

## **President-Elect**

**Position:** President-Elect, Tennessee Association of Audiologists and Speech-Language Pathologists (TAASLP)

**Term:** Two years, followed by automatic succession to President

**Time Commitment:**

- Monthly Executive Council meetings (virtual)
- Annual Association meeting (required attendance)
- Shadowing/training with current President (3-5 hours monthly)
- Approximately 6-8 hours per month

**Key Responsibilities:**

- Serve as presiding officer in the absence of the President
- Appoint an Association member to chair the Committee on State Based Advocacy Networks (serving 1-2 year terms)
- Oversee the Committee on State Based Advocacy Networks
- Prepare to assume the role of President following completion of term
- Support the President in executing Association initiatives
- Participate in Executive Council decision-making and budget approval

**Qualifications:**

- Active TAASLP membership in good standing
- Leadership experience within professional organizations
- Strong communication and organizational skills
- Willingness to commit to a four-year leadership track (2 years as President-Elect, 2 years as President)

## **Vice President for Convention/Continuing Education**

**Position:** Vice President for Convention/Continuing Education, Tennessee Association of Audiologists and Speech-Language Pathologists (TAASLP)

**Term:** Two years

**Time Commitment:**

- Monthly Executive Council meetings (virtual)
- Annual Association meeting (required attendance)
- Convention planning meetings (monthly, increasing to weekly in the months leading up to convention)
- Speaker coordination and program development (approximately 10-15 hours monthly)
- On-site convention management (approx. 2 full days annually)
- Approximately 15-20 hours monthly, increasing to 25 hours monthly in the 2 months prior to convention

**Key Responsibilities:**

- Plan and execute the annual Association convention
- Develop continuing education programming that meets member needs
- Coordinate with speakers and presenters

- Manage convention budget and logistics
- Ensure all continuing education offerings meet accreditation requirements
- Collaborate with Student Delegate on student-centered portions of the convention
- Participate in Executive Council decision-making and budget approval

**Qualifications:**

- Active TAASLP membership in good standing
- Event planning experience preferred
- Understanding of continuing education requirements for audiologists and speech-language pathologists
- Strong organizational and project management skills
- Ability to work effectively with vendors, speakers, and volunteers

## **Secretary/Treasurer**

**Position:** Secretary/Treasurer, Tennessee Association of Audiologists and Speech-Language Pathologists (TAASLP)

**Term:** Two years

**Time Commitment:**

- Monthly Executive Council meetings (virtual)
- Annual Association meeting (required attendance)
- Minutes preparation (approximately 1 hour following each meeting)
- Records management (approximately 1-2 hours monthly)
- Financial record keeping (approximately 1-2 hours monthly)
- Works with President, President-Elect, & contract management on budget preparation and tax preparation (approximately 8-10 hours annually)
- Approximately 10-12 hours per month

**Key Responsibilities:**

- Record minutes of all Association and Executive Council meetings
- Works with contracted management company to maintain official records and archives of the Association
- Distribute meeting minutes to Executive Council members
- Arrange for printing and distribution of minutes to membership as needed
- Maintain current membership roster in coordination with VP of Membership
- Ensure proper documentation of Association activities and decisions
- Participate in Executive Council decision-making and budget approval
- Prepare annual budget for Executive Council approval
- With management team, handle all Association funds and authorize disbursements
- With management team, provide regular financial reports to the Executive Council

**Qualifications:**

- Active TAASLP membership in good standing
- Strong organizational and documentation skills
- Attention to detail
- Proficiency with word processing and document management

# Vice President of Legislative Affairs

## Position Summary

The Vice President of Legislative Affairs serves as the lead advocate and policy liaison for TAASLP. This role involves monitoring legislative and regulatory developments, coordinating grassroots advocacy efforts, and working closely with the Board, STAR, SEAL, StAMP, members, and external stakeholders to advance TAASLP's policy priorities.

## Key Responsibilities

- **Legislative Monitoring & Communication**
  - Track state and federal legislation and regulatory changes impacting the profession/organization.
  - Provide timely updates and summaries to the Board and members.
- **Advocacy & Relationship Building**
  - Build and maintain relationships with legislators, legislative staff, and other organizations.
  - Attend Department of Education, Department of Health, State legislative hearings, ASHA legislative meetings/informational sessions and other stakeholder meetings as needed.
  - Prepare legislative bill language and work to identify potential sponsors when appropriate.
- **Event Leadership**
  - Plan and oversee the annual Day on the Hill.
  - Lead advocacy presentations, including the virtual university advocacy presentations and advocacy sessions at convention.
  - Prepare advocacy training materials and coordinate member participation.
- **Board & Member Engagement**
  - Serve as the primary liaison between the Board and the Advocacy Committee (STAR, SEAL, StAMP, and committee members).
  - Support grassroots advocacy by mobilizing members to contact legislators and participate in campaigns.
  - Report regularly at Board meetings on legislative activities and outcomes.
- **Strategic Input**
  - Provide recommendations on policy priorities and advocacy strategies.
  - Assist in developing talking points and/or position statements.

## Estimated Time Commitment

- **Average Monthly Commitment:** ~5–10 hours per month
- **Peak Months (e.g., Day on the Hill, active legislative sessions):** 10-15 hours
- **Term:** 2 years starting in January of the odd year

## Qualifications

- Strong understanding of legislative processes and advocacy strategies.
- Excellent communication and organizational skills.
- Ability to collaborate with diverse stakeholders.

- Previous experience in advocacy, policy, or leadership roles preferred.

## **Student Delegate**

**Position:** Student Delegate, Tennessee Association of Audiologists and Speech-Language Pathologists (TAASLP)

**Term:** One year

**Time Commitment:**

- Monthly Executive Council meetings (virtual)
- Annual Association meeting (required attendance)
- Student outreach and communication (approximately 3-4 hours monthly)
- Convention planning for student activities (approximately 5-8 hours monthly in the 3 months prior to convention)
- Approximately 8-10 hours per month

**Key Responsibilities:**

- Represent student interests and concerns to the Executive Council
- Coordinate student-centered portions of the annual Convention
- Facilitate communication between the Association and student groups statewide
- Engage students in Association activities and initiatives
- Provide student perspective on Association decisions
- Collaborate with other Executive Council members on student-related matters
- Participate in Executive Council decision-making and budget approval

**Qualifications:**

- Current enrollment in an audiology or speech-language pathology program in Tennessee
- Leadership abilities and effective communication skills
- Ability to connect with multiple student groups across the state
- Enthusiasm for professional development and Association involvement