

Date Submitted: 12/99

Office: Vice President for Professional Practices

General Description of Office:

This officer is responsible for the following committees: Committee on Professional Standards and Practices in Speech-Language Pathology; Committee on Professional Standards and Practices in Audiology; Committee on Professional Standards and Practices in Education of the Hearing Impaired, Committee on Supervision.

Specific Responsibilities	Time Line
1. Select the chairs for the committees listed above. Meet with committee members and develop charges for the committees.	As necessary/on-going
2. Present the names of all committee members to the Executive Council at the fall meeting for approval.	Fall of each year
3. Prepare a written report to be given at each Council meeting covering the activities of the committees and the officer.	On-going
4. Contact each chair after Council meetings to convey any questions or charges given by the President, membership or Council members.	On-going
5. Present a written report at the annual business meeting of the Association.	Submitted for publication
6. Prepare and present annual budgetary requests to Treasure and Executive Council.	As directed by treasurer
7. Reserve meeting rooms for the three committees and any subcommittees at the Annual Convention.	Prior to the Convention