

Date Submitted: 12/99

Office: Vice President for Professional Preparation and Continuing Education

General Description of Office:

This officer shall be responsible for: advocating for the development and maintenance of the highest quality of professional preparation for persons entering the profession, coordinating and administering the Association's annual Von Drach Scholarship, and coordinating the Association's continuing education programs, in cooperation/conjunction with the appointed ASHA CE Administrator for PSHA-

This officer shall be responsible for the following committees: Committee on Professional Preparation in Speech-Language Pathology and Audiology, Committee on Professional Preparation in Education of the Hearing Impaired, Committee on Continuing Professional Education, and the Ad Hoc Committee on Higher Education.

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, the officer, and status of work done by the ASHA CE Administrator for PSHA.	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 held during the PSHA convention in the spring.	Submitted for publication
6. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by Treasurer
7. Be an advocate for the development and maintenance of the highest quality of professional preparation for persons entering the profession.	On-going
8. Coordinate the annual PSHA Von Drach Scholarship.	Annually
9. Encourage and assist professional growth of the membership	On-going

VP for Prof. Prep and CE

Specific Responsibilities	Time Line
<p>through the Continuing Education Committee.</p> <p>10. Coordinate PSHA's continuing education efforts.</p> <p>11. Present to the membership, via PSHA's publications, the positions, policies, or procedures developed by the committees under this office and approved by the Executive Council.</p>	<p>On-going</p> <p>Periodically, as appropriate</p>