

1) President

- a) The President shall serve a one-year term and shall be eligible to succeed himself/herself in office for one additional year with the unanimous agreement of the President, President-elect, and Past-President and with approval of the Executive Board, without requiring another membership vote.
- b) Duties of the President shall be:
 - i) to preside at the meetings of the Association and the Executive Board;
 - ii) to serve as a voting member of the Executive Board;
 - iii) to appoint ad hoc committees with the approval of the Executive Board;
 - iv) to represent the Association officially at necessary functions, or appoint someone to carry on in his/her place;
 - v) to serve as ex-officio member of all committees;
 - vi) to call special meetings;
 - vii) to communicate with the management company on a regular basis and report to the executive board as needed;
 - viii) to appoint Professional At-Large Representatives, Public Awareness Committee Chair, ASHA Continuing Education Administrator, Membership Committee Chair, State Licensure Board Liaison, State Education Advocacy Leader (SEAL), State Advocate for Reimbursement (STAR), State Advocate for Medicare Policy (StAMP), Honors and Awards Committee Chair, Student Scholarship Committee Chair, Convention Planning Chair, and NSSLHA /Student representative.
 - ix) to arrange the date and place of all Executive Board meetings and notify the Executive Board members at least two weeks prior to solicit agenda items;
 - x) to serve as a liaison between the Association and ASHA;

2) President-Elect

- a) To serve as President-Elect, it is *recommended* that the candidate will have served at least one year on the Executive Board.
- b) The President-Elect shall serve one year, or in unanimous agreement with section 4.a., choose, with the President and Past President, to extend the term of office to an additional year with approval of the Executive Board.
- c) Duties of the President-Elect shall be:
 - i) to represent the President in case of emergency
 - ii) to succeed the President for the remainder of the term in office if the President is unable to complete his/her term;
 - iii) to be a voting member of the Executive Board;
 - iv) to be a member of the Convention Planning Team;
 - v) to succeed the President of the Association.

3) Secretary

- a) The Secretary shall serve for a term of two years, with the election occurring in **even** years and may be re-appointed.
- b) The duties of the Secretary shall be:
 - i) to keep minutes of all the Association's and Executive Board's meetings and to disseminate them to the Executive Board members and active members in a timely manner, including posting to the Association's web page.;
 - ii) to be a voting member of the Executive Board;
 - iii) to make available the Executive Board meeting handouts to all board members not present (e.g., posting to web page, e-mailing upon request of the member).

4) Treasurer

- a) The Treasurer shall serve for a term of two years with the election occurring in **odd** years and may be re-appointed.
- b) The duties of the Treasurer shall be:
 - i) to prepare a yearly budget to be presented to the Executive Board for approval;
 - ii) to be a voting member of the Executive Board;
 - iii) to report current number of memberships as part of the financial report;
 - iv) to serve as the liaison between the board and the financial management company;
 - v) to be responsible for onsite convention payments or disbursements;
 - vi) to present current budget to the executive board at quarterly meetings;
 - vii) to provide payment to financial management company.

5) Immediate Past President

- a) The Immediate Past President shall serve for one year, or in agreement with section 4.a., choose, with the President and President-Elect to extend the term of office to an additional year with the approval of the Executive Board.
- b) The duties of the Immediate Past President shall be:
 - i) to serve as Parliamentarian at all Association and Executive Board meetings; including to explain basic parliamentary procedure to each Executive Board at its first meeting of the fiscal year and/or as needed at subsequent meetings; to render decisions related to matters of parliamentary procedure during all meetings of the Association and its Executive Board; to prepare in conjunction with the Executive Board, any changes in the WyoSHA Constitution and By-Laws and present these to the voting body of WyoSHA for action and on all matters of procedure not specifically indicated in this Constitution and By-Laws, the official authority shall be Robert's Rules of Order. Revised, latest edition.;
 - ii) to be a member of the Convention Planning Committee;
 - iii) to Chair the Convention Planning Committee in the event that the Convention Planning Chair board position is not filled;
 - iv) to represent the Association in various capacities;
 - v) to be a voting member of the Executive Board.

6) Professional At-Large Representatives

- a) The President shall appoint two Professional At-Large Representatives to the Executive Board for a one-year term. Professional At-Large Representatives may be re-appointed.^{[[SEP]]}
- b) Professional At-Large Representatives are voting members of the Executive Board of the Association.
- c) The duties of the Professional At-Large Representatives shall be:
 - i) to act as state-wide representatives and liaisons between the membership and the Executive Board.
 - ii) The Professionals-at-Large will serve as Co-chairs of the Nominating Committee.

7) Members of the ASHA-Advisory Council (AC) from the state of Wyoming to the American Speech-Language- Hearing Association (ASHA)

- a) The Members of the ASHA Advisory Council serve a term of three years and may be re-elected as regulated by ASHA's nomination and voting process;
- b) The Members of the ASHA Advisory Council are non-voting members of the Association's Executive Board;
- c) The Members of the ASHA Advisory Council are requested to perform the following duties:
 - i) to transmit from the Members of the ASHA Advisory Council to the Association, within a reasonable time, any information or business pertinent to the Association.

8) Public Awareness Chair

- a) The Public Awareness Chair is to be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b) The duties of the Public Awareness Chair shall be:
 - i) to serve as a non-voting member of the Executive Board
 - ii) to publish at minimum a quarterly newsletter to contain pertinent and current newsletter items; with the President, to review articles submitted for publication in the newsletter;
 - iii) to maintain the Association's web page along with the webmaster including Association news, continuing education news, in-state employment positions, and other items determined by the Executive Board.

9) National Student Speech-Language-Hearing Association (NSSLHA) / Student Representative

- a) A NSSLHA Representative may be nominated by Executive Board and approved by the President of the Association and shall serve a one-year term.
- b) The NSSLHA Representative shall be a non-voting member of the Executive Board.
- c) The duties of the NSSLHA Representative shall be:
 - i) to inform the Executive Board of student-related issues, and assist in conference planning and implementation.

10) Continuing Education Administrator

- a) The Continuing Education Administrator shall be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b) Duties of the Continuing Education Administrator shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to recruit Association members to assist as needed;
 - iii) to-submit required documents to ASHA related to the awarding of continuing education units;
 - iv) to work with the Public Awareness Chair;
 - v) to inform the membership of available workshops and continuing education opportunities through newsletter articles and/or web page.

11) Continuing Education Administrator Liaison

- a) The Continuing Education Administrator Liaison shall be nominated by the Executive Board and approved by the President for a one-year term and may be reappointed.
- b) Duties of the Continuing Education Administrator Liaison shall be:
 - i) to serve as a non-voting member of the Executive Board
 - ii) to serve as a resource for outside entities of the Association that are in need of a reporting agency for ASHA continuing education units;
 - iii) to collaborate with the management company and report back to the Association utilization of the Association as the reporting agency for continuing education opportunities.

12) State Licensure Board Liaison

- a) The State Licensure Board Liaison shall be nominated by the Executive Board and approved by the President for a one-year term and may be re-appointed.
- b) The duties of the State Licensure Board Liaison shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to inform the Association about important issues within the state regarding licensure issues;
 - iii) to serve as a liaison between the Association and the state licensing board.

13) Speech-Language Pathology Assistant and/or Audiology Technician Representative

- a) The Speech-Language Pathology Assistant or Audiology Technician Representative shall be nominated by the Executive Board and approved by the President for a one year term and may be reappointed.
- b) The duties of the Speech-Language Pathology Assistant or Audiology Technician Representative shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to inform the Association about important issues with the roles and responsibilities of individuals working as Speech-Language Pathology Assistants or Audiology Technicians in the state.

14) Convention Planning Chair

- a) The Convention Planning Chair shall be nominated by the Executive Board and approved by the President for a three year term and may be reappointed.
- b) The duties of the Convention Planning Chair shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to Chair the Convention Planning Committee.

14) Honors and Awards Committee Chair

- a) The Honors and Awards Committee Chair shall be nominated by the Executive Board and approved by the President for a one year term and may be reappointed.
- b) The duties of the Honors and Awards Committee Chair shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to solicit nominations from the membership for the awards and honors of the Association.

15) Student Scholarship Committee Chair

- a) The Student Scholarship Committee Chair shall be nominated by the Executive Board and approved for a one year term and may be reappointed.
- b) The duties of the Student Scholarship Committee Chair shall be:
 - i) to serve as a non-voting member of the Executive Board;
 - ii) to recruit at least three current members of the WyoSHA membership to serve on this committee;
 - iii) to determine, along with the committees the deadline, format, scholarship amount and content for application submission. Scholarship amount is guided each year by the approved WyoSHA budget.
 - iv) to contact the University of Wyoming Division Head for Communication Disorders to coordinate the timeline for application selection and presentation of the scholarship awards, typically coinciding with the annual awards banquet at UW.
 - v) to notify the WyoSHA Treasurer of the amount of each scholarship so that checks can be dispersed.
 - vi) to notify the UW Division Head of the awardees prior to the annual banquet. The chair or a designated proxy may attend the annual UW banquet and distribute the scholarship funds.

16) State Advocate for Reimbursement (STAR)

- a) The State Advocate for Reimbursement (STAR) shall be nominated by the Executive Board and approved by the President for a three year term and may be reappointed.
- b) Duties of the State Advocate for Reimbursement shall be:
 - i) to serve as a non-voting member of the Executive Board
 - ii) to advocate in the state for improved health care coverage and reasonable reimbursement.

17) State Education Advocacy Leader (SEAL)

- a) The State Education Advocacy Leader shall be nominated by the Executive board and approved by the president for a three year term and may be reappointed.
- b) Duties of the State Education Advocacy Leader shall be:
 - i) to serve as a non-voting member of the Executive Board
 - ii) to enhance and perpetuate the advocacy, leadership, and clinical management skills of school-based members at the state and local levels to influence administrative and public policy decisions that affect the delivery of speech-language pathology and audiology services in school settings.

18) State Advocate for Medicare Policy (StAMP)

- a) The State Advocate for Medicare and Policy (StAMP) shall be nominated by the Executive Board and approved by the President for a three year term and may be reappointed.
- b) Duties of the State Advocate for Medicare and Policy shall be:
 - i) to serve as a non-voting member of the Executive Board
 - ii) to enhance and perpetuate the advocacy, leadership, and communication of members at the state level to influence administrative and public policy decisions that impact Medicare coverage and reimbursement of audiology and speech-language pathology services.