

## Vice President for Publications

### General Description of Office:

This officer shall be responsible for the publication of the *Keystater* and the *PSHA Journal*

| Specific Responsibilities   | Time Line                  |
|---|----------------------------|
| Contact each chair after Board meetings to convey any questions or charges given by the President, membership or Board members. | On-going                   |
| Respond to all questions, comments and concerns addressed to this VP from the membership.                                       | On-going                   |
| Select the chairs for the task forces listed. Meet with committee members and develop charges for the task forces.              | Spring/Summer of each year |
| Attend Board Meeting as a guest.  | June of Year Elected       |
| Term Officially Begins  | July 1 of Year Elected     |
| Read PSHA Policies and Procedures   | July                       |
| Present the names of all task force members and task force objectives to the Executive Board at the September meeting.          | September                  |
| Prepare report and attend the September Board Meeting   | September                  |
| Communicate with task force chairs for preparation of the December Board Meeting.   | December                   |
| Prepare report and attend the December Board Meeting.   | December                   |
| Request meeting rooms for the task force meetings at the Annual Convention to the Association Management Company                | January                    |
| Communicate with task force chairs for preparation of the April/Convention Board Meeting.                                       | April/Convention           |
| Prepare report and attend the April/Convention Board Meeting.   | April/Convention           |
| Present a written report at the annual business meeting of the Association to be published on the web.                          | April/Convention           |
| Prepare and present annual budgetary requests.  | April/May                  |
| Communicate with task force chairs for preparation of the June Board Meeting.   | June                       |
| Prepare report and attend the June Board Meeting.   | June                       |
| Make revisions to timeline as necessary.  | Ongoing                    |

|  |   |
|--|---|
| <p>Keystater Duties:</p> <p>Obtain articles and papers for the PSHA Keystater through correspondence with administrators, supervisors, agencies and reporters</p> <p>Proofread the PSHA Keystater.</p> <p>Write reports for the Keystater at least twice per year.</p> <p>PSHA Journal Duties:</p> <p>Distribute “PSHA Journal Call for Papers” for next year at annual ASHA Convention and solicit contributions from poster and paper authors.</p> <p>Distribute “PSHA Journal Call for Papers” by paper or electronic mail to ASHA-accredited institutions, as well as to school districts and medical centers in Pennsylvania.</p> <p>Extend invitations to qualified individuals to serve as PSHA Journal reviewers.</p> <p>Receive submissions of manuscripts.</p> <p>Prepare and distribute manuscripts for review. Receive written evaluations from reviewers. Prepare letters of acceptance/non-acceptance for authors. Send letters of thanks to reviewers.</p> <p>Receive submissions of revised manuscripts.</p> <p>Prepare draft of PSHA Journal content. Submit individual articles to authors to be proofread. Receive and incorporate any necessary corrections from authors.</p> <p>Prepare final version of PSHA journal for current year. Distribute CD copies to authors with letters of appreciation. Distribute electronic copies to PSHA Board members and to PSHA office to be posted on the PSHA website.</p> | <p>On-going</p> <p>Winter, Spring, Summer, Fall</p> <p>Twice per year (Winter, Spring, Summer, Fall)</p> <p>November</p> <p>March</p> <p>By July 1</p> <p>By July 15</p> <p>By Spetember 30</p> <p>By November 1</p> <p>By December 1</p> <p>By December 15</p> |
|--|---|

**Timeline for PSHA Keystater**

Spring – April 30  
Summer – July 31  
Fall – October 31  
Winter – January 30

*Revised: 9/2011*