are going off the Board, are encouraged to invite members to meetings and mentor any individuals who have shown an interest in a Board position. The members of the committee are responsible for checking the credentials of all persons nominated for an office on the Board to ensure that they are currently members of the Association.

The nominee will then be sent information on the specific responsibilities for the office for which the person is running, and information which enables the nominee to prepare an appropriate and brief biographical sketch that he/she/they must submit to the members of the Association during the election process.

The committee shall prepare a slate of candidates for each office on the Board as indicated in the bylaws prior to the Annual Meeting of the members. In the event that two nominees cannot be identified for an office, and after extensive efforts on the part of the Nominations Committee to secure two candidates, one name may be placed on the ballot alone. This slate shall be presented to the Board at the November Board meeting. After the slate is approved by the Board, the Chair of the Nominations Committee shall call the nominees to inform them that they are the official candidates.

Elections will be distributed to the members as outlined in the Bylaws. The Chair of the Nominations Committee sends the names of the nominees, the biographical data previously submitted by each nominee, and a cover letter to be mailed with the ballots to the Management company as soon as possible after the November Board meeting. The nominee for each office receiving the majority of the votes shall be elected. The Chair of the Nominations Committee notifies the candidates that were not elected to office of the results of the election. The President informs the new Board members of their election, and invites them to attend the Board and Annual Membership Meeting that is held at the Annual Conference.

LEGISLATIVE RELATIONS/ADVOCACY COMMITTEE: This Committee reports to the Vice President for Governmental and Professional affairs and monitors legislative and regulatory activity for the Association and for the professions of Speech-Pathology and Audiology. Membership shall be composed of a Chairperson(s) and interested SHAV members to address issues in the areas of licensure, reimbursement, salaries, caseloads, and regulation. The Committee informs members of the activities in governmental and private regulatory arenas. It monitors the actions of the Board of Audiology and Speech-Language Pathology, Hearing Aid Specialist, Education and Medicine. The Committee identifies when the advocacy committee needs to be activated, and coordinates with the lobbyist's efforts.

COMMUNICATION COMMITTEE: The Mentorship Committee shall report to the Vice President for Public Relations and Communications. The Communications Committee helps contact Board members, SHAV members and others by sharing information via a variety of modes of communication, works together to offer feedback and suggestions, research content for targeted audiences and assist in gathering information. The committee provides feedback in regards to public relations and communication efforts (i.e., website design, social media platforms, SHAV publication) along with supporting the development and implementation of strategies, initiatives and programs that improve communication with the Board and members.

STUDENT COMMITTEE: The Student Committee shall be co-chaired by the SHAV Student Representatives and supported by the Past President. The purpose of the Student Committee is to provide a platform for communication between the SHAV Board and the students enrolled in Virginia's Communications Sciences and Disorders (CSD) programs, in order to increase student engagement and ensure that SHAV is meeting the needs and interests of student members.

Members shall consist of students enrolled in the CSD programs in the Commonwealth of Virginia and are not required to be SHAV student members. Each program may have up to two committee members, one undergraduate student and one graduate student. Members are to be in good standing with their CSD NSSLHA Chapter. Members shall serve for one year and are appointed by their respective NSSLHA Chapter at the start of each school year.

The Student Committee shall meet at least six times annually and confer throughout the year (via email, phone, etc.). The co-chairs or their representative shall share the work and questions of the committee with the Board at each Board meeting.

AUDIOLOGY COMMITTEE: This Committee reports to the Vice President for Audiology. This Committee monitors legislative and regulatory activity for the Association and for the profession of Audiology and serves as the advisory committee for Audiology-related events. Membership shall be composed of a Chairperson(s) and interested SHAV members to address issues in the areas of Audiology licensure, reimbursement, salaries, caseloads, and regulation. The Committee works in conjunction with the Advocacy Committee on governmental and private regulatory activities that may impact the Audiology profession. This can include monitoring the actions of the Board of Audiology and Speech-Language Pathology, Hearing Aid Specialist, Education and Medicine.

W. ROLE AND RESPONSIBILITIES OF “SHAV Groups”

All SHAV members are eligible for active participation in the Association’s activities through joining a SHAV Group. The SHAV Groups year follows the Board term: Annual Membership Meeting to Annual Membership Meeting.

Functions

The SHAV Groups are created to allow members to discuss specific areas related to the professions. Financial commitments or policy statements must be submitted to the related groups through the monitoring officer and must be approved by the Board prior to enactment.

Limitations

Funds may not be expended nor obligated by any SHAV Group for any purpose unless in accordance with the approved budget and financial goals for the committee and or Association. No coordinator or member may take any final action or make any public statement on behalf of SHAV without prior approval of the Board.

Liaisons with the Board

Each SHAV Group has an appointed Board Liaison to facilitate communication between the SHAV Group and the Board. Board Liaisons and coordinators should keep the monitoring officer well informed via personal contact and correspondence. Cooperation and collaboration among the SHAV Groups are encouraged. Coordinators should also ensure that coordinators of other groups affected by the activities are appropriately informed of such activities.

Appointment/Dissolution

SHAV groups should align with the mission and goals of the organization that are not met by other regulatory bodies (i.e. BASLP; VA DOE). SHAV groups are intended as professional learning communities centered around professional practice. They create a dedicated space for members to explore their specific interests, share focused resources, and network and collaborate with colleagues. At the time of membership renewal, members will indicate the SHAV Groups they are interested in joining. There will also be a place to indicate any new groups of interest. The Board will decide at their March meeting the SHAV groups for the year.

General Responsibilities

- Address issues related to the SHAV Group. This may include, but not be limited to compiling and distributing information, making recommendations to the SHAV Board, and other activities as determined by the group.
- Advance the purposes of SHAV as stated in the Association Mission Statement.
- Provide orientation to the members and manage the Group members' contact information
- Communicate with the Board Liaison prior to meetings and events
- Communication with the Executive Board as needed.
- Submit information for social media or e-blast to the Board Liaison at least two weeks prior to the requested dissemination date.
- Work with the monitoring officer to develop/revise the group's objectives.
- Plan SHAV Group meetings and activities to achieve designated goals and objectives.
- Provide continuing education opportunities of interest to individuals when possible.

Each SHAV Group name will follow the naming convention "SHAV [Group Topic] Group [Current Year]" (e.g., "SHAV Supervision Group 2024").

X. POLICY FOR DEVELOPING PRODUCTS AND POSITION STATEMENTS AND USE OF MEDIA COMMUNICATION PRODUCTS

One of the results of committees may be the development of a position statement. Regardless of the audience, the position statement is a representation on behalf of SHAV and its members. All position statements must be consistent with the goals of the Association, and must be approved by the Board prior to development, funding, and use.

Types of Products

Papers generally represent an assimilation of ideas and/or data on matters of professional policy and/or practice.

- Position Paper: The intent of position papers is to advocate a particular position with regard to an issue of concern. The intended audience is usually outside of the profession(s).
- Technical Paper: A committee may develop a manuscript on a particular professional issue, as requested or as needed, with the intent to publish in a professional journal or distribute to the membership. This type of paper is typically a creative effort that includes a database from which inferences are made.
- Tutorial Paper: This type of paper is often exemplified by state-of-the-art reports. The usual format is to summarize comments focusing upon a given issue. The intent is to inform an audience on organizing information in a topical area, summarizing the salient ideas and practices and/or proposed specific recommendations.

Obtaining Board Approval

The following represents the general procedure by which committees' recommendations and products are submitted to the SHAV Board and/or Association membership.

The process of developing, documenting and modifying proposed items for final action by the Board or the Association membership involves the coordinated efforts of the committees, the monitoring officer(s), the Board and sometimes other individuals or groups. This process requires good and prompt communication among all groups so that when final action is taken, the issues and implications involved have been fully identified and considered.

Submission of Items to the Board

- Items to be considered by the Board must be submitted through the Board member responsible for monitoring the committee. The Committee Chair should plan to attend the Board meeting with the monitoring officer to represent the issue.
- Items should be submitted to the Board for review approximately 30 days prior to a scheduled Board meeting.
- Items should be submitted in an appropriate format, and relevant supporting information included.
- Supporting information should include the rationale, programmatic and budgetary implications, description of how input was received from other committees, and other information needed by the Board to fully consider the recommendation. Position Statements should include no recommendation regarding the appropriateness of adoption by the general membership.

Consideration of Items by the Board

Board action may take a number of different forms:

- The item may be referred back to the committee with requests for further documentation, suggested revisions, questions that should be answered, and any other relevant comments.
- The item may be referred to other committees for consideration and reactions, to the SHAV office for dissemination to the appropriate Board member, or to the Vice President for Governmental and Professional Affairs to obtain legal review, as necessary.
- The item may be revised, approved or disapproved.

The monitoring officer informs the committee chair as soon as possible, concerning the nature of Board action on the items, and reasons for action. Such information must be sent to the chair prior to any future meeting of the committee.

A committee should not interpret actions taken by the Board to refer back or to disapprove a recommendation as closing the issue. By considering comments and suggestions made by the Board, it is often possible for the item to be modified and resubmitted. It is through this process of many individuals and groups working together, that policies, directions and operations of the Association are expanded or modified.

POSITION STATEMENTS

Recommended position statements (with rationale and potential use) are generated by the Board and interested parties.

If the Board believes the Position Statement would be strengthened through adoption by the general membership of the Association, recommended Position Statements are presented to the general membership for comment in advance of a vote. Presentation of position statements may occur via publication via the newsletter, web page, email. Position statements may be voted upon via electronic poll or in-person at the Annual General Membership Meeting. ..

MEDIA COMMUNICATION

SHAV may use various forms of media communication to communicate with the membership and general public. Examples of media used are print publications, website, Facebook, twitter, etc. All forms of media communication will have a monitoring officer assigned to oversee the content being disseminated to the membership and/or general public.

Any Board member or committee must obtain approval from the SHAV Board prior to developing a new

method of media communication.

Y. PUBLIC MEMBER AND OTHER OUTSIDE PROFESSIONALS SERVING THE ASSOCIATION

SHAV recognizes that members of the public and other outside professionals may possess special knowledge, expertise, or perspectives that enable them to make valuable contributions to the operations of the Association, and to the achievement of its objectives. Special representatives may not serve as voting members if they have a pecuniary interest in the Association. The functions and roles of such individuals are defined as follows:

Consumer Representative: a person outside of the profession who is selected to serve as a regular, voting member on one of the Association's committees and who possesses the following characteristics:

1. Represents the interests of the general public or consumers of the services provided by the Association or its members.
2. Demonstrates extensive knowledge and perceptiveness about a wide range of community needs.
3. Demonstrates dedication and commitment to human service programs, the needs of persons with disabilities, and the general welfare of the community.
4. Does not have a pecuniary or personal interest in other agencies, organizations or activities which would place the person's loyalties or interest in conflict with the goals or functions of the Association.

Special Representative: a person outside of the profession who serves as a voting and or continuing member on one or more of the Association's committees and who possess the following characteristics:

1. Represents special sectors of the community, such as business; special populations such as elderly, particular organizations such as education, civic, etc.
2. Demonstrates knowledge and skills that are vital on an ongoing basis to the Association body in furthering its purpose and increasing the effectiveness of its operations.
3. Can function to enhance and facilitate communication and cooperation, and to solicit support from the sector(s) which the person represents (if appropriate).

Consultant: a person outside the profession who possesses knowledge and skills which can be utilized to facilitate specific aspects of the Association's functioning, as well as its various committees, liaisons, and editors. The person functions as an advisor and serves as needed.

Z. RESPONSIBILITIES OF CONTRACTED SERVICES

The responsibilities of contracted services are outlined as necessary in the contracts executed by the Board and Contract Services.

AA. FINANCE

The Executive Board makes decisions regarding the Association's Investments. The Executive Board works with the Management Firm to develop a balanced budget and monitor investments. The Management Firm has the ability to reallocate funds within the investment accounts, after obtaining approval from the Executive Board. The purpose of the investment fund is to provide financial stability for the Association. It is the goal of the Association to maintain a 100% reserve of the operational budget. In years when reserves are not 100%, the Association should add to the reserve, when the budget permits. In years when the operating budget is unable to support all necessary Association

expenses, 5% of the reserves can be used toward the operating budget. The Executive Board should make every attempt not to use reserve funds to support the budget for more than two consecutive years or depleting the reserves to 33% of the operating budget. In years when reserves are more than 100%, the Association may use up to \$5,000 of the reserves.

AB. REIMBURSEMENT POLICIES

Meetings

- When budget permits, board members' travel expenses are reimbursed up to \$50.00 for attending Board meetings. For Board members traveling more than 200 miles one way, their travel expense reimbursement can be up to \$75.00 and hotel reimbursement up to \$150.00.
- When the budget permits and prior approval is obtained, an expense reimbursement of \$50.00 will be allocated to any Interest Group/Committee member for SHAV activities.
- When budget permits, student representatives receive free pre-conference and conference registration.

Attendance at CSAP Meetings

SHAV will pay expenses, when the budget permits, for the President, President-Elect and Past President to attend the two meetings per year of the Council of State Association Presidents (CSAP) as follows: When the budget does not permit for all of the above to attend CSAP Meetings, priority will be as follows:

- President in the Spring CSAP Meeting
- President-Elect in the Fall CSAP Meeting
- Past President as budgetary funds allow

Annual Conference

The President, Vice President for Professional Development, Vice President for Event Planning receive lodging up to three nights at the Annual Conference in consideration of their work in preparation of the Conference, as well as the Vice President for Speech-Language Pathology and Vice President for Audiology if budget allows.

When budget permits, officers of the Association and the SHAV Secretary receive free Conference Registration in consideration of their work on the SHAV Board.

AC. WEBINARS

Speakers that develop webinars for CE will be compensated in accordance with the Association budget for that fiscal year. Compensation may include, but is not limited to, a set amount, conference registration, or discounts on future SHAV events.

AD. SOCIAL MEDIA GUIDELINES

This policy enables volunteers with SHAV and the Management Firm to manage the published content on social media. For the purposes of this policy, social media means any facility for online publication and commentary on social networking sites such as Facebook, X, etc.

Management of social media accounts is limited to employees of the Management Firm and the Vice President for Public Relations. It is recommended that each member of the SHAV Board contributes to the posts on SHAV social media accounts twice a year. The Vice President for Public Relations is responsible for posting the SHAV Board member posts.

Any time Board members or SHAV members participate in social media on behalf of SHAV, they are posting on behalf of SHAV. Be professional, use good judgment and be accurate and honest in the communications. Share content intelligently. When an item is published, it helps to strengthen the SHAV membership. Posts need to be helpful, valuable and promote the principles of SHAV. If an error is made, be up front about the mistake and correct it quickly. If an earlier post is modified, make it clear that a modification has occurred. It is important to be aware of copyrights and give credit to the copyright owner to include texts, images, trademarks, etc.

SHAV membership and Management Firm employees represent a diverse set of viewpoints and values. Therefore, it is important that statements are not made that are contradictory to SHAV's mission statement. As a volunteer of SHAV or employee of the Management Firm, viewpoints should represent SHAV's values and not personal opinions.

SHAV does not endorse people, products, and services. Official SHAV social media accounts should not be used to provide such endorsements. As an example, private organizations who are providing conferences in Virginia will not be endorsed on SHAV social media accounts. However, when ASHA is providing free webinars or live Blogs, then SHAV can advertise these events. SHAV also does not endorse a political party on official accounts. Endorsements of specific political positions voted on by the SHAV Board Members can be endorsed on official social media accounts.

Appendix I - CE Procedures

SHAV only offers continuing education hours for their events. Events may be (1) webinars; (2) legislative/leadership training; (3) the annual conference; or (4) other events approved by the Board. Information for approval of Continuing Education Units (CEUs) by ASHA or AAA is obtained from presenters in accordance with the guidelines presented by these organizations. All submissions for continuing education must be presented to the CE Administrator at least 6 weeks prior to the start date of the event to allow the course to be registered with ASHA/AAA CE. The following outlines language that will be added to the call for papers/presenter worksheets. In addition, SHAV will use the same disclosures in any publicity/promotional materials as necessary.

PRESENTATION/CONTENT DISCLOSURE

Presentations/Events content and related materials are not to focus on the sale or promotion of products or services and are not the focus of CE course content and related materials. Product and service promotion should not influence the following decisions:

- Financial and Other Relevant Non-financial Disclosures;
- Identification of learning track and instructional level;
- Abstract and summary of presentation;
- Determination of learner outcomes;
- Time ordered agenda;
- Description of how DEI is addressed in presentation;
- Format of session;
- Selection of all persons and organizations that will be in a position to control the content of the course;
- Assessment of learning outcomes;
- Evaluation of the course;

Courses offered about products or services:

1. Must provide information in a scholarly manner regarding (a) theoretical aspects related to the product or service; and/or (b) the details of operation.
2. Must disclose prior to the course that there will be limited or no information provided about similar products or services when a course is focused on a specific product or service. Conversely, when a specific product or service is not presented, the use of trade or product names from several companies will be considered.