



EAA Board Member' Roles and Responsibilities

Board Members' Responsibilities

- Attend meetings, contribute, and be prepared to work on “the ends” and not “the means”, concentrating on “the big picture”.
- Commit six (6) to ten (10) hours per month toward EAA pursuits.
- Be familiar with and support EAA's By-Laws, history, Position Statements, and policies.
- Represent EAA in a professional manner and should support EAA functions.
- Display no conflict of interest with EAA and shall disclose professional affiliations with EAA, maintaining the concept that “EAA comes first”.
- Be fiscally responsible within EAA regarding expenses.
- Speaks as one; Board Members do not speak for the board beyond Board Policies.
- Maintain confidentiality of the Board.
- Encourage others to volunteer for the Association.
- Look outside the organization, and network with other Boards and organizations for the benefit of EAA.
- Complete required reading in preparation for board meetings.
- Represent the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
- Board members will serve as Liaisons to committees and task forces. Board members are expected to provide guidance and leadership to committees/task force and must provide written reports at least 5 days prior to board meetings on goals and progress of committees within each council.
- One retreat shall be held immediately before the Summer Conference in years when a Summer Conference is scheduled. In years when the Summer Conference is not held, the Retreat will be held via video or teleconference.
- Board Members pay half-rate registration fees for Summer Conference.

PRESIDENT

Duties and Responsibilities:

- Represent the association and conduct the business of the association as defined by the Constitution and By-Laws.
- Represent the Association and act as a liaison with other professional associations and organizations.
- Preside at all meetings of the association and the Board of Directors.
- Prepare agenda for board retreats and conference calls.

- Call special meetings of the association, the Board of Directors, or any of the association's committees and/or task forces when necessary.
- Establish necessary committees as needed.
- Upon the advice and consent of a majority of the Board of Directors, fill vacancies which may occur in the elected offices of the association.
- Oversee the administrative functions of the Association by coordinating the activities of the association Executive Director.
- In conjunction with the Board, annually evaluate the performance of the Executive Director and negotiate a renewal contract.
- Promote the best interest of the Association in all possible ways.
- Observe Dates for Board of Directors Timeline

PRESIDENT-ELECT

Duties and Responsibilities:

- Be vested with the powers of the President when, for any reason, the President becomes unable to attend to presidential duties.
- Perform, at the direction of the President, other duties not otherwise assigned by the bylaws.
- Observe Dates for Board of Directors Timeline.
- Act as a liaison to the State Representatives of EAA.
- Act as a liaison to Task Force groups or special committees.
- These liaison activities include:
 - Provide advice and direction to state representatives, special committee/task force so they can achieve the Association's goals and fulfill the Association's mission.
 - Facilitate State Representatives as advisors for the Board of Directors on issues, policies and legislative concerns.
 - Facilitate effective communication between the Board of Directors, Executive Director, State Representatives and Special Committees/Task Forces.
 - Establish methods of contact/communication with State Representatives, Special Committees or Task Force Members (i.e., monthly phone conversation)
 - Support the role of the Executive Director: work with State Representatives and/or Special Committees/Task Forces on goals and timelines for completion of ends.
 - Discuss dates for final submission and peer review of ends.
 - Support development of State Representative and/or Special committee/task force budgets.

Act as liaison to the Executive Director in overseeing budgetary and financial endeavors.

This includes:

- Work with the Association Executive Director to prepare an annual budget for the association for approval by the Board of Directors.

- Oversee the receiving and dispersal of the funds by the Association. Executive Director in accordance with the budget of the association.
- Work with the Association Executive Director to maintain adequate records of the funds of the association.
- Work with the Executive Director to review membership dues rates and make recommendations to the Board as needed.
- Arrange for an audit of the Association as deemed necessary by the Board.
- Work with the Association Executive Director to file necessary forms annually with the Internal Revenue Service and other agencies as needed.
- Perform such other duties as from time to time may be assigned by the President.

PAST-PRESIDENT

Duties and Responsibilities:

- Work with the VP of Awards and Nominations on the nominations and elections process.
- Review bylaws and recommend any needed modifications.
- Review policies and procedures and recommend modifications as needed.
- Review Strategic Plan and recommend modifications and updates as needed.
- Perform, at the direction of the President, other duties not otherwise assigned by the bylaws.
- Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.
- Represent the board to the membership,
- Structures a forum for membership input at the EAA Summer Conferences,
- Observe Dates for Board of Directors Timeline.

DIVISIONS

EAA is comprised of seven divisions which consist of a Vice President and volunteer members of standing committees. Vice Presidents act as directors within committees/task forces and the Board and are responsible for providing guidance and leadership. The divisions and their standing committees are listed below:

- Advocacy
 - Advocacy
- Awards/Nominations
 - Frederick S Berg Award
 - Noel D. Matkin Grant
 - EAA Doctoral Scholarship
 - Nominations and Elections
- Communication
 - Listserv
 - Webpage
 - Social Media Accounts
- Continuing Education
 - Webinars
 - Summer Conference
- Public Relations
 - Membership Recruitment
 - Image Management
- Professional Materials
 - EAA Store
- Publications
 - Educational Audiology Review (EAR) Newsletter
 - Journal of Educational, Pediatric and (Re)Habilitative Audiology (JEPHA)
 - Coordination of articles for partner organizations (as needed per partner agreements)

All Vice Presidents are responsible for coordinating the activities of their respective standing committees.

Each standing committee should be of sufficient size to carry out the duties in an efficient manner.

ADVOCACY

Purpose:

- Advocate for educational audiology practices and for resources that support EAA members.

Overall Objectives:

- Support members' advocacy efforts to raise awareness of the contributions of audiologists in schools.
- Develop materials to be used to advocate for educational audiology practices and EAA.
- Develop affiliations with other related professional organizations that support EAA advocacy.

Expectations:

- Generate ideas/recommendations for an advocacy agenda.
- Facilitate committee work to implement agenda items.
- Make decisions based on committee consensus.
- Communicate committee activities with the Board
- Stay within budget

Specific Goals (Means):

- Develop and maintain an agenda of up-to-date advocacy statements on topics that promote awareness of educational audiology practices to address the needs of children and students with hearing difficulties with administrators, school personnel, other non-audiology professionals and parents.
- Develop and maintain position statements on topics that define and promote educational audiology practices for children and students with hearing difficulties in education settings.

Long Term Goals:

- Develop outreach strategies and partnerships with other organizations.

Policies, Assumptions, Traditions:

- Peer Review Process:
 1. Charge, with timelines, is given to committee.
 2. Committee gathers information and determines intermediate timelines with the EAA office.
 3. Committee produces report/guidelines for review by the Board of Directors and the Executive Director.

4. Board of Directors replies to committee through the Vice President regarding priorities, updates, and/or changes and provides timeline for submitting revisions.
5. Committee submits revisions to Board for approval.
6. Committee prepares peer review document for distribution through newsletter and/or Web site requesting comments from the membership and provides timeline for submitting feedback.
7. Committee receives member feedback and revises document by date set forth by Board.
8. Committee submits document for final review by Board.

Reporting Procedure/Schedule:

- Written report 5 days prior to each Board of Directors Meeting.
- Provide updates for EAR (Newsletter) due January and July

PUBLICATION

Purpose:

- Publish the Journal of Educational, Pediatric and (Re)Habilitative Audiology.
- Publish the Educational Audiology Review Newsletter

Overall Journal Objectives:

- Recruit and maintain Journal associate editors.
- Solicit articles for the Journal, including publishing a Call for Papers.
- Receive manuscripts for articles for the Journal from authors.
- Provide for peer review of all articles submitted for the Journal.
- Accept; accept with modifications; or reject articles for the Journal
- Collaborate with Executive Director on coordination of advertising layout for the Journal by EAA staff.

Overall Newsletter Objectives:

- Solicit information and articles for the Newsletter.
- Work with Vice Presidents, Committees, Tasks Forces, State Representatives, and the Editor to gather information for the Newsletter.
- Receive information and articles and determine their appropriateness for inclusion in the Newsletter.
- Edit information and articles for the Newsletter as needed.
- Send edited Newsletter articles to Executive Director staff for layout.
- Executive Director will ensure printing and distribution of Newsletter to members.

Specific Goals:

- Stay within budget.
- Publish Journal on a rolling basis as articles are submitted.
- Newsletter to be published Spring and Fall.
- Coordinate the writing and delivery of articles to partner organizations, as outlined in the partner agreements.

Long Term Goals:

- Increase circulation to libraries and other outlets.
- Work with staff to expand advertising opportunities.

Policies, Assumptions, Traditions:

- Requests for reprinting information published in the Journal or Newsletter should be made in writing, approved by the Editor of the publication and voted on by the Board.
- A length of 8-12 pages is appropriate for the EAR Quarterly Newsletter.

Reporting Procedure/Schedule:

Written report 5 days prior to each Board of Directors Meeting

Editor and Committee Term:

- Commence on January 1 for a three-year commitment.

AWARDS/NOMINATIONS

Purpose:

- Identify potential leaders willing to serve on the Board of Directors and submit slate.
- Make recommendations to the Board of Directors for Fred Berg award.
- Make recommendations to the Board of Directors for recipients of the EAA Doctoral scholarship and the Noel Matkin Grant

Overall Objectives:

Nominations for office:

- Develop and maintain an application process for Nominees to complete that are vying for an office.
- Submit a Call for Nominees for each elective office.
- Approve or deny submitted nominees based on relevant and accurate information. If a nominee is denied, the Past President and the Vice President shall contact the nominee to discuss any substantiated reasons.
- Along with the Past President, prepare a slate of at least two nominees for each elective office, after obtaining the nominees' permission to be on the slate.
- Submit slate of nominees to Board for approval

- Work with EAA staff to prepare the ballots for elections and arrange to have them disseminated to the membership of EAA. Ballot should be distributed in November.
Ballots will be counted by EAA staff and results sent to the Board of Directors and nominees.

Honors:

- Submit a Call for Honors Nominations.
- Receive and review nominations for Honors.
- Make recommendations for recipients to the Board of Directors.
- Arrange for presentation of any honors which occur during the year of office of chair.
- Provide information for publication in Newsletter and other relevant publication.

Grants and Scholarships

- Develop and maintain a committee to serve as reviewers for EAA Doctoral scholarship and Noel Matkin grant submissions.
- Develop and coordinate a review process for proposals.
- Publish announcement about the Noel Matkin Grant and Doctoral Student Scholarships in the EAA newsletter.
- Maintain contact with active grantees for support and minimal oversight.
- Ensure Publications of research outcomes in the JEPHA or EAR.
- Expand EAA membership by publishing a call for scholarships and awards in other journals or organizations.
- Develop new scholarship/award opportunities when appropriate, specifically relating to Educational Audiology.
- Develop fundraising opportunities to replenish grant and scholarship funds.

Expectations:

- Stay within budget.
- Communicate with Board.
- Generate ideas/recommendations for long term goals.

Long Term Goals:

- Develop new ways to acknowledge additional contributions of EAA members

Policies, Assumptions, Traditions

Reporting Procedure/Schedule:

- Written report 5 days prior to each Board of Directors Meeting
- Any reports for EAR (Newsletter) due January and July

Committee Term: Commence on January 1 for a three-year commitment.

ONLINE COMMUNICATIONS

Purpose:

- Manage EAA's Internet presence through maintenance of website(s), social networking, and support of other electronic and web-based projects of the association.

Overall Objectives

- Work with the association's Executive Director to keep website(s) current and professionally relevant.
- Monitor, maintain, and build the association's online presence through networking via email listserv, Facebook, LinkedIn, YouTube, Instagram and other appropriate internet-based channels.
- Support the Board and other committees' work through continued development of online and electronic sources of information (such as online continuing education and newsletter).

Long Term Goals:

- Keep up with current trends, technology.

Policies, Assumptions, Traditions that affect Research Requests from External Sources:

- Research requests must undergo a preliminary screening by the VP Publication.
- Research requests which require IRB approval must be accompanied by IRB approval verification upon submission.
- Research requests which do not require IRB approvals will undergo a further extensive review with other appropriate Vice-Presidents.
- Once a research request has been substantiated as both applicable and valid and approved by the President, the VP Publication shall develop an explanatory eBlast for distribution to either the EAA membership or the entire EAA database, as appropriate. The request itself will be forwarded as an attachment to the eBlast. If appropriate for the research project, information may also be distributed via Facebook, the EAA listserv, or other EAA social media platforms.
- It is the responsibility of the requestors to include a link in the body of the request for participants to respond directly to the researcher. In no case will it be the responsibility of EAA to tally or collate the responses.
- The requesting researcher (and advisor if researcher is a student) must be a current member of EAA.
- In no case will the personal data of EAA members be released to the researcher.
- Research results should be submitted for publication to the EAA Newsletter, EAA Journal, EAA Conference Poster Session, or EAA Conference Session if appropriate.

Reporting Procedure/Schedule:

- Written report 5 days prior to each Board of Directors Meeting.
- Any reports for EAR (Newsletter) due January and July

Committee Term:

- Commence on January 1 for a three-year commitment.

CONTINUING EDUCATION

Purpose: Plan and implement educational activities sponsored by EAA.

Overall Objectives:

- Identify keynote/invited speakers with current and relevant information for the membership for presentation at EAA Conferences, webinars, live events, etc.
- Provide three to four Webinars per fiscal Year.
- Other professional development opportunities that may arise are also the responsibility of the Council. For example, EAA's sponsorship of a featured session at the AAA Convention.
- Provide members opportunities to share professional knowledge and experience with their peers.
- Serve as Conference Chair if appointed

Expectations:

- Submit and stay within budget.
- Generate ideas/recommendations for long term goals.
- The summer conference will be a revenue generating event.
- At least one featured session shall address the focused initiative as designated by the Board of Directors.

Specific Goals (means):

- Coordinate webinars and online events for continuing education
- Coordinate EAA sponsorship of a featured session at other professional Conventions.
- Explore additional opportunities for providing professional education to membership.
- Publicize education offerings provided by the Association
- Review and approve all applications for CE programs to be submitted to ASHA and AAA.

Reporting Procedure/Schedule:

- Written report 5 days prior to each Board of Directors Meeting
- Any reports for EAR (Newsletter) due January and July

Committee Term: Commence on January 1 for a three-year commitment (with a term limit of 6 years).

PROFESSIONAL MATERIALS

Purpose:

- Develop and identify professional products that can be sold and/or distributed through EAA.

Overall Objectives:

- Conduct an annual review of products.
- Make recommendations to the Board of Directors for obtaining new products or deleting outdated products.
- Determine which professional materials will be shipped to conventions and other professional events.
- Monitor the Website to keep the product section updated and professional.
- Assist with the development of new products, educational handouts and other materials as needed by EAA members

Expectations:

- Stay within budget.
- Committee will be a revenue generating endeavor.
- Generate ideas/recommendations for long term goals.

Policies, Assumptions, Traditions:

- All products, when ordered, will have cost, income and projected profits amounts.
- 25% will be added to all products sold to non-members.
- Product sales shall be no less than revenue neutral.
- Upon completion of the term, or resignation before end of term, the outgoing Vice President will immediately turn over all relevant materials, files, history, etc.; the cost of shipping will be paid by EAA. The new Vice President will assume responsibilities immediately for all ongoing projects and commitments, so that there is no overlap of positions or responsibilities.

Reporting Procedure/Schedule:

- Written report 10 days prior to each Board of Directors Meeting.
- Any reports for EAR (Newsletter) due January and July

Committee Term: Commence on January 1 for a three-year commitment.

MEMBERSHIP/PUBLIC RELATIONS

Purpose: Promote membership growth and increase community relations for the organization.

Overall Objectives:

- Develop goals and procedures to be used to recruit and maintain membership
- Develop written materials to be used to recruit and maintain membership
- Make contacts with agencies, associations and/or professionals, promoting EAA
- Develop and maintain a public relations plan for the association.
- Promote accomplishments of EAA through news media, social media and professional publications.

Expectations:

- Stay within budget.
- Communicate with Board
- Generate ideas/recommendations for long term goals.
- Make decisions with multiple member input.

Specific Goals (Means):

- Continue developing a strategic plan for recruiting and maintaining membership

Long Term Goals:

- Develop outreach strategies to other organizations, associations and professionals

Reporting Procedure/Schedule:

- Written report 10 days prior to each Board of Directors Meeting.
- Any reports for EAR (Newsletter) due January and July

Committee Term: Commence on January 1 for a three-year commitment.