

PASHA Committee Chairperson Responsibilities

Committee: Honors

Committee Members: Chairperson (appointed), two other PASHA members

Chairperson Duties:

1. Review Honors Committee Responsibilities and recruit committee members.
2. Attend Executive Committee meetings. Report at meetings if applicable.
3. Keep the Honors Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.
4. Annually:
 - a. Create a request for nominations letter and form to send out to PASHA members in the January/February mailing. See the Honors Committee Binder for examples of the letter and form. E-mail letter and form to the Corresponding Secretary and to the Website Administrator.
 - b. Collect nominations and hold an Honors Committee meeting to select an Honoree.
 - c. Present the name of the honoree(s) to the Executive Committee for approval. If a member of the Executive Committee is nominated the Honors committee may request that approval be waived. The Executive Committee is not obligated to waive approval.
 - d. Order the award plaque and arrange for the honoree to be at the meeting at which it will be presented.
 - e. Budget for the Honors committee includes the cost of the award plaque and the honoree's dinner if applicable.
 - f. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
 - g. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Program

Committee Members: Chairperson (Vice-President), two other PASHA members

Chairperson Duties

General:

Attend Executive Committee meetings.

Keep the Program Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.

Specific:

June

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

Meet with the outgoing Program Committee chairperson and discuss procedures, paperwork, and possible ideas for programs suggested by the membership or that could not be scheduled during the previous year.

June-July

Recruit members for the Program Committee and meet to discuss program ideas for the next PASHA year. If possible make committee assignments now so that committee members can begin working (speakers, locations, publicity, food, CEU paperwork, etc). Meetings are typically scheduled as follows with the first meeting of the year being a “social” event without programming and the last meeting of the year targeted to coincide with “May is Better Hearing and Speech Month.” PASHA meetings are not usually held Thanksgiving through February (ISHA convention).

Meeting 1 (general business meeting & social): Late August/early September

Meeting 2 (general business meeting & program): Early October

Meeting 3 (general business meeting & program): Early-mid November

*Meeting 4 (general business meeting & program): Mid-late March

*Meeting 5 (general business meeting & program): Late April/Early May

*Coordinate meeting dates with the Symposium Co-Chairs to make sure meetings are not too close together.

August-May

1. Schedule all general business meetings and programs.

- Speakers at program meetings (4): Check program evaluation forms from the prior year to find suggestions for topics and/or speakers. Local physicians,

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university professors, and PASHA members have been utilized as speakers in the past.

- Locations: Strive to find locations that do not charge a fee or ask to have the fee waived. PASHA is a non-profit corporation. Consider locations that are centrally located and offer easy access and adequate parking. A large conference room is typically needed to accommodate a group of 40-50 people. Availability of tables is optional.
- Date/Time: Try to vary the evening throughout the year so that all meetings are not held on the same night of the week. A general business meeting precedes every program meeting. The general business meeting begins at 6:00pm and the program begins at 6:30pm. Programs are typically scheduled to last 2 hours including a question and answer period.

2. For each program meeting:

30 days prior to the program:

- Prepare a program flyer to notify members of the upcoming program. A specific format must be used and examples of previous program flyers are available in the Program Committee binder and/or CD.
- Register the program with the Illinois Department of Financial and Professional Regulation (IDFPR). Registration includes a cover letter and a copy of the flyer for the program. **If the program is not registered at least 30 days ahead of time, it may not be approved for continuing education credit.** Examples of the cover letter and program flyers are available in the Program Committee binder and/or CD.
- Send/e-mail copies of the program flyer to the Corresponding Secretary and Website Administrator for distribution to members and posting on the PASHA website. Mailings should be sent to members at least three weeks prior to the meeting.
- Send a confirmation letter to the speaker. Include the following information:
 - Date and time of the presentation.
 - Address of the meeting location. Include directions if the speaker is coming from out of town.
 - Information regarding the honoraria. PASHA offers the following honoraria based on the number of speakers per program:
 - One speaker: \$75
 - Two speakers: \$50 each
 - Three or more speakers: \$25 each
 - Mileage: PASHA will reimburse speakers who are coming from outside of the tri-county area at the federal mileage reimbursement rate (contact the Treasurer for the current rate as it changes every year in January). Ask the speaker(s) to keep track of mileage.
 - Confirm any requests the speaker made regarding audio-visual equipment. Speakers will need to provide their own laptop computers. PASHA owns an LCD projector for speakers to use for presentations.
 - Ask the speaker to e-mail the handout at least one week prior to the program so that copies can be made.

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One week prior to the program:

- Contact the Membership and Professional Standards Committee chairperson to create a sign-in/sign-out sheet for the meeting.
- Modify the program evaluation form and attendance certificate to match the speaker, date, time, and location for the program. See examples of the certificate and evaluation form in the Program Committee binder and/or CD.
- Make copies of the certificate (sign it first!), evaluation forms, and speaker handouts (typically 40-50 per meeting).
- If the LCD projector is needed, Contact Speech & Language Rehabilitation Services, Ltd. (689-9920) and arrange to pick up the LCD projector or have one of the SLPs there bring it to the meeting if she is planning to attend.
- Arrange for a committee member to purchase refreshments for the meeting.

Night of the meeting/program:

- Arrive early to set up the room:
 - Chairs should be placed to encourage members to participate in both the general business meeting and the program discussion.
 - Tables are needed for the sign-in/sign-out forms and handouts, nametags, and refreshments.
 - Set up the LCD projector and other audio-visual equipment as needed.
- Greet the speaker when she/he arrives and assist with any audio-visual needs.
- Complete a Request for Payment form for the speaker's honorarium and mileage (if applicable). Present the Request for Payment form when submission of bills is requested during the general business meeting. Fill out the form regardless of whether or not the speaker has declined the honorarium (for accounting purposes a check will be written in either case).
- Collect \$5 from each attendee who is not a PASHA member and who wants to receive a certificate. PASHA members receive free CEUs as part of their membership benefits. Other guests are not charged for the program (i.e., parents, teachers, other professionals).
- Introduce the speaker and assist as needed during the presentation.
- Thank the speaker at the end of the presentation and remind members to sign out and leave their nametags before they leave.

Following each meeting/program:

- Review the evaluation forms and compile the results/comments for the speaker. Note any suggestions for topics/speakers for future reference.
- Send a thank you letter and the evaluation results/comments to the speaker.
- File a copy of the program flyer and a blank certificate in the Program Committee binder under the appropriate tab.
- File the sign-in/sign-out sheets and the evaluation forms in the Program Committee Binder under the appropriate tab.

PASHA Committee Chairperson Responsibilities

Committee: Nominating

Committee Members: Chairperson (Past-President), President-Elect, one other PASHA members

Chairperson Duties

June

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

July August

Review Nominating Committee responsibilities and recruit one committee member.

September-May

Attend Executive Committee meetings.

Keep the Nominating Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.

November-January

1. Check with current officers and committee chairpersons and find out who would be willing to be nominated for a position. The following officer positions need to be filled:
 - President-Elect
 - Vice-President
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
 - ISHA Representative
2. Meet with the Nominating Committee and decide how and when members will be contacted.
 - Review the written descriptions of elected officer responsibilities are posted on the PASHA website. These written descriptions and the time commitment involved in each position should be sent out to members in early January to provide them with as much information as possible before they receive a call from a Nominating Committee member. Copies of this mailing should be in the Nominating Committee binder and on CD.
 - Discuss potential candidates for each position. It is helpful to have a particular office in mind for someone before calling, rather than just asking her/him to volunteer. (i.e., Hello Christine, this is _____ calling from PASHA. I'm a member of the Nominating Committee this year and we are hoping you will consider serving as the Recording Secretary for PASHA next year.)
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January

- Divide the membership list and begin calling. Committee members should call people they know first, and then the rest of the list should be divided among the committee members. If someone is nominated, s/he is nearly guaranteed the position. Make sure all “nominees” know this so they are not surprised when they are elected.
- When someone declines to be nominated for an officer position, ask if s/he would be willing to serve as a committee chairperson. Although the Nominating Committee is not responsible for recruiting committee chairpersons, it a tremendous help to the President-Elect to have these positions filled.
- Keep the Executive Committee apprised of the committee’s progress in filling the slate of officers.

March/April:

Create a notice of the slate of officers to be included in the mailing that goes out before the last meeting in late April/May. On the notice stipulate that the election will be conducted online. If anyone wants a paper ballot mailed to her/her, that member must specifically request it.

April/May: At the last business meeting of the year, create a handout listing the slate of officers and ask for nominations from the floor.

May: Conduct the online election through www.SurveyMonkey.com . Contact the Website Administrator for details about the online election process. The online election must be completed by May 31st.

May/June: Once the election has been held, send a confirmation letter and copies of the job descriptions to each new officer. Copies of the letters are in the Nominating Committee binder and on a CD.

June: Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.

Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Audit-Budget

Committee Members: Chairperson (appointed), President, President-Elect, Treasurer

General Duties:

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

September-May

Review Audit-Budget Committee responsibilities.

Attend Executive Committee meetings.

Keep the Audit-Budget Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.

Specific Duties:

The Audit-Budget Committee chairperson will monitor committee budgets throughout the year based on reports from the Treasurer.

Prior to June 15 of each year, the Audit-Budget Committee will rectify and close the PASHA books and prepare a proposed budget for the following year.

Audit:

Rectify the books at the close of the PASHA year (**Early June**)

1. Cross reference the membership entries in section 401 of the PASHA Accounts Ledger with the Membership list. Verify that income totals concur.
2. Verify checking account entries in section 101 of the Ledger. Cross-reference photocopies of checks from bank statements, checkbook entries, ledger entries, and Request for reimbursement and Request for Payment forms for date, check number, dollar amount.
3. Verify savings account and CD entries in section 102 of the Ledger and on bank statements.
4. Verify interest payments for savings account and CD in section 403 of the Ledger and bank statements.
5. Verify that expenses and other income have been entered in the correct section in the Ledger based on entries on Request for Reimbursement and Request for Payment forms.
6. Have each committee member (except for the Treasurer) sign each Ledger section after that section has been audited. Under "Audited on (date); " chairperson should sign name followed by "Chairperson." If the section had no activity for the year, write "No activity" and sign as above.

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7. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
8. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder. If the budget is not approved at the transition meeting (see below), arrange with the President and the new Audit-Budget Committee Chairperson to turn over the committee binder at a later date.

Budget:

Prepare budget for the following year for presentation to and approval by the Executive Committee at the transition meeting of the old and new Executive Committees held June 15-30.

1. Contact current committee chairpersons regarding recommendations for changes in budgeted amounts for their committees.
2. Review each line-item of the previous year's budget to determine where changes in the budget might be needed.
3. Based on review of previous years' budgets, known changes in operating costs (increases in mailing costs, needed supplies), and planned activities of the Association, prepare a proposed budget for the following year.
4. If the proposed budget is approved by the Executive Committee, notify committee chairpersons of their budget for the upcoming year and present the proposed budget at the first general business meeting of the year for membership vote.
5. If not approved, rework budget, obtain approval at next Executive Committee meeting, then present at a general business meeting for membership approval.

PASHA Committee Chairperson Responsibilities

Committee: By-Laws

Committee Members: Chairperson (appointed), two additional PASHA members

Chairperson Duties:

June

1. Attend the joint meeting of the old and new Executive Committee members held between June 15-30.
2. Meet with the outgoing By-laws Committee chairperson and discuss procedures, paperwork, and proposed changes to the by-laws that were not completed during the previous year.

August - May

1. Review By-laws Committee responsibilities and recruit committee members.
2. Attend Executive Committee meetings. Report at meetings if applicable.
3. Keep the Binder Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.
4. Review the By-laws
5. Seek recommendations from the Executive Committee and members at large regarding changes needed to the By-laws.
 - a. Convene a meeting of the By-laws Committee and develop proposed changes.
 - b. Present proposed changes to the Executive Committee for discussion and approval.
 - c. Once approved by the Executive Committee, prepare the proposed By-laws changes for review by the PASHA membership.
 - d. E-mail the proposed By-laws changes document to the Website Administrator for posting on the PASHA website.
 - e. Include notification of proposed By-laws changes in a regular mailing (i.e., program flyer, membership forms, etc.). Members should be directed to view the proposed changes on the PASHA website (www.pasha-il.com) and be prepared to discuss them at the next general business meeting. Members should be directed to request paper copies of the proposed changes by contacting the By-laws committee chairperson directly.
 - f. Print copies of the proposed By-laws changes and prepare a paper ballot to be used at the general business meeting at which the changes will be voted upon.
 - g. At the general business meeting, present the By-laws changes and lead the discussion, answer questions, etc. Be prepared to explain the rationale behind each proposed change to the By-laws.
 - h. Tally the votes and make note of any comments.
 - i. Once the changes have been approved, revise the By-laws. Copy for distribution to all Executive Committee members to place in their binders. E-mail the revised By-laws to the website administrator for posting on the PASHA website.

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June:

1. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
2. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Education Resources

Committee Members: Chairperson (appointed), two additional PASHA members

Chairperson Duties:

June

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

August - May

1. Review Education Resources Committee responsibilities and recruit two committee members.
2. Attend Executive Committee meetings. Report at meetings if applicable.
3. Keep the Education Resources Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.
4. Convene a meeting of the Education Resources Committee sometime in the fall to discuss possible committee activities for the year. Committee activities in the recent past have included:
 - a. Participation in job fairs at local high schools and colleges
 - b. Rental of ad space on a CityLink bus during May (Better Speech and Hearing Month). The sign was purchased in 2007 and is stored at CityLink. See the Education Resources Committee binder for more details.
 - c. Purchase of May is Better Speech and Hearing Month “door prizes” at the PASHA general business meeting held in late April/early May.
 - d. Request made to the Peoria City Council for May to be recognized as Better Speech and Hearing Month.
5. Monitor the Education Resources budget (line item 509 of the PASHA budget) and do not spend more than the budgeted amount without approval from the Executive Committee.
6. Submit any receipts for goods or services purchased using the Request for Reimbursement or Request for Payment forms (available from the Treasurer). Bills are paid at either Executive Committee meetings or general business meetings.

June:

1. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
2. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Legislative-Response

Committee Members: Chairperson (President-Elect), Past President, both ISHA Representatives

Chairperson Duties:

June

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

August-May

1. Review the Legislative-Response Committee responsibilities.
2. Attend Executive Committee meetings. Report at meetings if applicable.
3. Keep the Education Resources Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.
4. Convene Legislative-Response committee meetings following each of the ISHA Representative Council meetings (June, September, February) if needed to review legislative issues.
5. Convene meetings as needed throughout the year if legislative issues arise or issues pertaining to speech-language pathology or audiology are noted in the local, state or national media that require responsive action by PASHA.
6. Monitor the Legislative-Response Committee budget (line item 510 of the PASHA budget) and do not spend more than the budgeted amount without approval from the Executive Committee.

June:

1. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
2. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Membership & Professional Standards

Committee Members: Chairperson (appointed), Treasurer, one other PASHA member

The committee shall be responsible for active study of matters pertaining to the standards of training and professional practice and ethics and for the active encouragement of high standards by all appropriate means.

General Duties:

June

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

August through May

Attend Executive Committee meetings and general business meetings. Provide a verbal report for each meeting detailing total number of members and also regular, associate, and life members reported separately.

Keep the Membership & Professional Standards Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.

Print mailing labels for all PASHA mailings. Coordinate with the Corresponding Secretary to find out when labels are needed. Print labels for the entire PASHA mailing list for the first two mailings of each program year, then members only for the remainder of the year. Special mailings (i.e., Symposium brochures) should be sent to the entire mailing list.

Create sign-in/sign-out sheets for each program meeting (see binder for examples).

Specific Duties: Membership

August

1. From the current mailing list, generate membership renewal forms to be sent out with the first meeting notice. Check with the Corresponding Secretary to find out when the mailing will be sent out.
2. Contact representatives from local school districts, hospitals, rehabilitation facilities with information about PASHA and continuing education programs to invite new employees to join PASHA.
3. As membership applications and renewals dues are received:
 - a. Verify eligibility for membership, associate membership or life membership (see the PASHA By-laws in the Membership & Professional Standards binder for membership requirements).
 - b. Enter information into the membership database. This should include: name, address, telephone, email, place of employment, educational level, certifications, license, membership status in ISHA and ASHA, information to be included or withheld from the

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website, permission to have name released for professional mailings, type of meeting notification desired (e-notice, U.S. post)date of renewal, payment/check number.

- c. Forward updated membership lists including check number and date paid to the Treasurer along with dues. This should be completed in a timely fashion on an as needed basis and at least monthly throughout the fall.
- d. Review membership applications for information regarding program suggestions and forward this information on to the Program Committee Chairperson.
- e. Review membership applications for information regarding individuals interested in volunteering for committee work or as officers and forward this information to the relevant committee chairperson.

October

Send a follow-up notice to past members to remind them to renew, if they have not already done so.

November

Send a notice to previous members who have not yet renewed informing them that future meeting notices will be sent to current members only.

January

1. Forward a current membership list and any volunteer information to the Nominating Committee Chairperson (Past-President) to be used for recruiting officer nominees and committee chairpersons for the coming year.
2. Send a report to the ISHA Representative regarding total membership and the number of ISHA members.
3. Publish an updated membership directory.

Specific Duties: Professional Standards

1. As issues related to training or standards of practice arise, the committee will gather information to convey to the membership (e.g. changes in the Practice Act, Standards of Practice for Speech Pathology Assistants or Aides.)
2. Should a question of professional practice arise regarding provision of services, the committee should gather pertinent details and specific information regarding a potential complaint (name, address, telephone, description of the alleged violation).
3. Questions of violations of the Illinois Speech-Language Pathology and Audiology Practice Act should be forwarded to the Department of Financial and Professional Regulation either by U.S. postal Service to:

Department of Financial and Professional Regulation
Division of Professional Regulation
Complaint Intake Unit
100 West Randolph Street, Suite 9-300
Chicago, IL 60601
Phone: 312/814-6910

or via e-mail: <https://www.idfpr.com/dpr/FILING/Complaint.asp>

This should include:

- Complainant's information: name address, telephone, e-mail;
- Respondent's (person against whom the complaint is made) name, profession, address;

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- Date(s) on which the violation occurred,
- County in which the alleged violation occurred
- Summary of the complaint.

4. For questions of violations of the rules of the Illinois State Board of Education, an effort should be made to resolve the issue at the local level by contacting by mail the appropriate administrative personnel at the school district, and providing information regarding the specific are of concern and possible resolutions.

5. If the alleged school code violation is unresolved, the complaint may be forwarded to the Illinois State Board of Education in writing. The Letter of Complaint must include the following information:

- school information;
- a statement detailing the alleged violation(s),
- and the facts on which the statement is based.

The complaint letter may be sent to:

The Illinois State Board of Education
Special Education Services Division
100 North First Street
Springfield, Illinois 62777-0001

6. For members of PASHA, following fact-finding, a written complaint of violation of the Code of Ethics or Standards of Practice shall be brought before the Executive Committee. Should the complaint(s) be found to have merit by credentialing entities, the committee may recommend suspension or revocation of membership. A three-fourths vote of the Executive Committee is required if suspension of membership is recommended.

June:

1. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
2. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.

PASHA Committee Chairperson Responsibilities

Committee: Symposium

Committee Members: Chairperson, Chairperson-elect, one additional PASHA member

General Duties:

Attend the joint meeting of the old and new Executive Committee members held between June 15-30.

Attend Executive Committee meetings.

Keep the Symposium Committee binder up to date. Keep copies of meeting minutes, Executive Committee contact information, etc. as stipulated on binder tabs. All sections must be complete and up-to-date before the binder is turned over to the next committee chairperson.

Carefully monitor the Symposium Committee budget. The Symposium must be self-supporting which means the revenue from the Symposium (i.e., fees) must cover all expenses.

Specific Duties: See the committee binder for a more detailed timeline/checklist

1. In consultation with the Executive Committee, decide on a tentative date for the Symposium. It has traditionally been held in March or April.
2. Convene a meeting of the Symposium Committee to discuss possible speakers, locations, dates, and to divide up committee responsibilities.
3. Contact the selected speaker (phone/e-mail) and determine if s/he is available within the time frame chosen.
4. Once a speaker and date have been confirmed, reserve a location. The Symposium has traditionally been a three-hour event and room rental has been for five hours to allow for set up and tear down.
5. Create contract for the speaker (see binder for examples).
 - PASHA pays an honorarium of \$250 per hour. Mileage (federal reimbursement rate), lodging, and meals will also be reimbursed. Any additional fees need to be approved by the Executive Committee.
 - Inform speaker that PASHA has traditionally opened the Symposium to other professionals (i.e., occupational therapists, teachers, parents), and make sure speaker agrees with this practice. If not, discuss with the Executive Committee.
 - Inform speaker that s/he must provide a laptop if needed. PASHA owns an LCD projector for the speaker to use during the presentation. Find out if the speaker has other audio-visual needs.
 - Include in the contract/confirmation letter any additional details specific to the Symposium.

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6. Create Symposium brochure (see committee binder for examples).
 - Obtain all professional information from the speaker needed to complete the brochure.
 - Discuss registration fees with the Executive Committee based on estimated expenses (honorarium, mileage, lodging, room rental, food, copying, etc.).
 - If committee chairperson is unable to format the tri-fold brochure, it can be e-mailed to Jill's attention at danila@mtco.com for formatting.

7. Coordinate mailing of the brochure with the Corresponding Secretary at least 6 weeks in advance. Include the brochure with a regular mailing if at all possible to save on postage. Brochures should be sent to the entire PASHA mailing list including those who have elected to receive e-mail only for regular meeting notices.
 - Mail to PASHA mailing list and:
 - Illinois State University
 - Western Illinois University
 - Northern Illinois University
 - Eastern Illinois University
 - Peoria Public Schools
District 150 Speech Therapy Department
 - Central Illinois Speech-Language Hearing Association (CISHA)
 - Tazwell-Mason County Special Educational Association
 - Woodford County Special Education Association
 - Special Education Association of Peoria County (SEAPCO)

8. When registration forms and payments begin to arrive, keep a list of all registrants:
 - Name, address, phone
 - Check number, date paid, amount

9. Keep all checks and give to Treasurer after the Symposium.

10. Meet with Symposium committee 2 weeks prior to the Symposium to discuss responsibilities:
 - Check on location arrangements, refreshments, audio-visual equipment. See committee binder for specific suggestions/reminders.
 - Schedule two people for food and two for Registration
 - Create a sign in/out sheet for registrants. May ask Membership & Professional Standards Committee chairperson to do this since she does so for all program meetings.
 - Make hotel reservations for speaker if needed, set up dinner plans (if coming in night before)
 - Confirm arrangements with speaker.

11. See committee binder for specifics regarding the day prior to/day of the Symposium.

12. After Symposium
 - Give all checks to the Treasurer. Include a copy of the registrant database for cross-referencing purposes.

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- Compile the comments from the participant evaluation summaries and send a copy with a thank you letter to the speaker. Fill evaluation forms and sign-in/sign-out with other program materials for the year.
- Review actual expenses and submit Request for Reimbursement forms as needed at the next Executive Committee or general business meeting.

June:

1. Complete an annual report (see binder for examples) to present at the Executive Committee transition meeting held between June 15-30.
2. Attend the Executive Committee transition meeting, present the annual committee report, and turn over the committee binder.