



# **Volunteer Leadership Handbook and Operational Guidelines**

October 2022

*This handbook is reviewed and updated annually to incorporate ongoing actions concerning the Association and the ASHA Special Interest Groups and, if necessary, is submitted to the ASHA Board of Directors for consideration. The handbook is intended for use in conjunction with the ASHA Bylaws and related ASHA policy documents. Additional information or clarification is available upon request from the Director, Special Interest Groups, at the ASHA National Office.*

# Table of Contents

<b>OVERVIEW</b>	<b>5</b>
<b>PURPOSE</b>	<b>5</b>
<b>VISION</b>	<b>6</b>
<b>MISSION</b>	<b>6</b>
<b>HISTORY</b>	<b>6</b>
<b>MEMBERSHIP/AFFILIATION</b>	<b>11</b>
<b>ELIGIBILITY/MEMBERSHIP CATEGORIES</b>	<b>11</b>
<b>AFFILIATE BENEFITS</b>	<b>11</b>
<i>PERSPECTIVES OF THE ASHA SPECIAL INTEREST GROUPS</i>	11
CONTINUING EDUCATION	12
NETWORKING	12
DISCOUNTS	12
VOLUNTEER OPPORTUNITIES	12
<b>REQUIRED ACTIVITIES OF A SIG</b>	<b>13</b>
<b>PUBLICATION OF CE-BEARING <i>PERSPECTIVES</i></b>	<b>13</b>
<b>ELECTRONIC COMMUNICATION</b>	<b>13</b>
<b>PROVIDE ADDITIONAL CE-BEARING ACTIVITIES</b>	<b>13</b>
<b>MAINTAIN A SIG COORDINATING COMMITTEE</b>	<b>14</b>
<b>HOLD COORDINATING COMMITTEE MEETINGS</b>	<b>14</b>
<b>MAINTAIN STANDING SUBCOMMITTEES</b>	<b>14</b>
<b>HOLD AFFILIATES MEETING</b>	<b>14</b>
<b>FUNDING</b>	<b>15</b>
<b>SIG WORK PLAN</b>	<b>15</b>
<b>ALIGNMENT WITH THE ASHA STRATEGIC PLAN</b>	<b>15</b>
<b>ANNUAL REPORT OF SIG ACTIVITIES</b>	<b>15</b>
<b>SIGS AND THE NATIONAL OFFICE</b>	<b>16</b>
<b>SIGS AND NATIONAL OFFICE STAFF</b>	<b>16</b>
EX OFFICIO ROLES AND RESPONSIBILITIES	16
ADDITIONAL STAFF LIAISONS	16
<b>MODEL OF COLLABORATION</b>	<b>16</b>
<b>SIG WORK AND ASHA STRATEGIC PLANNING</b>	<b>17</b>
<b>INPUT TO ASHA'S STRATEGIC PATHWAY</b>	<b>17</b>
<b>SIG-SPECIFIC WORK PLANS</b>	<b>17</b>
<b>PROGRESS REPORT FORM</b>	<b>17</b>

<b>ANNUAL REPORT</b>	<b>17</b>
<b>VOLUNTEER LEADERS</b>	<b>19</b>
<b>BOARD OF SPECIAL INTEREST GROUP COORDINATORS</b>	<b>19</b>
COMPOSITION	19
TERMS OF OFFICE	21
<b>COORDINATING COMMITTEES</b>	<b>21</b>
COMPOSITION	21
TERMS OF OFFICE	27
ELIGIBILITY	27
COMMITTEE VACANCIES	28
UNPLANNED VACANCIES	29
<b>COMMITTEE MEMBER RESOURCES</b>	<b>29</b>
<b>ADDITIONAL VOLUNTEER OPPORTUNITIES</b>	<b>29</b>
CE CONTENT MANAGER	29
SIG SUBCOMMITTEES	30
PROJECT-/ACTIVITY-SPECIFIC OPPORTUNITIES	31
<b>COMMITTEE MEETINGS</b>	<b>32</b>
<b>FACE-TO-FACE MEETINGS</b>	<b>32</b>
BOARD OF SIG COORDINATORS	32
SIG COORDINATING COMMITTEES	32
COMMITTEE DAY MEETINGS (CONVENTION)	32
OFF-SITE MEETINGS	33
TRAVEL REIMBURSEMENT	33
<b>CONFERENCE CALLS</b>	<b>33</b>
<b>ELECTRONIC COMMUNICATIONS</b>	<b>34</b>
<b>DISCUSSION FORUMS/GROUPS</b>	<b>34</b>
<b>LIVE ONLINE CHATS</b>	<b>34</b>
<b>SIG WEB PAGES</b>	<b>35</b>
<b>PERSPECTIVES</b>	<b>35</b>
TIMELINE	35
REVIEW PROCESS	35
CONTINUING EDUCATION	36
<b>SOCIAL MEDIA</b>	<b>36</b>
<b>ELECTRONIC COMMITTEE WORK</b>	<b>36</b>
BOARD OF SIG COORDINATORS (AND ASSOCIATE COORDINATORS)	36
SIG COORDINATING COMMITTEES	37
INDIVIDUAL COORDINATING COMMITTEES	37
SIG PROFESSIONAL DEVELOPMENT MANAGERS	37

<b>ASHA EVENTS</b>	<b>38</b>
<b>CONVENTION</b>	<b>38</b>
AFFILIATES MEETINGS	38
ADDITIONAL CONTINUING EDUCATION OPPORTUNITIES	38
COMMITTEE DAY	38
CONVENTION PROGRAM COMMITTEE	39
SPEAKER INCENTIVES	39
AWARDS	40
<b>CONFERENCES</b>	<b>40</b>
<b>GIVEAWAYS</b>	<b>40</b>
<b>FUNDING</b>	<b>41</b>
<b>GRANTS</b>	<b>41</b>
<b>ADDING, REVISING, AND DISSOLVING A SIG</b>	<b>42</b>
<b>FORMING A NEW SIG</b>	<b>42</b>
<b>REVISING A SIG/MERGING SIGs</b>	<b>42</b>
<b>PROBATIONARY STATUS</b>	<b>42</b>
<b>DISSOLVING A SIG</b>	<b>43</b>
<b>APPENDIXES</b>	<b>44</b>
Appendix A. Staff Position Descriptions	45
Appendix B. SIG–National Office Collaboration Model	50
Appendix C. SIG Work Plan and Annual Report Template	54
Appendix D. Program Review Process for SIGs	60
Appendix E. BSIGC Chair Appointment Process	62
Appendix F. SIG Participation on Annual Convention Program Committee	65
Appendix G. SIG Nomination and Election Process	67
Appendix H. SIG Appointment Process	70
Appendix I. ASHA SIG Coordinating Committee Personnel Guidelines	72
Appendix J. Additional Resources	76
Appendix K. <i>Perspectives</i> Planning Process	77
Appendix L. Staff Contacts	80
Appendix M. Purchasing Guidelines for SIG Giveaways	82
Appendix N. Sample Funding Worksheet	83

## Overview

[Article XII](#) of the [Bylaws of the American Speech-Language-Hearing Association](#) (hereafter, “the ASHA Bylaws” or “the Bylaws of the Association”) recognizes the Special Interest Groups as part of ASHA.

The [Special Interest Groups \(referred to hereafter as “SIGs”\)](#) program evolved in response to the diverse interests and needs of members of the American Speech-Language-Hearing Association (hereafter, “ASHA” or “the Association”) in narrow subtopics and practices within and across the discipline of communication sciences and disorders (CSD). The program was created to promote specific professional interests among members, develop communication and networking in diverse professional settings, identify and convey concerns and needs to the Association’s governance, and assist in policy formation.

The SIGs are integral to and integrated within ASHA. SIG activities are coordinated with other ASHA activities under the guidance of the Board of Special Interest Group Coordinators (BSIGC), the ASHA Board of Directors (BOD) through the BOD Liaisons, and the SIGs program within the ASHA National Office.

## Purpose

Since the inception of the program, through grassroots initiatives, SIGs have been established for the exchange of professional and scientific information. These groups offer ASHA Members the means to

- affiliate with one another to promote specific professional interests;
- develop communication and networking in diverse professional settings;
- identify and convey concerns and needs to the ASHA BOD; and
- assist in ASHA policy formulation related to their respective areas of interest, practice, and expertise.

Affiliation with one or more SIGs is a benefit of ASHA membership, and the SIGs are dedicated to the professional concerns of those members and of the Association as a whole. The SIGs serve as a resource to the Association for the purpose of carrying out activities and programs designed to address the needs of the CSD discipline and, ultimately, its clients—persons with communication impairments.

Affiliation with a SIG provides individual members with exciting and unique opportunities for personal and professional growth, including the opportunity to develop leadership skills. Since the Special Interest program began (first as “Special Interest Divisions program” and subsequently renamed to “Special Interest Groups program”), a number of individuals who had been elected as officers or who had served in key volunteer roles have gone on to hold elected office on the ASHA national leadership bodies.

The SIGs program functions as an integral part of the Association; the two are not separate entities. Operations are administered under the jurisdiction of ASHA through the BOD. All SIG Coordinating Committees (CCs) and the Board of Special Interest Group Coordinators (BSIGC) shall conform to their operational procedures, the ASHA Bylaws, and all other governing documents of the Association.

## Vision

The vision of the ASHA SIGs program is as follows:

*Making effective communication, a human right, accessible and achievable for all by engaging ASHA Members in communities that foster professional excellence*

## Mission

The mission of the ASHA SIGs program is to advance the [Association's mission](#) by engaging members in SIGs that foster the interchange of information among ASHA and the National Student Speech Language Hearing Association (NSSLHA) members and SIG Affiliates who share common professional interests.

## History

Between 1986 and 1990, the Special Interest Divisions program was created primarily as a value-added benefit for ASHA Members. In 1991, ASHA disseminated a document titled *A Plan for Special Interest Divisions and Study Sections*, establishing ASHA's Special Interest Divisions program.

Over the years, the program enjoyed great success in terms of steadily expanding membership and benefits in many areas (e.g., professional development opportunities, web events, and financial and other support for ASHA, NSSLHA, and ASHFoundation grants and programs). These programs served not only Division Affiliates but also the broader membership as well as related professional entities (and, by extension, the CSD discipline and the clients of practitioners within that discipline).

In October 2008, the Task Force on Special Interest Divisions Structure, Programs, and Operations (TF) was created and assigned the task of examining and making recommendations to modify the existing program to (a) foster a community-based approach; (b) increase member involvement; (c) align goals with the Association's strategic plans; and (d) fully integrate the Special Interest Divisions into the Association financially and programmatically. In 2010, the TF submitted its report to the ASHA BOD for review and discussion. The BOD carefully considered the feasibility of specific recommendations in light of current and future needs of the ASHA membership, including Affiliates of the Special Interest Divisions, as well as the projected fiscal health of the Association to determine whether and how to implement TF recommendations.

See the full [Task Force on Special Interest Divisions Structure, Programs, and Operations Report \[PDF\]](#) for more information.

Below is a timeline of key activities and events of the Program.

- 1986: Ad Hoc Committee on Specialty Recognition (Richard M. Flower, Chair; Patricia R. Cole; Nancy P. Huffman; Judith R. Johnston; Raymond Kent; Wayne O. Olsen; Betty Jane Philips; Frederick T. Spahr, Ex Officio; David E. Yoder) disseminates a concept paper for approval to develop a plan for "Special Interest Divisions." Legislative Council (LC) endorses (LC 35-86) the concept of specialty recognition and the development of a plan for specialty recognition by the Association.
- 1987: Ad Hoc Committee on Specialty Recognition (Richard M. Flower, Chair; H. Patricia Heffernan; Nancy P. Huffman; Judith R. Johnston; Wayne O. Olsen; Richard K. Peach; Betty Jane Philips; Barbara B. Shadden; Frederick T. Spahr, Ex Officio) surveys Legislative Councilors regarding specialty recognition. A final plan is developed and submitted.

- 1988: LC approves (LC 21-88) the *Plan for Special Interest Divisions and Study Sections and its Instrumentation Plan*. The charge to the Ad Hoc Committee on Specialty Recognition is thus completed.
- 1989: Ad Hoc Committee to Implement Special Interest Divisions (Barbara B. Shadden, Chair; Larry E. Dalzell; Lynette R. Goldberg, Ex Officio; Judith S. Gravel, Nancy P. Huffman; Sandra R. Ulrich; Peggy S. Williams, Ex Officio) is formed and is charged to develop a strategy to implement the approved plan (LC 21-88). A proposed implementation plan is developed.
- 1989: Implementation plan, including budget projections for 1990 and 1991, is developed by the Ad Hoc Committee to Implement Special Interest Divisions is submitted to the Executive Board (EB). The EB appoints a three-member executive subcommittee (Robert L. Douglass, Sandra C. Holley, and Roy A. Koenigsknecht) to study the implementation plan and financial implications and to present a report at the October EB meeting.
- 1989: Executive subcommittee report is presented in October. The EB approves (EB 158-89) the concepts incorporated in the requested report, titled *Revisions in Implementation Plan—Special Interest Divisions*, and agrees to initiate action.
- 1990: President assigns responsibility for setting the direction of the next sequence of events to Vice President for Clinical Affairs Teris K. Schery and Vice President for Educational and Scientific Affairs Theodore J. Glatke.
- 1990: The Committee on Committees develops a slate of nominees for the 11 Interim Coordinators of the Special Interest Divisions. Following revision of the slate of nominees, the EB gives its approval.
- 1990: Interim Coordinators are confirmed as follows:
- |                          |                      |
|--------------------------|----------------------|
| Noma B. Anderson         | David P. Kuehn       |
| Louise M. Colodzin       | Patricia G. Larkins  |
| Lawrence L. Feth         | Nickola W. Nelson    |
| Rena Glaser              | Barbara E. Weinstein |
| Leslie J. Gonzalez-Rothi | Frank B. Wilson      |
| Hugo H. Gregory          |                      |

Barbara B. Shadden is appointed as Chair of the Interim Council.

Meetings of the Interim Council of Division Coordinators are held in August and September. An operational handbook is developed, an affiliation brochure is sent to all ASHA Members, and plans to hold elections in early 1991 are finalized.

- 1990: LC approves the amendment of the ASHA Bylaws to incorporate the governing policies of Special Interest Divisions and Study Sections (LC 36-90).
- 1990: LC approves the recognition of the Board of Division Coordinators (BDC) as a standing board of the Association under the revised governance structure, monitored by the Vice President for Professional Practices (LC 37-90).
- 1991: A five-member Steering Committee is elected for each Division by the respective Affiliates of each Division. Each Steering Committee then elects a Division Coordinator. The Division Coordinators form the BDC, which replaces the Interim Council of Division Coordinators.

- 1991: LC approves the creation of two additional Special Interest Divisions—Division 12, Augmentative and Alternative Communication, and Division 13, Swallowing and Swallowing Disorders (Dysphagia), bringing the total to 13 (LC 47-91).
- 1992: LC approves the change of name and description of Division 10 and affirms that all Special Interest Divisions must be financially self-sufficient by December 31, 1993.
- 1993: LC approves the name change of Special Interest Division 5 from “Speech Anatomy and Physiology and Structurally Based Speech Disorders” to “Speech Science and Orofacial Disorders” (LC32-93).
- 1993: LC approves the merger of two Special Interest Divisions—“Language Acquisition and Disorders of Language Acquisition” and “Language Learning and Education”—to form the new Special Interest Division 1, Language Learning and Education (LC 33-93).
- 1994: LC approves the creation of a new Special Interest Division: Division 14, Communication Disorders and Sciences in Culturally and Linguistically Diverse Populations (CLD) (LC 11-94).
- 1995: LC approves the establishment of a new Special Interest Division: Division 15, Gerontology (LC 6-95).
- 1996: LC approves the establishment of a new Special Interest Division: Division 10, Issues in Higher Education (LC 22-96).
- 1996: LC approves the establishment of “Associate” membership categories for NSSLHA Members, consumers, and International Affiliates of ASHA (LC 9-96).
- 1997: EB approves membership affiliation for ASHA Special Interest Divisions and amends ASHA Bylaws (EB 61-97).
- 1997: EB approves a resolution for Special Interest Divisions to sell subscriptions to newsletters<sup>1</sup> for a rate not less than the Affiliate dues rate (EB 45-97).
- 1997: LC approves amending the ASHA Bylaws for “Associate Affiliate” status (LC 12-97).
- 1997: LC approves the definition of *Consumer Associate Affiliate* (LC 13-97).
- 1999: EB approves the establishment of Special Interest Division 16, School-Based Issues (EB 45-99).
- 2000: LC grants full membership on the BDC (including voting privileges) to a NSSLHA member (LC 13-2000).
- 2000: EB approves the annual fee reduction for NSSLHA Associate Affiliates from \$20 to \$10 (EB 28-2000).
- 2004: EB approves an increase in the annual fee for full affiliates (from \$25 to \$35), ASHA International Affiliates (from \$35 to \$45), and Consumers (\$35 to \$45) (EB 20-2004).
- 2006: EB approves the annual fee reduction for ASHA International Affiliates from \$45 to \$35 (EB 04-2006).
- 2008: BOD establishes the Task Force on Special Interest Divisions Structure, Programs, and Operations to review and evaluate the ASHA Special Interest Divisions structure, programs, and processes (BOD 05-2008). The Task Force comprises
- two representatives from the BOD;

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<sup>1</sup> This is the origin of what will later become known as the publication *Perspectives*.



- two representatives from the Financial Planning Board;
  - six representatives from the BDC;
  - the immediate past BDC chair;
  - National Office staff designated by the Executive Director.
- 2009: BOD approves the establishment of Special Interest Division 17, Global Issues in Communication Sciences and Related Disorders (BOD 24-2009).
- 2009: Board of Division Coordinators receives Honors of NSSLHA.
- 2010: BOD approves the modification of the title and mission of Special Interest Division 8 from “Hearing Conservation and Occupational Audiology” to “Public Health Issues Related to Hearing and Balance” (BOD 04-2010).
- 2010: BOD approves the establishment of Special Interest Division 18, Telepractice (BOD 22-2010).
- 2010: BOD adopts recommendations described in the report titled [\*Task Force on Special Interest Divisions Structure, Programs, and Operations, October 2010\*](#) (BOD 28-2010).
- 2011: The program’s transition from “Special Interest Divisions” to “Special Interest Groups” begins.
- 2011: Special Interest program’s 20th Anniversary is celebrated at the ASHA Convention in San Diego.
- 2011: BOD adopts procedures for forming, modifying, and dissolving a Special Interest Group, as described in the report titled *Adding, Modifying, and Dissolving Special Interest Groups, 2011* (BOD 28-2011).
- 2012: In recognition of the specific knowledge and skills required of the position, the SIG *Perspectives* Editor, an appointed position, is made a full voting member of the SIG CC.
- 2012: Scientific Publication and Education Board (SPEB) and BSIGC formalize the Named Lectures and Tribute Sessions that can be held at the ASHA Convention.
- 2012: SPEB and BSIGC formalize SIG representation on Convention Topic Committees (TCs).
- 2013: BOD approves the creation of a Professional Development Manager (PDM) position on each Special Interest Group CC (BOD 21-2013).
- 2015: BOD approves the establishment of Special Interest Group 19, Speech Science (BOD 7-2015).
- 2015: BOD approves the name change of Special Interest Group 14 to “Cultural and Linguistic Diversity” (BOD 15-2015).
- 2015: BOD approves the name change of Special Interest Group 5 to “Craniofacial and Velopharyngeal Disorders” (BOD 17-2015).
- 2015: BOD approves the “Volunteer Leaders” section of the *Special Interest Group (SIG) Leadership Handbook* (Motion 27-2015).
- 2015: BOD approves the name change of Special Interest Group 8 to “Audiology and Public Health” (BOD 31-2015).
- 2016: All *Perspectives* publications are consolidated to one collective umbrella title, *Perspectives of the ASHA Special Interest Groups*.
- 2016: BOD approves the name change of Special Interest Group 2 to “Neurogenic Communication Disorders” (BOD 24-2016).
- 2016: Special Interest program’s 25th Anniversary is celebrated throughout the year and at the ASHA Convention in Philadelphia, PA.

- 2017: During a review and assessment of ASHA programs/offerings and their effectiveness, the decision made to phase out Named Lectures, effective January 1, 2018.
- 2017: BOD approves the reclassification of *Perspectives of the ASHA Special Interest Groups* as a peer-reviewed scholarly review journal (BOD 32-2017).
- 2017: BOD approves the fee increase for full affiliates (from \$35 to \$45); NSSLHA and ASHA Graduate Student fee remain at \$10 per SIG per year (BOD 33-2017).
- 2017: BOD amends Article XIII, Special Interest Groups, of the ASHA Bylaws to reflect actual terminology and practice (BOD 37-2017).
- 2018: BOD approves the name change of Special Interest Group 3 to “Voice and Upper Airway Disorders” (BOD 38-2018).
- 2019: Perspectives officially becomes a Scholarly Review Journal, four Editors-in-Chief are added.
- 2019: BOD approves Special Interest Group 19, Speech Science, to permanent status (Motion 46-2019).
- 2020: BOD approves revisions to the “Volunteer Leaders” section of the *Special Interest Group (SIG) Leadership Handbook* (Motion 11-2020).
- 2021: BOD approves the following name changes SIG 6 to “Hearing and Balance Sciences: Research and Clinical Applications,” SIG 7 to “Auditory Rehabilitation,” SIG 8 to “Public Health Audiology,” and SIG 9 to “Pediatric Hearing and Hearing Disorders” (BOD 11-2021).
- 2022: BOD approves the establishment of Special Interest Group 20, Counseling (BOD 4-2022).
- 2022: BOD implements a temporary pause on the creation of additional SIGs through at least 2023 to allow key stakeholders the opportunity to review the current program and consider needs for future growth.

## Membership/Affiliation

Affiliation with one or more of the SIGs is a [benefit of ASHA membership](#). The SIGs are dedicated to the professional concerns of the members and of the Association as a whole.

## Eligibility/Membership Categories

Affiliation with SIGs is voluntary and is available to members of the Association for a fee beyond membership dues. The term *affiliation*, as used here, is synonymous with “membership” but is used to avoid confusion with membership in the Association as a whole.

Membership/Affiliation Category <sup>2</sup>	Affiliation Fee
ASHA Members	\$ 45
ASHA Assistants	\$ 45
ASHA International Affiliates	\$ 45
Students ( <a href="#">National NSSLHA Members</a> and <a href="#">ASHA Graduate Student Members</a> <sup>3</sup> )	\$ 10

Consumers and individuals who hold the Certificate of Clinical Competence but who are not ASHA Members are not eligible for SIG affiliation.

Eligible individuals may join or affiliate with any number of SIGs; the annual fee, as outlined above, is per SIG affiliation. As with ASHA membership, SIG affiliation is for the calendar year. Dues are not prorated; the same fees apply regardless of the date on which a member joins, with certain exceptions.\*

*\*SIG membership forms received after **September 1** will be processed for the following year. These new Affiliates will have access to most benefits (Perspectives, Affiliate discussion on the Online ASHA Community, etc.) and are eligible for SIG-related discounts at the ASHA Convention that occurs in the calendar year in which the new Affiliates joined.*

## Affiliate Benefits

The SIGs provide [valuable benefits](#) to Affiliates that aid personal and professional growth.

### ***Perspectives of the ASHA Special Interest Groups***

[Perspectives of the ASHA Special Interest Groups](#) (hereafter, *Perspectives*) is the peer-reviewed scholarly review journal of the SIGs. This exclusive online periodical provides a wealth of information on those subjects of most concern to ASHA Members who belong to those groups (these individuals are known as *SIG Affiliates*). Currently, all SIG Affiliates (regardless of affiliation) have access to the newly consolidated *Perspectives* as well as all [archived Perspectives publications](#); this includes more than 2,500 archived articles and more than 175 new articles published each year.

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<sup>2</sup> Benefits will be extended to future [ASHA membership categories](#) not yet identified, as deemed appropriate by the BOD.

<sup>3</sup> ASHA Certified Members who are full- or part-time students pursuing a degree in CSD (or related discipline) at a regionally accredited institution (see [Graduate Student Membership Discount Program](#)).

## **Continuing Education**

SIG Affiliates have the opportunity to earn ASHA continuing education units (CEUs) through self-study of *Perspectives* and pay the lowest processing fee to take the learning assessments.<sup>4</sup>

The SIGs provide additional CE opportunities, including the SIG-developed sessions at the annual ASHA Convention.

## **Networking**

Affiliates have access to exclusive [discussion forums/groups](#), which provide the opportunity to interact with other SIG Affiliates who share specific professional interests; use [ASHA's Member Directory](#) to search for individuals by SIG affiliation.

In addition, SIG Affiliates can meet in person at an ASHA event; each SIG hosts an open house/networking meeting at Convention or at other ASHA conferences.

## **Discounts**

SIG Affiliates are eligible for discounts on select SIG-developed ticketed sessions at the ASHA Convention, in addition to early SIG registration fees for other ASHA-sponsored CE events.

## **Volunteer Opportunities**

SIGs provide the opportunity for Affiliates to serve in volunteer roles to address professional matters within the SIG and within the larger ASHA community (see the [Volunteer Leaders](#) section on page 19 of this document). Some positions have eligibility requirements. For example, only ASHA Members (including those who are Graduate Student Members<sup>5</sup>) can nominate, vote, or hold a position on a SIG CC; ASHA International Affiliates, ASHA Assistants, and Students are not eligible.

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<sup>4</sup> Nonaffiliates may also access these CE self-study products for a fee that is commensurate with pricing for ASHA scholarly journals.

<sup>5</sup> ASHA Certified Members who are full- or part-time students pursuing a degree in CSD (or related discipline) at a regionally accredited institution (see [Graduate Student Membership Discount](#)).

## Required Activities of a SIG

The SIGs represent unique—but related as well as interrelated—topics and interest areas within and across the CSD discipline. Similarly, SIG Affiliates have different—but related as well as interrelated—interests and needs. As a result, common programmatic requirements have been identified to ensure that the level and quality of offerings are comparable across the SIGs program.

The *minimum* is the most conservative expectation for what each SIG will produce; the *maximum* represents the point beyond which resources for SIG activities cannot be operationalized without re-negotiation. The SIG Coordinating Committee (CC) is responsible for ensuring that the SIG operates within these guidelines.

Activity	Minimum:	Maximum:
<p><b>Publication of CE-Bearing<sup>6</sup> Perspectives</b></p> <p>For more information, see the <a href="#">Perspectives</a> section on page 35 of this document.</p>	<p>Publish a sufficient amount of content to create at least one CE activity.</p> <p>Note: The CC acts in an advisory capacity to the Editorial Board for <i>Perspectives</i>.</p>	<p>Publish content for up to four CE activities per year.</p>
<p><b>Electronic Communication</b></p> <p>For more information, see the <a href="#">Electronic Communications</a> section on page 34 of this document.</p>	<p>Through the Association, offer the opportunity for Affiliates to participate in a group-only email list and/or other private discussion capabilities (e.g., the Online ASHA Community). The SIG CC should disseminate relevant SIG information through these and other media, as appropriate, in accordance with standard operating procedures. (SIG-only email blasts shall be conducted in accordance with ASHA policies and procedures.)</p>	<p>Sponsor one ASHA Live Online Chat (non-CE-bearing) per year; additional opportunities may be available, depending on ASHA priorities in terms of topics proposed (i.e., anticipated attendance, determination of member interest, and need for information) and availability of ASHA's Digital Communications staff to moderate said events.</p>
<p><b>Provide Additional CE-Bearing Activities</b></p> <p>For more information, see the <a href="#">Convention</a> section on page 38 of this document.</p>	<p>Submit one ticketed and one additional invited seminar for the annual ASHA Convention.</p>	<p>Additional sessions for Convention may be submitted to the <a href="#">Call for Papers</a>, but will go through the review process. In addition, SIGs may submit a proposal to the SPEB for any additional activities (e.g., development of a webinar, workshop, or conference), subject to approval and depending on SPEB and BOD priorities and personnel availability.</p>

<sup>6</sup> Up to three CE hours per self-study may be offered

Activity	Minimum:	Maximum:
<p><b>Maintain a SIG Coordinating Committee</b></p> <p>For more information, see the <a href="#">Coordinating Committees</a> section on page 21 of this document.</p>	<p>Maintain a six-member SIG Coordinating Committee (CC), including three elected members (i.e., Coordinator, Associate Coordinator, one member-at-large) and two appointed members (i.e., <i>Perspectives</i> Editor, PDM), and an Ex Officio (staff liaison).</p>	<p>May have a CC comprising seven members: four elected, two appointed, and an Ex Officio.</p>
<p><b>Hold Coordinating Committee Meetings</b></p> <p>For more information, see the <a href="#">Committee Meetings</a> section on page 32 of this document.</p>	<p>Hold one face-to-face meeting at the National Office or other real-time interactive meeting (e.g., virtual meeting) per year to facilitate collaboration with appropriate ASHA boards and staff. Face-to-face meetings require a 2-day agenda, and a staff person (i.e., Ex Officio) must be in attendance. Meetings should be scheduled so that all or most committee members and staff are able to attend, in order to accomplish the work of the SIG. (Per Association policy, expenses associated with meetings held in conjunction with the annual ASHA Convention are the responsibility of the individual.)</p>	<p>Any additional meetings must first be discussed with BOD Liaisons and then approved by the BOD; the expense must be included in the approved budget.</p>
<p><b>Maintain Standing Subcommittees</b></p> <p>For more information, see the <a href="#">SIG Subcommittees</a> section on page 30 of this document.</p>	<p>Maintain a Professional Development Committee (which identifies and develops <i>Perspectives</i> content and other CE activities, as appropriate).</p>	<p>Add subcommittees or ad hoc committees with BOD approval as per standard operating procedures; each subcommittee or ad hoc committee must have an Ex Officio.</p>
<p><b>Hold Open House/Networking Meeting</b></p> <p>For more information, see the <a href="#">Open Houses and Networking Meetings</a> section on page 38 of this document.</p>	<p>Hold one annual open house/networking meeting at the ASHA Convention or other conference where it is likely that many SIG Affiliates will be in attendance; if the event is scheduled outside the ASHA Convention, the Ex Officio or other National Office staff member must be in attendance, per Association standard operating procedures. A web-based event can be scheduled if Association support and infrastructure are available (i.e., capacity, format, and technology may vary).</p>	<p>Hold additional meetings only with prior approval. If additional funding is needed, BOD approval is required. All other requests require approval from the BOD Liaisons, appropriate Chief Staff Officer(s), Chief Executive Officer (CEO), and Vice President for Finance.</p>

Activity	Minimum:	Maximum:
<b>Funding</b> For more information, see the <a href="#">Funding</a> section on page 41 of this document.		Each SIG is responsible for identifying any anticipated expenses that may be associated with anything outside the usual and customary activities via that SIG's work plan. Activities beyond those typical of the SIG must be approved. If funds are needed to accomplish the activities, these funds must be included in the Association's budget or identified from another source.
<b>SIG Work Plan</b> For more information, see the <a href="#">SIG-Specific Work Plans</a> section on page 17 of this document.		Each SIG CC is responsible for developing a work plan that complements the Association's <a href="#">Strategic Plan</a> and the <a href="#">Strategic Objectives</a> listed therein. The SIG CCs work in collaboration with other boards and staff, as appropriate, to ensure that the SIG and the Association are working in synchrony. Annual reports must include quarterly and final updates detailing progress toward activities enumerated in the work plan.
<b>Alignment With the ASHA Strategic Plan</b> For more information, see the <a href="#">SIG Work and ASHA Strategic Planning</a> section on page 17 of this document.		Each SIG CC is responsible for identifying issues to be considered by the Association in its Strategic Plan (i.e., <a href="#">ASHA's Strategic Pathway to Excellence</a> ). Once the Association determines its Strategic Objectives, the SIGs are responsible for completing the complementary SIG-specific activities.
<b>Annual Report of SIG Activities</b> For more information, see the <a href="#">Annual Report</a> section on page 17 of this document.		The SIG Coordinator, in consultation with the CC, must post a complete report of SIG activities by <b>December 15</b> to the <a href="#">Work Plan folder</a> of the <a href="#">SIG Coordinating Committee HUB</a> .



## **SIGs and the National Office**

The National Office is ASHA's physical headquarters where staff members conduct the day-to-day business of the Association.

### **SIGs and National Office Staff**

National Office staff members are responsible for implementing the decisions and directions set by the Association via the BOD and for facilitating the charges and projects of committees and boards in the administration of Association policies and activities.

### **Ex Officio Roles and Responsibilities**

The Bylaws of the Association stipulate that the CEO is an Ex Officio member of all committees and boards of the Association, including the BSIGC. Because the CEO cannot serve personally on all ASHA committees and boards, National Office staff members are appointed as designees to serve in the Ex Officio role.

The SIG Director serves as the Ex Officio to the BSIGC. Additionally, each SIG CC's Ex Officio is a member of the National Office unit that most closely aligns with the topic of that SIG—thus helping to infuse and integrate the SIG's work into the work of the Association.

The Ex Officio is a full working member of the CC who serves without vote and facilitates the interaction of SIG leadership with other Association leaders and National Office staff. SIG Coordinators should utilize the expertise that resides within the National Office. To ensure central coordination, requests should be made to the Ex Officio, who will convey the requests to the appropriate staff member(s) and/or volunteer leader(s).

For more information, refer to [ASHA's Committee Toolkit](#) [PDF].

### **Additional Staff Liaisons**

National Office staff members who support the implementation and effective functioning of the SIGs are located in the SIG unit. These staff members provide technical and governance assistance to the BSIGC Chair, the Vice Presidents for Audiology Practice and Speech-Language Pathology Practice, and SIG volunteers.

For descriptions of these responsibilities, see [Appendix A: Staff Position Descriptions](#).

### **Model of Collaboration**

To enhance collaboration between the SIGs and staff, a model for providing input was developed. As a result, the SIGs can increase Affiliate engagement and provide input to ASHA initiatives by identifying Affiliates to assist with the work of the Association, coordinating task groups, and working collaboratively in order to complete the work in a timely manner.

For more information, see [Appendix B: SIG–National Office Collaboration Model](#).



## **SIG Work and ASHA Strategic Planning**

The SIG CC is responsible for planning and coordinating the activities of the SIG, including prioritizing initiatives and influencing the Association's Strategic Initiatives. These responsibilities include

- developing a 3-year work plan;
- identifying issues that need to be considered by the Association;
- developing activities as part of the Association's [Strategic Plan](#);
- ensuring the completion of SIG-related activities included in ASHA's [Strategic Plan](#) and National Office unit project portfolios; and
- supporting the Association's [Strategic Plan](#) with distinct activities uniquely offered by SIGs that complement the Association's activities.

### **Input to ASHA's Strategic Pathway**

When requested by the Association, each SIG CC, in collaboration with its Ex Officio, provides input for updating/revising the ASHA Strategic Plan (i.e., Strategic Pathway to Excellence). Issues for consideration should be identified and conveyed to the BSIGC. The BSIGC, which serves as the conduit between the SIGs and the BOD, will convey those issues to the BOD or to another appropriate Association board or committee. Once the Association has determined its activities, the BSIGC conveys the information to the SIGs that will be responsible for those activities.

### **SIG-Specific Work Plans**

Each SIG is responsible for developing a work plan in collaboration with other boards and staff, as appropriate, to ensure that the SIG and the Association are working in synchrony. Work plans are based on ASHA initiatives/activities—with consideration being given to the minimum and maximum activities required for operating a SIG and the time needed for each activity—and on the BSIGC Annual Report benchmarks.

It is recommended that each SIG CC devote time during its face-to-face meetings to update its work plan. A minimum of 1 hour should be set aside for this activity. However, SIGs that are developing new work plans—and that prefer to complete their plans by the end of their respective meetings—should schedule a minimum of 3–4 hours to allow ample time for this task.

For more information, see [Appendix C: SIG Work Plan and Annual Report Template](#).

### **Progress Report Form**

Work plans are updated annually, but CCs should monitor the activities of their SIGs by using their [Work Plan](#) during their conference calls and face-to-face meetings. Quarterly, each SIG shall provide and update the status for each task. Following the fourth quarter review, this form will also serve as that SIG's annual report.

### **Annual Report**

Each SIG is responsible for submitting an annual report documenting that the SIG's activities meet the requirements for (a) [operation of a SIG](#), (b) the *BSIGC Annual Report* benchmarks, and (c) the

indicated timelines for the completion of ASHA and SIG activities. This report must include solid evidence—**specifically, activity updates**—that the SIG has served as a resource, where appropriate, to fulfill the objectives specified in the work plan, consistent with the ASHA’s Strategic Pathway. The SIG Coordinator, in consultation with the CC, is responsible for submitting a complete report of the SIG’s activities for the prior year to the group’s Ex Officio. **All submissions are due by December 15.** If the previous year’s review yielded recommendations for change, evidence of how the change has been incorporated must be included in the report. The annual report can be submitted using the [SIG Work Plan/Progress Report](#) form. The Coordinator and CC can indicate the status of each work plan initiative (i.e., NS [not started], IP [in progress], GM [goal met]) and can add any comments needed to provide additional information related to the initiative. Either (a) the BSIGC Chair and Ex Officio or (b) a BSIGC subcommittee will use the report to determine whether the SIG has met the benchmarks for operation of a SIG.

For more information, see [Appendix D: Program Review Process for SIGs](#).

## Volunteer Leaders

The BSIGC and SIG CCs, like other Association components (committees, boards, councils, task forces, etc.), make recommendations for the development of policy and provide input concerning policies being recommended from other sources before establishment by the BOD. Such recommendations are made through the BOD by way of the Vice Presidents for Audiology Practice and Speech-Language Pathology Practice (who serve as the BOD Liaisons).

All SIG office holders need to be well informed about the nature, rationales, and previous interpretations of policies of the Association, particularly those that relate to the areas in which each SIG functions. Thus, each SIG is urged to carefully study the objectives for the SIG and how these fit within the overall ASHA governance structure. In addition, the BOD Liaisons, Ex Officios, and SIG staff at the National Office can be helpful in providing additional information about policies and interpretations.

Note: Article 13.2 of the ASHA Bylaws states that SIGs may make recommendations concerning Association policy. However, the SIGs and their Affiliates shall not make any public statement or take positions on behalf of the Association or the SIG without having obtained approval from the BOD.

## Board of Special Interest Group Coordinators

The [Board of Special Interest Group Coordinators \(BSIGC\)](#), representing the various SIGs, is a standing board of the Association and coordinates SIG operations. The BSIGC is responsible for the development of guidelines and operational procedures, as needed, and for oversight and coordination of all SIG activities.

The BSIGC is charged with the following responsibilities:

1. Advise the BOD on issues identified by the various SIGs.
2. Execute specific actions approved by the BOD.
3. Ensure that the SIGs are operating within the program's minimum and maximum range of activities and that those activities are approved as part of the Association's strategic plan.
4. Communicate and cooperate with the various organizational components of the Association to promote the goals and activities of the SIGs as they relate to the Association's strategic plan and related activities and programs.
5. Coordinate activities and facilitate communication between and among the SIGs.
6. Develop, as necessary, guidelines and operational procedures generally applicable to all SIGs.
7. Prepare annual reports of SIG activities, to be submitted in accordance with policies and procedures of the Association.
8. Elect individuals from the BSIGC to represent the interests of SIGs on other boards/committees of the Association when requested.

## Composition

Members of the BSIGC include all SIG Coordinators, a Chair appointed by ASHA's Committee on Committees (CoC), a NSSLHA representative, two officers from ASHA's BOD, and the Director of the Special Interest Groups (who serves as Ex Officio).

### Chair

The Chair is responsible for directing the members and activities of the BSIGC to ensure that goals and objectives are met.

### **Primary Responsibilities**

The BSIGC Chair is charged with the following primary responsibilities:

- Determine the methods by which the committee's charge will be met.
- Prepare agendas for meetings/conference calls and distributes required resources in advance.
- Set expectations around members' contributions and responsibilities.
- Delegate and monitor work assignments.
- Exercise [fiduciary responsibility](#) [PDF] to facilitate committee work being completed in an efficient and cost-effective manner.
- Assist the BOD Liaisons in recommending committee appointments and developing the committee's annual budget.
- Report to the BOD Liaisons as appropriate and prepares an annual report.
- Ensure that meeting notes are taken and that the minutes are produced.
- Distribute meeting minutes.
- Advocate on behalf of the professions by providing time for committee members to visit their representatives on Capitol Hill when attending meetings at the ASHA National Office.
- Acquire knowledge of the Association's governance structure, including ASHA's [Strategic Pathway to Excellence](#).

### **Appointment Process**

Per the predetermined schedule of appointing individuals to ASHA's committees, boards, and councils, the CoC shall appoint an Affiliate of one of the SIGs to serve as Chair, preferably an immediate (or recent<sup>7</sup>) past Coordinator. Consistent with Association policy and procedures, four individuals (BOD Liaisons, BSIGC Chair, and National Office Ex Officio) work together to identify a potential appointee. Prior to submitting a name to the CoC for consideration, the BOD Liaison(s), Committee Chair, or Ex Officio may contact the prospective appointee to determine his or her interest and availability to serve, should the CoC approve the appointment.

For additional information about the nomination and appointment process, see [Appendix E: BSIGC Chair Appointment Process](#).

### **SIG Coordinators**

Each SIG is represented on the BSIGC by the Coordinator of the respective CC.

See [SIG Coordinator and Associate Coordinator](#) section on page 24.

### **NSSLHA Representative**

NSSLHA's Executive Council appoints one student to serve on the BSIGC; this individual serves for 1 year (July 1 through June 30).

### **BOD Liaisons**

The Vice Presidents for Audiology Practice and Speech-Language Pathology Practice liaise with the SIGs and help ensure the integration of their activities into the work of the Association. They participate in the deliberations of the BSIGC and provide guidance to the BSIGC and SIG CCs as necessary.

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<sup>7</sup> Typically, Coordinators whose terms ended within the previous two years

The BOD Liaisons help facilitate, via the Chair, the group's work in alignment with the [Strategic Pathway](#); they also clarify the charge to the Chair; attend meetings (optional); request meeting minutes; respond to work in progress; and post summaries of committee work in various ASHA communication vehicles, when appropriate.

### **Ex Officio**

The SIG Director serves as the Ex Officio to the BSIGC: he or she is a full participating member, without vote. For additional information, see the [Ex Officio Roles and Responsibilities](#) section on page 16 of this document.

### **BSIGC Terms of Office**

The Chair shall serve one 3-year term and may not serve concurrently as a SIG Coordinator or CC member.

SIG Coordinators shall serve for no more than two consecutive 3-year terms; for additional information, see [CC Terms of Office](#) section on page 27.

## **Coordinating Committees**

The SIG CC represents the Affiliates of the individual SIG. Its primary purpose is to plan and coordinate the activities of the SIG, including

- advising on content priorities for *Perspectives* and providing input and guidance on editorial board composition;
- providing input to and supporting the Association's strategic initiatives;
- suggesting and providing content for ASHA programming and CE activities;
- identifying and providing expertise to committees and boards (i.e., ASHA Convention Program Committee);
- identifying content experts for ASHA-sponsored conferences and other educational programming through collaboration with the appropriate ASHA unit(s);
- providing input to policy and advocacy matters;
- fostering future leaders of the Association by communicating with and nurturing Affiliates through appropriate channels (i.e., ASHA's leadership training, Association-led mentoring opportunities);
- prioritizing initiatives; and
- organizing Affiliates.

Each SIG CC is responsible for ensuring that the SIG operates within the established programmatic guidelines (see the [Required Activities of a SIG](#) section on page 13 of this document).

### **Composition**

The SIG CCs may range in size from six to seven members: a Coordinator, an Associate Coordinator, one to two additional elected committee members, an Editor, a PDM, and an Ex Officio (see [Figure 1: SIG Volunteer Organization Chart](#) on page 23 of this document).

All volunteer CC positions are elected with the exception of the Editor<sup>8</sup> and the PDM<sup>9</sup>, who are appointed—due to the specific knowledge and skills required of the positions; each of these volunteer positions serve as a full voting member of the committee.

Small or new SIGs may have difficulty constituting a seven-member CC; as a result, they may operate with a six-member CC. They would have three elected positions plus a substantive Editor and PDM, with the option to expand to an elected membership of four persons. Increasing the number of elected members must be anticipated at least one full election cycle in advance and requires a rationale statement. In addition, any changes would need to remain in place for at least 3 years.

All other SIGs could and should fill four elected seats.

Each CC includes a member of the National Office staff who serves as Ex Officio and facilitates the SIG's meetings, projects, and activities. Ex Officios are full working members of the CCs but do not vote. For additional information, see the [Ex Officio Roles and Responsibilities](#) section on page 16 of this document.

CC members should work to have a diverse committee and consider a variety of factors about any potential candidate, including the following:

- Work setting (hospital, school, university)
- State or geographic region
- Early-career professionals
- Profession (audiology or speech-language pathology)
- Race/ethnicity
- Gender
- Subject matter expertise (e.g., pediatric swallowing)
- Leadership Development Program/Minority Student Leadership Program graduates

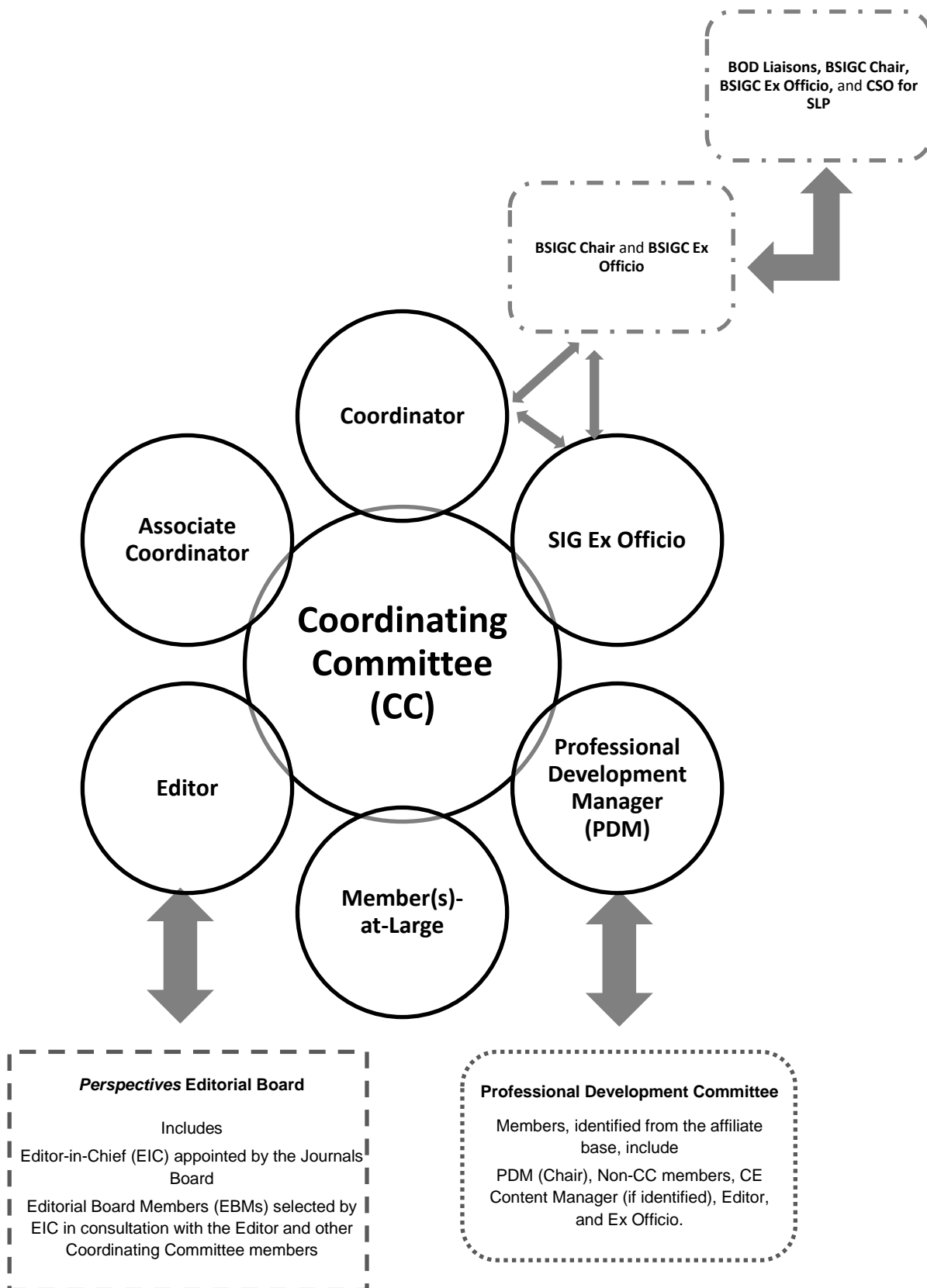
In the spirit of transparency, if special consideration will be given (e.g., setting, population) to candidates, this information should be shared with Affiliates at the time of the call for nominations/volunteers via that SIG's discussion group on the Online ASHA Community.

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<sup>8</sup> The Editor is appointed by the Editor-in-Chief of *Perspectives of the ASHA Special Interest Groups*, with input from the respective CC.

<sup>9</sup> The PDM is appointed by the CC from the respective SIG affiliate base.

Figure 1: SIG Volunteer Organization Chart



### **SIG Coordinator and Associate Coordinator**

The SIG Coordinator and Associate Coordinator are selected from the elected members of each CC by all members of the CC (i.e., elected and appointed members). The Coordinator chairs the SIG CC and represents the group on the BSIGC. Additional responsibilities include convening and chairing CC meetings and conference calls, assigning individuals to activities, and attending BSIGC meetings. If the Coordinator is unable to serve, the Associate Coordinator assumes the responsibilities of the Coordinator, including service on the BSIGC.

To ensure continuity in leadership, at the end of the second year of the current Coordinator's term of office, the SIG CC should identify from among its eligible members<sup>10</sup> a Coordinator-Elect to succeed the current Coordinator.

### **Elections**

Only sitting members of the CC are eligible to elect the Coordinator and Associate Coordinator. The CC should choose the successor(s) prior to expiration of the current term of service for the office(s). The SIG Coordinator-Elect is expected to participate in [ASHA's Committee/Board Chair Online Orientation process](#) and to attend the in-person Committee/Board New Chair Orientation and BSIGC meeting held on Committee Day<sup>11</sup> of the ASHA Convention in November as part of the orientation and transition process.<sup>12</sup>

### **Terms**

Coordinators shall serve 3-year terms beginning January 1 of the year following their election to those positions. Should a CC member be elected SIG Coordinator during his or her second or third<sup>13</sup> year on the committee, the term of office will be extended to allow the member to serve the full 3-year term of office of SIG Coordinator, if eligible. For example, a committee member who is elected to the Coordinator position after serving 1 year on the CC would serve 4 years on the committee (1 as a Member-at-Large and 3 years as Coordinator).

Note: CC members are limited to serving two 3-year terms, not to exceed 7 years in total; see the [CC Terms of Office](#) section on page 27 of this document.

Associate Coordinators do not automatically assume the position of Coordinator and do not serve set 3-year terms. Unlike Coordinators, their terms are **not** extended to allow the member to serve a 3-year term of office as Associate Coordinator. For example, a committee member who is elected to the Associate Coordinator position after serving 1 year on the CC will serve 2 years as the Associate Coordinator.

### **SIG Coordinating Committee Member**

SIG CC members are expected to adhere to the following the roles and responsibilities specified by the BSIGC and actively contribute to the success of the SIG.

- Serve at least a 3-year term.

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<sup>10</sup> Only individuals who will be serving in elected positions at the time that their service as Coordinator would begin, are eligible for the position.

<sup>11</sup> Committee Day is the Wednesday preceding the annual ASHA Convention.

<sup>12</sup> Per Association policy, all expenses associated with committee members' attendance at committee meetings at the National Office are paid by ASHA; however, expenses associated with meetings at the ASHA Convention are not covered by ASHA (see [ASHA's Committee Toolkit](#) [PDF]).

<sup>13</sup> Since only individuals who will be serving in elected positions at the time that their service as Coordinator would begin, are eligible for the position, an individual serving a third year of service would have to have been elected to a second term or been granted a 1-year term extension to be considered (see CC Terms of Office on page 27 of this document).



- Become familiar with [ASHA's Committee Toolkit](#) [PDF] and this *SIG Leadership Handbook*.
  - Become familiar with the charge of the SIG, including its mission, goals, policies, and programs.
  - Become familiar with additional resources for ASHA's committee, board, and council members, including a series of [online orientation modules](#).
- Serve in a leadership role and be willing to spend at least 5 hours a month doing CC work.
  - Attend CC meetings; each CC has one face-to-face meeting per year at the National Office or other real-time meeting (e.g., via web) and may meet at the annual ASHA Convention.<sup>14</sup>
  - Contribute as an active participant in all face-to-face CC meetings and conference calls; most communication is facilitated by conference calls and email messages.
  - Maintain communication with the Coordinator and other CC members, including promptly acknowledging/responding to all communications concerning committee/board work and informing others of planned extended absences and how he or she can be contacted, if necessary.
  - Perform the assigned duties of a CC member responsibly and competently.
- Attend SIG-sponsored events (e.g., Convention sessions), as necessary.
- Respect the ideas or conflicting viewpoints of others.
- Maintain confidentiality.
- Be a "team player."
- Speak for the Affiliates, as appropriate.
- Advocate for the SIG and the professions.

### **Perspectives Editor**

In recognition of the specific knowledge and skills required of the position, the *Perspectives* Editor associated with a SIG, appointed by that SIG's Editor-in-Chief, is a full voting member of the SIG CC. This individual serves as the point person for all matters related to the particular SIG's representation in *Perspectives* as an online, peer-reviewed scholarly review journal and CE product/activity. The Editor is responsible for the following:

- Ensuring that publication timelines are met;
- Developing their SIG's editorial calendar for *Perspectives*, including the identification of topics and authors, in collaboration with the SIG CC (including the PDM), CE Content Manager (if identified), and Editor-in-Chief;<sup>15</sup>
- Soliciting content, and setting appropriate deadlines for manuscript submissions;
- Informing authors of submission requirements, including editorial style, timelines, copyright and permission requirements, CE learning outcomes writing guidelines, and so forth;
- Assigning editorial board member (EBM) reviewers from the Editorial Board (or ad hoc reviewers, if necessary) to review specific manuscripts (at least two reviewers are needed for each manuscript);
- Soliciting the PDM's (or, in some cases, the CE Content Manager's) review of all content to ensure that learning outcomes are accurate, timely, and that the article is written at the graduate level;

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<sup>14</sup> Per Association policy, all expenses associated with committee members' attendance at committee meetings at the National Office are paid; however, expenses associated with meetings at the ASHA Convention are not covered by ASHA (see [ASHA's Committee Toolkit](#) [PDF]).

<sup>15</sup> For more information about the role of Editor-in-Chief (EIC), see the [EIC Resources on the ASHA Journals Academy](#).

- Work with the PDM and National Office staff to resolve any issues related to the article and/or learning outcomes and assessment content.
- Working with the SIG CC to recommend EBM reviewers to the Editor-in-Chief during the annual editorial board recruitment cycle.

As appropriate, the Editor will work with the editor-in-chief, CC (including the PDM), CE Content Manager (if identified), and Editorial Board.

For additional information, refer to the [Journal Editorial Board Roles](#) on the ASHA Journals Academy.

### ***SIG Professional Development Manager***

Like the Editor, the SIG PDM is an appointed and full voting member of the SIG CC. This individual serves as the lead for all matters related to a SIG's professional development activities by performing the following duties:

- Serving as Chair of the SIG Professional Development Committee
- Ensuring that *Perspectives* CE content meets ASHA Continuing Education Board (CEB) criteria by carrying out the following tasks:
  - Providing ASHA Professional Development (APD) and National Office Production Editor with information needed to register each CE activity
  - Reviewing or assigning review of *Perspectives* content from a CE perspective to ensure that learning outcomes are accurate and timely, and align with the CE product/activity and that the article is written at the graduate level,
  - Reviewing or assigning review of self-studies to ensure that content and format (e.g., learning outcomes) are appropriate and meet CE guidelines and standards
  - Compiling or assigning the creation of Issue files and submitting them to the manuscript submission and peer review management system a minimum of 2 months before the activity is to be published
  - Working with the *Perspectives* Editor and National Office staff (i.e., SIG, Publications, and APD staff), in addition to authors or other volunteer leaders, as needed, to resolve any CE participant complaints
- Serving as the official SIG point person for SIG-sponsored invited Convention sessions (see [Appendix F: SIG Participation on Annual Convention Program Committee](#)) by carrying out the following tasks:
  - Conveying the SIG's declared alignment to a specific topic by the published deadline (generally, by December 1 of the year prior)
  - Serving as or designating another person to serve as the official SIG representative to the Convention Topic Committee (TC) to which the SIG has aligned for the year. As a full member of the TC, the PDM (or designee) is responsible for
    - submitting the SIG's invited sessions (i.e., ticketed and 1-hour session) during the Convention Call for Papers by the invited session deadline (usually end of March);
    - reviewing proposals as assigned by the TC chair; and
    - conveying the SIG's interests in Convention sessions.
  - Suggesting other SIG Affiliates as subject matter experts to serve on other topic committees for Topic Chair consideration

For additional information, see [PDM Resources](#) on the ASHA Community site (*restricted access*).

### **Ex Officio**

Each SIG CC has an Ex Officio. To help infuse and integrate the SIG's work into the work of the Association, this individual is a member of the National Office unit that most closely aligns with the topic of the SIG.

For additional information, see the [Ex Officio Roles and Responsibilities](#) section on page 16 of this document.

### **CC Terms of Office**

All CC members serve 3-year terms. With the exception of the Editor,<sup>16</sup> CC members may be reelected or reappointed for and serve consecutive terms, but terms may not be more than two consecutive 3-year terms. In extenuating circumstances, it may be necessary to extend a term of office in order to realign SIG committee member terms/cycles. In any event, no individual shall serve for more than 7 consecutive years on a CC. Exceptions to this may be given if there are no viable options; decisions regarding any exceptions would need to be made by the BSIGC Chair and BOD Liaisons.<sup>17</sup>

When more than two vacancies<sup>18</sup> occur in a given year, the term of office of a current member<sup>19</sup> can be extended for 1 year. In the event of a disagreement concerning the selection of the individual to remain on the CC, the BSIGC Chair will make the final decision. Note: Since Editors are appointed by the EICs, any changes to their terms must be approved by the EICs.

### **Eligibility**

Serving on a SIG CC is reserved for ASHA Members in good standing (no current ethical violations and current ASHA membership) with a current affiliation with the respective SIG. Only ASHA Members (including those who joined SIGs as Graduate Student Members) are eligible to nominate and vote. International Affiliates, ASHA Assistants, and NSSLHA Members are not eligible to nominate and vote. Note: ASHA Members who join SIGs as doctoral students (see [Graduate Student Membership Discount Program](#)) fall under the "Student" category but are eligible to nominate and vote.

Individuals can serve on **one** CC and in one position at a time. Because Editors and PDMs are appointed to serve in these roles, they are ineligible to serve as Coordinators, Associate Coordinators, or other elected positions within the SIGs.

### **Elected Positions**

Only ASHA Members (including those who joined SIGs as Graduate Student Members) who belong to the respective SIG are eligible to hold office. International Affiliates, ASHA Assistants, and NSSLHA Members are not eligible to hold office.

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<sup>16</sup> Editors are appointed for and serve one 3-year term.

<sup>17</sup> In consultation with SIG staff, the committee must discuss available options and determine whether or not to request an exception. Requests for exceptions must be submitted in writing to the SIG Program Coordinator and SIG Director.

<sup>18</sup> Since the appointment process for Editors is managed outside of the CC, they are not included in the vacancy count with the PDM and elected committee members.

<sup>19</sup> This can only be a PDM or elected committee member scheduled to rotate off the committee at the end of the year in question.

### **Appointed Positions**

Only ASHA Members (including those who joined SIGs as Graduate Student Members) who belong to the respective SIG are eligible to serve as PDMs. International Affiliates, ASHA Assistants, and NSSLHA Members are not eligible to serve as PDMs.

In addition to SIG affiliation, Editors must meet eligibility criteria established by ASHA's Journals Board (see the [ASHA Journals Academy](#) for more information).

### **Committee Vacancies**

The number of upcoming vacancies for a committee will be determined in the months prior to the Call for Nominations. If a committee has more than two members (elected or appointed) rotating off in a given year, a current committee member (if eligible) has the option of extending his or her term for 1 year. Service terms will be checked to determine who is eligible for an extension and/or who is eligible for reelection<sup>20</sup>/reappointment.

Committee members are eligible for a term extension **if**

- they have not already extended their current term and
- they are not currently serving their seventh consecutive year.

Committee Members are eligible for reelection/reappointment **if** they can serve a new 3-year term without exceeding 7 consecutive years of service in that position.

### **Nominations and Elections**

CC members, with the exception of the Editor and PDM, are elected by a plurality vote of the Affiliates in the respective SIG.

Potential candidates for these positions must be nominated during the Call for Nominations. All submissions received during that time are compiled and provided to the respective CC for their review and selection of the election slate.

Once voting opens, SIG affiliates have approximately 5 weeks to electronically submit their ballots.

For additional information, see [Appendix G: SIG Nomination and Election Process](#).

### **Appointments**

The SIG CC is responsible for selecting and appointing individuals to the position of PDM and providing guidance to the EIC to appoint the *Perspectives* Editor. Because each of these roles require specific skillsets and plans for succession, the process for selection and appointment differs from the committee's ballot selection and election process.

All SIGs must have a succession plan in place for appointed positions. In these cases, it is strongly advised that the CC still follow the process outlined below in order to be transparent and to promote volunteerism and leadership.

For additional information, see [Appendix H: SIG Appointment Process](#).

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<sup>20</sup> CC members who wish to run for reelection must have their names put forward during the Call for Nominations by an eligible SIG Affiliate or through self-nomination. They are not automatically placed on the election slate.

## Unplanned Vacancies

Situations may arise that prevent a CC member from performing designated responsibilities adequately over time.

### Resignations

In the event that a CC member determines that they cannot complete the current term of office, they must resign in writing. For elected positions, their replacement will be the nominee who received the next highest number of votes in the most recent election to serve the remainder of the vacated term.

For Editors, the Coordinating Committee and EIC will work in concert to find an appropriate replacement.

For PDMs, the Coordinating Committee should refer to the SIG's established selection criteria to find a new appointee.

### Requests for Resignation

The Coordinator may determine that, in the interest of efficient and effective completion of SIG activities, the inability of a committee member to fully participate needs to be addressed directly.

For more information, see [Appendix I: ASHA SIG Coordinating Committee Personnel Guidelines](#).

## Committee Member Resources

In addition to the *SIG Leadership Handbook*, all CC members should be familiar with the [roles and responsibilities of a CC member](#) and [ASHA's Committee Toolkit](#) [PDF].

Coordinators should also review the [Committee/Board Chair Online Orientation](#) (10 self-directed learning modules) and attend the Committee/Board New Chair Orientation, an in-person session that is held on Committee Day<sup>21</sup> of the annual ASHA Convention.

For more ASHA committee resources, see [Appendix J: Additional Resources](#).

## Additional Volunteer Opportunities

CCs are responsible for planning and coordinating the activities of their respective SIGs, including prioritizing initiatives and organizing Affiliates. However, this obligation does not require that CC members personally complete all tasks and activities. Rather, the CC oversees the work and may invite participation by—and delegate duties to—other Affiliates. Further, because the SIGs provide individuals with opportunities to become more engaged in ASHA and to develop/enhance their own leadership skills, the SIG CC should identify Affiliates who are not members of the CC and encourage their involvement in and to contribute to that SIG's work.

## CE Content Manager

The SIG CE Content Manager is an optional position that may be identified by the CC to support the PDM's work. The CE Content Manager facilitates the CE development process, including reviewing content, if necessary. In addition, this person provides the National Office Professional Development staff with information needed to register the activity. If used by the CC, the CE Content Manager is responsible for performing the following tasks:

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<sup>21</sup> Committee Day is held on the Wednesday of Convention week.

- Reviewing *Perspectives* content to ensure that learning outcomes are accurate and timely and the article is written at the graduate level
- Reviewing CE questions to ensure that content and format are appropriate and meet CE guidelines and standards
- Developing CE-related information (e.g., word count, learning outcomes, etc.) required to register each CE activity
- Creating Issue files and submitting them to the SIG Editor by predetermined deadlines to ensure that publication occurs simultaneously with CE information (these are due to SIG National Office publication staff **at least 2 months but, ideally, 3 months before** the first day of the activity's projected publication month)
- Working with the SIG Editor, PDM, and National Office staff (including the SIG Ex Officio and Professional Development team), to resolve any *Perspectives* self-study CE participant complaints/questions related to content

Although CE Content Managers often work closely with their respective CCs, they are not official members of the CC; however, they serve on the Professional Development Committee.

## **SIG Subcommittees**

The SIG CC oversees the operations and activities of its standing and BOD-approved ad hoc subcommittees. Each SIG maintains two standing subcommittees to accomplish the core functions of the SIG—the Editorial Board and the Professional Development Committee.

Additional subcommittees or ad hoc committees may be established per approval of the BOD and must have an Ex Officio or other National Office staff member assigned; they may be created in response to a request from a SIG, the BOD or the National Office. These committees must be established in accordance with Association policies and procedures and must be aligned with and included in ASHA's Strategic Pathway. The charge of these subcommittees or ad hoc committees should be time specific or task specific.

Any activities of a subcommittee must be approved by the CC.

### **Editorial Board**

The Editorial Board consists of the Editors and Editorial Board Members (often referred to as EBMs) who are not members of the CC. EBMs serve 1-year terms and can serve consecutive terms if desired by the EBM and the Editor-in-Chief. The board

- reviews manuscripts as assigned by the Editor, consistent with the individual reviewer's expertise; and
- submits recommendations to the Editor to approve (with/without modification) or reject a submission.

EBMs are invited to join the *Perspectives* Editorial Board by an Editor-in-Chief. EBMs serve *Perspectives* as a whole and may be invited to review manuscripts submitted to any SIG.

For additional information, refer to the [Journal Editorial Board Roles](#) and [Peer Review Excellence Program \(PREP\)](#) on the ASHA Journals Academy.

### **Professional Development Committee**

The Professional Development Committee consists of the PDM (Chair), Editor, and SIG Affiliates who are not members of the CC, in addition to the CE Content Manager, if that position has been



identified by the SIG CC. Members of this committee serve 3-year terms and work in conjunction with the CC to oversee the CE activities of the SIG by completing the following tasks:

- Identifying the CE needs of SIG Affiliates by
  - monitoring the SIG and other ASHA-sponsored, online communities;
  - reviewing suggestions submitted by Affiliates and others through *Perspectives* CE self-study reviews;
  - reviewing feedback from the SIG's triennial satisfaction survey; and
  - examining other appropriate sources of professional development information.
- Providing input to the CEB and SPEB, as appropriate (e.g., recommending topics for ASHA-sponsored CE activities).
- Identifying CE opportunities for Affiliates related to the SIG's topic area.
- Assisting in the design of approved SIG-sponsored professional education projects (both CE-bearing and non-CE-bearing), such as ASHA Live Online Chats and Convention sessions.

### **Project-/Activity-Specific Opportunities**

Three volunteer opportunities do not require BOD approval. They are described in the subsections that follow.

#### ***Coordinating Committee Project Team***

A Coordinating Committee Project Team (CCPT)<sup>22</sup> is created to work on a specific, time-limited task or project (e.g., review an ASHA product). For example, although a CC may choose to carry out a program/activity as a group or to have an individual perform the work, the committee may invite Affiliates to work on what is known as a Coordinating Committee *{insert name of initiative}* Project Team (CC *{insert acronym of name of initiative}* PT). This temporary team's charge must be explicit, and a deadline for completion of the work must be specified.

#### ***Member Advisory Groups***

A CC may be asked to identify Affiliates to serve on an ASHA Member Advisory Group (MAG).<sup>23</sup> A MAG, made up of SIG Affiliates and other ASHA Members, assists staff (other than the SIG's Ex Officio) with an ASHA initiative (e.g., review of Current Procedural Terminology [CPT] codes).

#### ***Individual Affiliates***

There may be activities that require the help of only one or two Affiliates (e.g., identify Affiliates in a state to serve on a speakers' bureau). As a result, individual SIG Affiliates may be invited to work on behalf of the SIG on an ad hoc basis. Once the project is complete, the individual Affiliate's work is done.

For more information, see [Appendix B: SIG–National Office Collaboration Model](#).

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<sup>22</sup> CCPTs are ad hoc groups and are dissolved at the completion of the tasks. Unless stated otherwise, a CCPT comprises no more than five individuals.

<sup>23</sup> MAGs are ad hoc groups and are dissolved at the completion of the tasks. Unless stated otherwise, a MAG comprises no more than five individuals.

## Committee Meetings

SIG business is conducted as assigned on an ongoing basis through face-to-face meetings and regular communication with other volunteers and staff via email and conference calls. Other special meetings or communications are scheduled as necessary.

### Face-to-Face Meetings

For meetings at the National Office, participants will receive an email from an ASHA Travel and Scheduling Manager containing logistical information<sup>24</sup> (i.e., meeting dates, budget code, hotel information, reimbursement information, and directions from the local airports) 6–8 weeks prior to the meeting. Invited participants who are unable to attend should contact the Ex Officio and Travel and Scheduling Manager as soon as possible so that any necessary cancellations can be made in a timely manner.

Per Association policy, expenses associated with meetings held in conjunction with the annual ASHA Convention are the responsibility of the individual.

### Board of SIG Coordinators

The BSIGC will hold at least one meeting at the National Office each year. In addition, the BSIGC may conduct an annual meeting at the ASHA Convention on Committee Day.<sup>25</sup>

For more information, see the [Committee Day](#) section on page 38 of this document.

### SIG Coordinating Committees

Each CC shall have one face-to-face meeting or other real-time interactive meeting<sup>26</sup> per year<sup>27</sup> with current<sup>28</sup> CC members. Face-to-face meetings require a 2-day agenda and should be scheduled with consideration of SIG CC, staff, and National Office availability a **minimum** of 9 weeks in advance. The SIG Coordinator and Ex Officio collaborate to determine the meeting agenda.

### Committee Day Meetings (Convention)

Committee Day provides an opportunity for committees to meet face-to-face a second time during the year and to transition new and outgoing members.

For more information, see the [Committee Day](#) section on page 38 of this document.

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<sup>24</sup> The SIGs are expected to follow ASHA guidelines for arranging travel through the designated ASHA travel agency and for per diem travel limits.

<sup>25</sup> Committee Day is held on the Wednesday of ASHA Convention week and is devoted to meetings of committees and boards of the Association.

<sup>26</sup> Before scheduling, discuss available options for other real-time interactive meetings, including virtual meetings, with your SIG Ex Officio.

<sup>27</sup> The SIG CC must finance any additional meetings planned; associated expenses need to be included in the budget and approved by the ASHA BOD.

<sup>28</sup> Permitting incoming committee members to attend face-to-face meetings at the National Office before their terms begin would set a questionable precedent. It changes the dynamics of committees, and, in some cases, current members whose terms are ending could feel marginalized. However, incoming members may participate via conference call. Because Convention is late in the year, Committee Day meetings are a great time for committee members to conduct the formal transition.



## **Off-Site Meetings**

Face-to-face meetings are typically held at the National Office; however, alternative locations may be considered on the basis of cost savings. Off-site meetings require approval from the Vice President for Finance and the CEO.

A representative from the National Office must attend these meetings.

## **Travel Reimbursement**

Committee members who attend a face-to-face meeting at the National Office<sup>29</sup> must complete and submit a travel expense voucher accompanied by original and/or scanned receipts and **mailed/mailed within 60 days of the last day of travel**. A copy of the complete reimbursement request should be kept by the individual in the event that there are follow-up questions or missing information. For additional information, including an electronic copy of the travel expense voucher, refer to the email from the ASHA Travel and Scheduling Manager.

## **Conference Calls and Online Meetings**

CC conference calls and online meetings are initiated by the CC to conduct SIG business. Each CC is encouraged to hold monthly calls/meetings, but their frequency/schedule will be determined by the committee.

The BSIGC may choose to conduct business via conference call or online meeting in between face-to-face meetings. These calls/meetings will be initiated by the BSIGC Chair and the SIG Director.

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<sup>29</sup> Travel, hotel, and meal expenses related to committee meetings at the National Office are reimbursed; expenses associated with committee meetings at Convention are borne by committee members, per Association policy.

## Electronic Communications

Each SIG has a variety of venues offered through ASHA to communicate electronically with Affiliates and the broader ASHA membership:

- An Affiliates-only online discussion forum/group
- Live Online Chat(s)
- Public web page(s)
- *Perspectives*
- Social media

## Discussion Forums/Groups

Each SIG must maintain an Affiliates-only online [discussion forum/group](#) (currently, the [Online ASHA Community](#)) available through the Association. The SIG CC can disseminate information about SIG and ASHA activities, programs, and so forth, through this medium. SIG Affiliates are automatically subscribed to daily digests of posts/comments from their respective SIG discussion group(s). All participants should adhere to the [Community Guidelines](#) and [Terms of Use/Code of Conduct](#).

All ASHA Members, International Affiliates, Associate Affiliates, and National NSSLHA Members can view conversations on all public online discussion forums, including SIG-specific forums. However, only Affiliates may post to their respective forum(s).

The respective SIG Ex Officio shall serve as the staff liaison for the SIG's discussion group on the Online ASHA Community and address content-related questions/concerns.

## Live Online Chats

ASHA's Live Online Chats are real-time, web-based events facilitated by ASHA's Digital Communications staff and sponsored by individual SIGs. The SIG arranges for two or three experts in a specific subtopic of that SIG's overall topic to commit to participate in the chat and, specifically, to answer questions from participants. These chats are accessible to all ASHA Members and National NSSLHA Members, at no charge, via the ASHA website. The chats typically last 2 hours and are **not** available for ASHA CEUs. They do not have audio or video components, but are transcribed text; participants type their questions in a chat box and the experts' typed responses are published in real time. Each Live Online Chat is archived to allow members to review the discussion after it takes place.

ASHA will facilitate one [Live Online Chat](#) per SIG per year; additional opportunities may be offered if resources are available.

To request the opportunity to sponsor a Live Online Chat, the SIG CC must submit a request to their Ex Officio, with a preferred date and an alternate date identified. The request must identify the topic and a minimum of two experts, in addition to 10 seed questions and responses. Once the request has been received, the Ex Officio will review the submission to ensure that the topic is appropriate and timely before submitting the event for scheduling. To ensure the availability of the experts and National Office staff, online chats must be planned at least 2 months prior to the preferred date indicated in the request.

The Ex Officio must participate in the online chat to provide responses related to ASHA's policies and procedures, as appropriate.

## **SIG Web Pages**

Each SIG maintains public web pages to share information about the SIG (mission/vision, SIG leadership, activities, etc.).

A SIG CC may request a change to the SIG's page by submitting a request to the Ex Officio. The Ex Officio will approve and then submit the update(s) to the SIG team. Modifications to submissions may be required to ensure consistency with website architecture and language/formatting conventions. Staff will post nonurgent changes within 3–5 business days of receipt of the request.

## **Perspectives**

Each SIG is required to publish a minimum of one Perspectives-based CE activity per year. In 2016, *Perspectives* transitioned to a continuous publishing model, meaning that individual articles are published as they are completed. Articles can be published one by one or in batches. This continuous publishing model guarantees Affiliates access to up-to-date content.

Affiliates are automatically signed up to receive email alerts with links to new *Perspectives* articles and CE activities published by all SIGs since the last alert. Nonaffiliates also can sign up for these email alerts.

All SIG Affiliates have access to all of the articles in *Perspectives of the ASHA Special Interest Groups* as well as to each SIG's archived *Perspectives*, regardless of their affiliation with a particular SIG(s). However, for self-study purposes, Affiliates pay a nominal fee to earn ASHA CEUs for any *Perspectives*-related CE activities in their respective SIG(s); otherwise, the fee is the same as that charged for ASHA Members, regardless of SIG affiliation.

## **Timeline**

The SIG Editor (with assistance from the EIC and the CC in an advisory capacity) should plan topics 2–3 years in advance.

Editors should invite articles and/or issue calls for papers 6–12 months prior to the submission deadline.

The final version of content should be submitted to the National Office at least 2 months, but preferably 3 months, before expected publication. Articles can be published one by one or in batches as soon as they are completed. However, when planning a CE activity note that the CE registration process takes about 6–8 weeks.

For more information, see [Appendix K: Perspectives Planning Process](#).

## **Review Process**

The SIG Editor and EBMs are responsible for the accuracy of articles published in *Perspectives* by ensuring thorough peer and CE reviews. Attention should be given to ensure that content is current and consistent with Association policies and practices.

Once the article has been accepted, the SIG Production Editor will manage the copy editing, queries, and CE files.

For more information, see [Appendix L: Staff Contacts](#).

## Continuing Education

The SIGs provide their Affiliates with a number of [ASHA CE opportunities](#), including the self-study(ies) that accompany their Issue in *Perspectives of the ASHA Special Interest Groups*.

### **ASHA Professional Development**

ASHA Professional Development (APD) is the ASHA Approved CE Provider for *Perspectives*. **Each SIG is responsible for the development of *Perspectives* content that meets CE requirements.** APD is responsible for registering each CE product/activity, publishing and processing learning assessments, reporting CE participants' results to the CE Registry, and conveying summary reports to the appropriate SIG Editor.

Affiliates of a SIG pay \$5 per learning assessment to participate in the CE self-study of the SIG(s) to which they belong. Pricing for these learning assessments for nonaffiliates is consistent with pricing for other ASHA products.

Affiliates may earn ASHA CEUs at the Affiliate rate for any activity that is open during the time they are Affiliates of that SIG, regardless of when the learning assessment was published. See the [ASHA Store](#) for *Perspectives* self-studies currently available.

## Social Media

There may be times when it is advantageous and important to inform the general ASHA membership of SIG activities (e.g., online chats). ASHA has a well-established presence on several social media networks to foster dialog and promote activities. Requests for social media outreach are to be submitted to ASHA's Social Media Manager via the SIG Ex Officio.

Note: SIG staff submit requests to promote SIG-sponsored activities (Invited Sessions, and meetings) at Convention.

## Electronic Committee Work

In addition to the Online ASHA Communities for Affiliate discussions, [volunteer sites and discussion groups](#) are available for use by SIG leadership as they carry out the work of the SIGs. These sites allow committee members to hold discussions and collaborate on documents in a shared workspace. For general assistance with the Online ASHA Community (e.g., changing privacy settings, updating your profile), please refer to the ["Help" tab](#).

## Board of SIG Coordinators (and Associate Coordinators)

The [BSIGC site](#) is for the communication and information sharing of the BSIGC (i.e., meeting minutes, meeting/conference call schedules). The following individuals have access to the site:

- BSIGC Chair
- BOD Liaisons
  - Vice President for Audiology Practice
  - Vice President for Speech-Language Pathology Practice
- NSSLHA representative
- SIG Coordinators and Associate Coordinators<sup>30</sup>

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<sup>30</sup> Although Associate Coordinators are not members of the BSIGC, they have access to this site in the event that they must act on behalf of the Coordinator.

- SIG-affiliated staff (including the SIG team, *Perspectives* team, SIG Ex Officios, and support staff)

## **SIG Coordinating Committees**

The [SIGs Coordinating Committees HUB](#) is available for information and work that is conducted across SIGs (i.e., membership reports, nomination/election announcements). The following individuals have access to this site:

- BSIGC Chair
- BOD Liaisons
  - Vice President for Audiology Practice
  - Vice President for Speech-Language Pathology Practice
- NSSLHA representative
- SIG CC members
- Select SIG communication volunteers,<sup>31</sup> including CE Content Managers, if identified
- SIG-affiliated staff (including the SIG team, *Perspectives* team, SIG Ex Officios, and support staff)

## **Individual Coordinating Committees**

Each SIG CC has a [private site](#) on the Online ASHA Community where committee members can work on documents/projects and share information with fellow committee members (i.e., schedule of meetings/conference calls, meeting minutes, working documents). The following individuals have access to the site:

- SIG CC members
- Select SIG communication volunteers,<sup>32</sup> including the CE Content Manager, if identified
- SIG-affiliated staff (including the SIG team as well as the respective Ex Officio, and support staff)
- BSIGC Chair and BOD Liaisons, as needed

## **SIG Professional Development Managers**

The [SIG Professional Development Managers site](#) is for communications and discussions related to SIG professional development and CE content. This portion of the Online ASHA Community is private; to access content, individuals must receive special permission from ASHA staff. The following individuals have access to this site:

- SIG PDMs (and CE Content Managers, if identified)
- SIG-affiliated staff (including the SIG team and APD staff)

The SIG Director serves as the liaison for this group.

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<sup>31</sup> Although these individuals are not official members of the CC, they have access to the site(s) to assist in the discussion/collaboration of matters pertaining to *Perspectives* and other CE content.

<sup>32</sup> Although these individuals are not official members of the CC, they have access to the site(s) to assist in the discussion/collaboration of matters pertaining to *Perspectives* and other CE content.

## **ASHA Events**

Although they do not provide financial sponsorship, each SIG plays an active role in supporting the planning of ASHA events relevant to that SIG's focus area.

### **Convention**

Each SIG must offer one ticketed and one other 1-hour invited session. The SIG should start planning in advance of the [Call for Papers](#); submissions must be received by the deadline (typically in March/April).

Affiliates receive 50% registration discounts to SIG-sponsored ticketed sessions.

Note: Ticketed sessions are subject to cancellation if minimum enrollment, as determined by the Director of Convention and Meetings, is not reached.

### **Open Houses and Networking Meetings**

One open house/networking meeting must be scheduled each year.

Although most of these events take place during the ASHA Convention, they can also be held at other events (i.e., ASHA Connect) where a large number of SIG Affiliates will be in attendance. A web-based open house/networking meeting can also be scheduled **if** Association support and infrastructure are available (i.e., capacity, format, technology may vary). Per Association operating procedures, the Ex Officio or another National Office staff member must be in attendance at these meetings.

Open houses/networking meetings held at Convention must be scheduled at times that do not conflict with session programming. A meeting of 25 or more will not be scheduled to take place at the same time as education sessions.

Any food requests for these meetings must be included in the SIG funds and approved by ASHA's CEO. The Ex Officio must submit requests by the posted deadlines indicated on the Function Space Request form and Food and Beverage Request form (typically in April/May).

To hold more than one Affiliates meeting in a given year, a SIG must receive prior approval. If additional funding is needed or if the meeting is to take place somewhere other than an ASHA event, BOD approval is required. All requests that do not need additional funding, require approval from the BOD Liaisons, the appropriate Chief Staff Officer(s), the CEO, and the Vice President for Finance.

### **Additional Continuing Education Opportunities**

Offerings beyond the required activities of a SIG (i.e., workshops, conferences) are developed through APD with approval from the SPEB. The SIG CC should convey needs/ideas for professional development to the Director of APD during the SIG's face-to-face meeting or by email (as requested) during other times of the year.

### **Committee Day**

Committee Day is typically the Wednesday preceding the annual ASHA Convention. Unless otherwise determined by the BISIGC Chair and Ex Officio, a BSIGC meeting will be held on Committee Day. If a meeting is scheduled, all current and new Coordinators should attend.

If new Coordinators are attending Convention, they should also plan to attend the in-person Committee/Board New Chair Orientation in addition to completing the online [committee/board training modules](#). This orientation is different from the general SIG orientation that is provided to new Coordinating Committee members by SIG staff. The New Chair Orientation provides an overview of ASHA's committee and board structure, in addition to the responsibilities of and resources available to new chairs/coordinators.

Committee Day also offers SIG CCs an opportunity to meet face-to-face a second time during the year and to transition new and outgoing members.

Per Association policy, all expenses associated with attending Committee Day activities are the responsibility of the individual.

### **Convention Program Committee**

By November 1 of the year prior, each SIG CC identifies one topic strand for its primary affiliation. Ideally, the PDM serves as the SIG's representative. However, if the SIG aligns with a topic strand outside the PDM's expertise, the CC may identify a different representative. This individual will represent the SIG on the TC and is responsible for following TC and CE guidelines. In addition, the SIG representative will ensure that the SIG's ticketed session and other invited session are submitted by the deadline(s).

For more information, see [Appendix F: SIG Participation on Annual Convention Program Committee](#).

### **Speaker Incentives**

Each SIG has \$2,000 and four registration waivers that can be given to their invited speakers.

TCs and SIGs may allocate these resources separately or pool them as the TCs/SIGs see fit.

Decisions regarding the distribution of Convention incentives should be discussed with the respective Ex Officio, the SIG Director, and Convention and Meeting staff.

### **Financial Support**

Any funds remaining from the allocated \$2,000 may **not** be used to purchase additional registration waivers;<sup>33</sup> these funds were specifically appropriated to invited speakers.

ASHA Members or individuals eligible to be ASHA Members may **not** receive financial support of any kind (stipend, honorarium, etc.). They are eligible to receive registration waivers (see the [next section](#)). Students who are NSSLHA Members or who are NSSLHA eligible fall under the "Member" category and, therefore, are not eligible for financial support. Students in different professions/fields (e.g., social work, psychology) are considered nonmembers, so they would be eligible for financial support.

### **Registration Waivers**

Registration waivers are to be used **only** for ASHA Members (or for individuals eligible to be ASHA Members) who are invited presenters. This includes NSSLHA Members or NSSLHA-eligible individuals.

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<sup>33</sup> A SIG may use the discretionary \$1,640 to "purchase" additional Convention registration waivers. However, this would result in less money for other discretionary uses.



If an invited presenter is **not** an ASHA Member and is not eligible for ASHA membership, there is no registration cost. This complimentary registration does not come from the registration waiver allotment given to the TC or SIG.

**Everyone must register for Convention.** Invited presenters will receive a specific email with instructions on how to register and what specific code to use. A current email address must be provided for each presenter.

## **Awards**

No awards can be given by the SIGs unless approved via standard operating procedures (i.e., recognized through the Committee on Honors [CoH]). Instead, the SIGs should encourage Affiliates to submit nominations for existing [ASHA awards](#). Recommendations for other awards may be made through CoH and must be approved by the BOD through resolution.

## **Conferences**

To capitalize on the expertise of the SIGs, ASHA will rely on the SIGs as a primary resource for identifying content experts for ASHA-sponsored conferences (i.e., ASHA Connect) and other types of educational programming. The SIGs support the planning of ASHA-sponsored conferences and workshops relevant to their respective focus area(s) but do not provide financial support to these activities. They promote these events to their Affiliates, who are eligible to attend and earn any ASHA CEUs offered. ASHA-sponsored conference registration discounts are offered to SIG Affiliates through an early registration period.

## **Giveaways**

Giveaways must be approved by ASHA's CEO and purchased through the SIG Program Coordinator per the established guidelines.

For more information, see [Appendix M: Purchasing Guidelines for SIG Giveaways](#).



## Funding

Each year, the SIG Director will work with the SIG Coordinator and Ex Officio to determine funds needed for the planned activities of the following year. These activities must fall within the minimum and maximum criteria for SIGs and/or are official activities that support the *ASHA Strategic Plan*. Funds for activities that do not fall within the official activities must be approved and included in the budget. The Association will provide each SIG with operating funds needed to conduct its approved activities.

Proposed SIG worksheets include the following categories:

- Face-to-face meeting (or other real-time meeting)
- *Perspectives* publications
- Conference calls and online meetings (for the CC and subcommittees)
- Communications (mailings, promotions, etc.)
- Convention sessions
  - \$2,000 to cover both ticketed and invited session stipends<sup>34</sup> to presenters
  - Up to four Convention registration waivers for ticketed and other invited session speakers
- Nominations and elections
- Special requests, including \$1,640 that can be used for giveaways, ASHA store gift certificates, registrations for ASHA-sponsored events, and so forth. These funds cannot be used for contributions to the ASHFoundation<sup>35</sup> or to other charitable organizations or for travel to ASHA-sponsored events.

Like other committees and boards, the SIGs do not carry over net assets.

For more information, see [Appendix N: Sample Funding Worksheet](#).

## Grants

The SIGs cannot give grants unless approved via standard ASHA operating procedures.

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<sup>34</sup> Only nonmembers are eligible to receive a stipend. ASHA Members are eligible to receive a complimentary Convention registration; they may not be reimbursed for travel or personal expenses incurred for meetings held in connection with the annual ASHA Convention (LC 44-91).

<sup>35</sup> Because the Association makes an annual contribution to the ASHFoundation, the SIGs do not make individual contributions. If financial circumstances allow, and if there is a need to provide additional funding as it relates to the SIGs program or to an individual SIG, a request can be made to the BOD for consideration.

## Adding, Revising, and Dissolving a SIG

**NOTE:** There is a [temporary pause](#) on the formation of new SIGs, through at least 2023, while ASHA's Board of Directors and other key stakeholders review the program to ensure the objectives, benefits, and offerings are optimizing member value and will be sustainable.

### Forming a New SIG

A new SIG may be formed with the submission of a formal proposal to the BSIGC. The proposal must include a cover letter explaining the need/rationale for the new SIG, a petition signed by no fewer than 150 members of the Association, a plan for meeting the minimum criteria for operating and maintaining a SIG, and a description of those individuals available to fulfill the leadership requirements of the proposed new SIG. The BSIGC reviews the proposal and makes its recommendation to the ASHA BOD.

For more information, review the [proposal requirements and review process](#).

### Revising a SIG/Merging SIGs

Current SIGs can be revised or merged based on response to the submission of a formal proposal to the BSIGC. The proposal must include a cover letter, petition, plan for meeting minimum criteria, and a description of the leadership pool as set forth under the previous section of this document ("Forming a New SIG"). In addition, the proposal must be approved by a majority of that SIG's responding Affiliates or, for a merger, by a majority of the responding Affiliates of all SIGs concerned.

A SIG may merge with another SIG if the proposing party can demonstrate that such a merger can properly meet Affiliates' needs and interests.

The review process, including timelines, is the same as that prescribed for creating a new SIG. However, once a modification is initiated, it must be ready for submission to the BSIGC and the BOD within 1 calendar year.

For more information, review the [submission and review process](#).

### Probationary Status

Annually, each SIG Coordinating Committee must ensure that the SIG is meeting the minimum [required activities of a SIG](#); at the end of the calendar year, any SIG that fails to meet the minimum criteria will be placed on probation. Once probation begins, the SIG has a maximum of 12 months to demonstrate compliance.

Within one month of being placed on probation, the SIG CC must submit a plan of action (POA), detailing measurable goals (e.g., developing processes) and timelines, to the BSIGC Chair and BOD liaisons. The SIG must provide quarterly updates to the BSIGC Chair and BOD liaisons documenting activities and outcomes to remedy the situation. By the end of the probationary period, the SIG must submit a final report outlining how the deficiency(ies) has/have been remediated; at that time, the SIG can request to be removed from probationary status.

SIGs who have met the goals defined in the POA within the 12 month period will be removed from probation; SIGs who have failed to reach compliance will be subject to dissolution (see Dissolving a SIG below).

## **Dissolving a SIG**

SIGs that are not meeting requirements for SIG status are automatically put on probation and must demonstrate compliance within a 12 month period. Failure to address deficiencies during that time shall result in dissolution of the SIG.

The process of dissolving a SIG begins with the submission of a proposal to the BSIGC—specifically, one that includes a resolution reflecting the recommendation to dissolve—by the BOD, BSIGC, or a majority of the SIG's Affiliates. The review process, including timelines, is the same as that prescribed for creating a new SIG; the BSIGC reviews the proposal and makes its recommendation to the ASHA BOD.

A SIG can exercise its right for reconsideration and can appeal the BOD's decision to dissolve the SIG. If a SIG chooses to pursue the appeal, it must provide—within 30 days of notification—written documentation to justify why dissolution should be rescinded.

For more information, review the [dissolution criteria and reconsideration process](#).

## Appendixes

Appendix A.	Staff Position Descriptions	45
Appendix B.	SIG–National Office Collaboration Model	50
Appendix C.	SIG Work Plan and Annual Report Template	54
Appendix D.	Program Review Process for SIGs	60
Appendix E.	BSIGC Chair Appointment Process	62
Appendix F.	SIG Participation on Annual Convention Program Committee	65
Appendix G.	SIG Nomination and Election Process	67
Appendix H.	SIG Appointment Process	70
Appendix I.	ASHA SIG Coordinating Committee Personnel Guidelines	72
Appendix J.	Additional Resources	76
Appendix K.	<i>Perspectives</i> Planning Process	77
Appendix L.	Staff Contacts	80
Appendix M.	Purchasing Guidelines for SIG Giveaways	82
Appendix N.	Sample Funding Worksheet	83

Appendix A.           **Staff Position Descriptions**

**SIG Ex Officios**

These positions work within the National Office unit that most closely aligns with the topic of their designated Special Interest Group(s) [SIG(s); e.g., Clinical Issues, International Programs, Audiology] to help infuse and integrate the work of the SIGs into the work of the Association. Responsibilities include the following:

- Facilitate the work of the SIG to ensure adherence to Association policies and procedures
- Ensure that the SIG satisfies minimum operational expectations
- Ensure SIG input to ASHA activities and programs
- Serve as first point of contact for Coordinating Committee (CC) requests (e.g., email blasts, online chats, etc.)
- Serve as a staff resource on the SIG Affiliate discussion group on the Online ASHA Community
- Review *Perspectives* content to ensure ASHA policies and resources are reviewed, noted and referenced as needed, as well as to provide subject matter expertise as appropriate
- Identify, in collaboration with the CC, dates and agenda items for CC meetings and conference calls
- Share possible budget needs with the SIG Director

**SIG Director**

This position reports to the Chief Staff Officer for Speech-Language Pathology. Responsibilities include the following:

- Serve as Ex Officio to the Board of Special Interest Group Coordinators (BSIGC)
- Orient Coordinators and new CC members
- Oversee the operations of the SIGs program, including the following:
  - Facilitate/monitor the initiatives/activities of SIG CCs and subcommittees to ensure conformity to Association policies and procedures
  - Monitor the production of SIG publications and the development and maintenance of online content
  - Oversee (prepare and maintain) SIG budgets
- Advise, liaise, and direct work groups of professional and support staff in the execution of projects related to SIGs

### **SIG Program Coordinators**

There are two of these positions reporting to the SIG Director. Shared responsibilities include the following:

- Manage the SIG CC nominations and elections
- Maintain SIG committee and subcommittee data
- Provide technical support for SIG-related queries (e.g., volunteer resources, affiliate benefits)
- Coordinate SIG promotional and administrative/logistical support for ASHA events (e.g., flyers, giveaways, announcements)
- Maintain and update the online *SIG Leadership Handbook and Operational Guidelines*
- Provide administrative and logistical support for SIG-related meetings, conference calls, and online activities
- Support and manage workflow
- Develop and maintain project management systems
- Provide technical support
- Monitor and respond to member and staff questions
- Develop and maintain SIG webpages

### **Director of Serial Publications and Editorial Services**

This position reports to the Chief Staff Officer for Science and Research. Responsibilities include the following:

- Provide strategic direction for the continued development of *Perspectives* as part of the ASHA Journals portfolio
- Calibrate with *Perspectives* editors-in-chief and the Journals Board for oversight of the editorial and peer review processes
- Address programmatic and operational policies and procedures
- Conduct or coordinate education and training of volunteer leaders on matters related to *Perspectives*
- Ensure that editorial board recruitment and oversight proceeds according to schedule and that budget utilization is compliant with Association policies

### **Director of Operations and Product Management**

This position reports to the Director of Serial Publications and Editorial Services. Responsibilities include the following:

- Oversee the production and publication of *Perspectives*
- Manage subscription outreach and renewals
- Coordinate publishing platform feature development
- Handle rights and permissions issues

### **Content Production Manager**

This position reports to the Director of Operations and Product Management. Responsibilities include the following:

- Ensure the effective functioning of the production system and handle adjustments to technical specifications for online file handling
- Handle publishing platform testing and configuration specifications
- Monitor production times and oversee quality control by production vendors

### **Production Editor**

This position reports to the Director of Operations and Product Management. Responsibilities include the following:

- Prepare and submit content to the production vendor
- Work with SIG authors and editors on production matters and the composition of bimonthly issues of *Perspectives*
- Coordinate with ASHA Professional Development on the timing of registration and release of exercises as articles/issues are published

### **Director of Content Development**

This position reports to the Director of Serial Publications and Editorial Services. Responsibilities include the following:

- Ensure the effective operation of key systems related to the intake and processing of manuscript submissions for *Perspectives*
- Work with editors-in-chief and editors to cultivate forums and other content according to program strategic direction and SIG work plans
- Guide and contribute to the development of author and editor resources on policies and other informational needs
- Oversee the curation and promotion of published articles

### **Content Curation and Promotion Manager**

This position reports to the Director of Content Development. Responsibilities include the following:

- Handle webpage creation and updates on the ASHAWire platform
- Develop and maintain ASHA Journals Academy resources, including the *Context* blog
- Create and maintain resources featuring volunteer service, such as editorial board rosters
- Develop special collections and multimedia assets that foster greater visibility of *Perspectives* content and the journal overall



### **Content Development Specialist**

This position reports to the Director of Content Development. Responsibilities include the following:

- Coordinate with volunteers on a variety of matters related to content planning and professional development materials generation
- Develop communications and resources that support ongoing feature development and awareness of any changes in policies and procedures related to publishing *Perspectives*
- Post articles and other resources on social media accounts to support engagement with and usage of *Perspectives*
- Work with SIG Editors, Professional Development Managers, and ASHA Continuing Education (CE) Content Managers to resolve editorial issues related to *Perspectives* content
- Submit *Perspectives* CE materials to ASHA Professional Development

### **Manager, Editorial Boards and Peer Review**

This position reports to the Director of Serial Publications and Editorial Services. Responsibilities include the following:

- Guide Editors and Editors-in-Chief through the annual Editorial Board recruitment process
- Train and orient new Editors and Editors-in-Chief
- Update and maintain editorial board information in databases and on the ASHAWire roster pages
- Update and maintain roles and permissions for editors and reviewers in Editorial Manager
- Evaluate and manage system configurations and reporting in Editorial Manager
- Handle escalated complaints and disputes that arise during the course of peer review for all ASHA Journals
- Oversee Origin Editorial staff, the contracted peer review vendor

### **Administrative Assistant**

This position reports to the Director of Serial Publications and Editorial Services. Responsibilities include the following:

- Provision of onboarding documents for editors and editorial board members
- Maintenance and enhancement of tools providing volunteer oversight of key operations and data
- Content inventory updating
- Travel request and reimbursement request processing
- Expense processing and tracking

## **Director, Digital Product Management and Digital Product Manager**

These positions report to the Director of Digital Communications and Director, Digital Product Management, respectively. Responsibilities include the following:

- Work with staff site administrators to assist them with site setup and training for users
- Develop and maintain basic training materials that can be referred to by site users
- Facilitate online collaboration for volunteers and SIG affiliates ([Online ASHA Community](#))
- Facilitate live online events
- Manage and facilitate ASHA's use of web conferencing (e.g., Zoom, Skype)

Appendix B.           **SIG–National Office Collaboration Model**

**SIG-National Office Collaboration  
Model Process  
Conference Call  
Friday, October 7, 2011<sup>36</sup>**

**Participants/Collaboration Team:** Janet Patterson (chair, B SIGC); Lynne Hewitt (coordinator, SIG 1); Edie Hapner (coordinator, SIG 3); Bobbi Aungst (coordinator, SIG 8); Janet Deppe (director, State Advocacy); Deborah Dixon (director, Schools Services); Anne Oyler (associate director, Audiology Professional Practices); Diane Paul (director, Clinical Issues in SLP); Neela Swanson (information coordinator, Health Care Finance); Kerry Chmielenski (associate director, SIG); Carmen Santana (administrative assistant, SIG); Michelle Ferketic (director, SIG Program)

**Purpose:** To develop a process and guidelines for volunteer leaders and staff to use to enhance collaboration between Special Interest Group volunteer leaders and affiliates and National Office staff

**Background:** The 2010 Task Force on Special Interest Divisions Structure, Programs, and Operations Report stated that the Special Interest Groups (formerly Special Interest Divisions) program is integral to and integrated within ASHA.

This mandate, coupled with increasing staff appreciation for the wealth of expertise and experience of the Special Interest Group (SIG) volunteer leaders and affiliates, has resulted in a rise in the number and types of requests for SIG input and/or participation in Association initiatives. Consequently, Coordinating Committees have expressed concern about their ability to satisfy the myriad requests to provide subject matter expertise.

Timeliness of requests has been an issue in some cases when staff must respond quickly to requests from or actions by outside agencies. In other cases, timeliness of responses has been a problem. For example, staff may request input too close to a deadline or a SIG may fail to honor a commitment. On occasion, disagreement among SIG leaders and affiliates has complicated the process (e.g., review of brochure copy).

To address such issues and better support the mandate to involve SIG leaders and affiliates in ASHA's work, staff and SIG representatives have formed a team—with participants representing the Board of Special Interest Group Coordinators and National Office staff—to develop a model of collaboration.

On Friday, October 7, 2011, the collaboration team held a conference call.

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<sup>36</sup> With minor editorial changes made on 2/1/2013 and 1/28/2019.

**Outcome of the Call:** After a period of discussion, participants identified two key dimensions that need to be considered with each request: type of request and type of input required.

**I. Categories of Activities/Requests:** Requests for input or action fall into two categories:

1. Standard/annual cyclical activities, such as
  - a. calls for
    1. input to Governmental Relations and Public Policy Agenda
    2. systematic review topics
  - b. suggestions for Health Care and Schools conference topics and presenters
  - c. peer review

To assist with annual program planning, staff developed a **master calendar** of SIG- and ASHA-related activities (attached). The calendar provides a general schedule of Association- and SIG-wide activities (e.g., call for nominations for BOD and SIGs) and may be used by Coordinating Committee members to develop their respective SIG work plans each year. Coordinating Committees identify—and incorporate in the calendar—routine activities (e.g., call for SIG and BOD nominations) that warrant or require SIG input.

2. Non-standard activities, such as
  - a. review of regulatory language
  - b. assistance with committee work (e.g., HCEC CPT coding, survey codes)
  - c. developing web resources

**II. Categories of Input/Review:** Participants identified three types of input/review that, singly or in combination, may be required for any given request:

1. Coordinating Committee
2. experts in topic
3. all affiliates

**III. Involving Affiliates:** Coordinating Committees are responsible for planning and coordinating the activities of their respective SIGs, including prioritizing initiatives and organizing affiliates. However, this obligation does not require that Coordinating Committee members personally complete all tasks and activities. Rather, the Coordinating Committee oversees the work and may invite participation by—and delegate duties to—other affiliates.

There are two primary ways in which affiliates may become engaged *by the Coordinating Committee* in the work of the SIG:

**A. Coordinating Committee \_ Project Team (CCPT):** A CCPT is created to work on a specific, time-limited task or project (e.g., review an ASHA product).

For example, although a Coordinating Committee may choose to carry out a program/activity as a group or through individual members, the committee may invite affiliates to work on a Coordinating Committee (name of initiative) project team (CC\_PT).

Note: Coordinating Committees may be asked to identify affiliates to serve on an **ASHA Member Advisory Group (MAGs)**. A MAG, made up of SIG affiliates and other ASHA members, assists staff with an ASHA initiative (e.g., review of CPT codes).

CC\_PT and MAGs are ad hoc groups and are dissolved at the completion of the tasks. Unless stated otherwise, a CC\_PT or MAG comprises no more than five individuals.

**B. Individual Affiliates:** There may be activities that require the help of only one or two affiliates (e.g., identify affiliates in a state to serve on a speakers' bureau).

**IV. Matrix:**

Because of the multi-dimensionality of each request (i.e., no one process could be used for all requests), the collaboration team identified a matrix for addressing requests for SIG input.

Activity/Request	Examples	Input/Review	Responsible Party
Routine call for input that does not relate to the SIG	<ul style="list-style-type: none"> <li>• Peer review for non-SIG related documents</li> <li>• Call for Board of Directors nominations</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliates</li> </ul>	<ul style="list-style-type: none"> <li>• Ex officio or other staff member posts “call” to the SIG’s online community.</li> <li>• Coordinator or other Coordinating Committee member follows with a message encouraging affiliates to follow-up.</li> <li>• Please note that, although these types of calls are seemingly benign, they are opportunities to encourage SIG affiliates (to run for office) and share specific concerns of affiliates as they relate to the document.</li> </ul>
Routine call for input that relates to the SIG.	<ul style="list-style-type: none"> <li>• Documents that address topics related to the SIG (e.g., language, voice)</li> <li>• Call for professional development topics</li> <li>• Requests for mentors</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating Committee(s)</li> <li>• Affiliates</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating Committee reviews and comments accordingly.</li> <li>• The Coordinating Committee may identify an ad hoc Coordinating Committee advisory group to assist with the task.</li> <li>• Coordinating Committee shares its concerns with affiliates via online community and encourages affiliates to respond as well.</li> </ul>

Activity/Request	Examples	Input/Review	Responsible Party
Unique requests that require expert input	<ul style="list-style-type: none"> <li>• Reimbursement for videostrob</li> <li>• Web resources</li> <li>• Regulatory language<sup>37</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Experts within SIG</li> </ul>	<ul style="list-style-type: none"> <li>• Experts, identified by the Coordinating Committee and ex officio, provide input or participate on member advisory committee (a Coordinating Committee liaison is identified, along with the ex officio, to ensure the work is completed in a timely manner).</li> <li>• There may be times when staff have been working with an individual on a project. The staff person/ex officio would inform the Coordinating Committee of the individual's involvement.</li> <li>• For brochures or other written materials, draft copies are shared with the Coordinating Committee to ensure agreement.</li> </ul>
Unique requests that require Coordinating Committee input	<ul style="list-style-type: none"> <li>• Brochure on pediatric swallowing disorders**</li> <li>• Regulatory language*</li> <li>• ASHA product review</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating Committee is responsible. However, to assist with multiple requests, the Coordinating Committee may identify an ad hoc Coordinating Committee project team (three to five affiliates) to assist with these requests.</li> </ul>

**V. Summary:** The Board of Directors intends that the SIGs program and activities are infused and integrated into the work of the Association. It is the responsibility of the SIG volunteer leaders and National Office staff to

1. identify opportunities for collaboration and
2. develop processes to work together—efficiently and effectively.

Doing so provides increased opportunities to involve more SIG affiliates (i.e., ASHA members) in the work of the SIG and the Association, consequently increasing the active involvement of members.

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<sup>37</sup> Some requests could be listed under multiple categories.

Appendix C. **SIG Work Plan and Annual Report Template**

**SIG: # - (Name)**

**DATE OF PLAN:**

**DATE OF REPORT:**

**RUN** (required activities)

GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goal Met) Comments	Strategic Objective Alignment
1. Maintain Coordinating Committee (CC) comprised of no less than six and no more than seven elected and appointed members.  <b>Responsibility of: CC</b>  a. Coordinator: term: b. Associate Coordinator: term: c. <i>Perspectives</i> Editor: term: d. Professional Development Manager: term: e. Member-at-large: term: f. Member-at-large: term: g. ASHA National Office Ex Officio:		
2. Publish <i>Perspectives</i> – no less than one CE activity per year with self-study questions.  <b>Responsibility of:</b> <i>Perspectives</i> Editor, Professional Development Manager (PDM) (self-study) with CC		SO # 2
3. Maintain an online community and affiliate engagement.  <b>Responsibility of: CC</b>		SO # 2, 5, 6, 7



GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goal Met) Comments	Strategic Objective Alignment
4. Contribute to ASHA Convention programming: one ticketed and one 1-hour Invited Session.  <b>Responsibility of:</b> PDM (with CC) <ul style="list-style-type: none"> <li>a. Topic strand alignment:</li> <li>b. Develop ticketed session (title/presenter(s):</li> <li>c. Develop 1-hr session: (title/presenter(s):</li> <li>d. Other:</li> </ul>		SO # 1, 2, 3, 4, 5, 6, 7, 8
5. Hold regular face-to-face or interactive real-time meetings: At least one CC meeting at the National Office during the year.  <b>Responsibility of:</b> Coordinator with Ex Officio <ul style="list-style-type: none"> <li>a. Meeting dates/location:</li> <li>b. Other face-to-face/real-time meeting:</li> <li>c. Other CC communication:</li> </ul>		SO # 3, 5, 6
6. Maintain standing committees for <i>Perspectives</i> and professional development content.  <b>Responsibility of:</b> <i>Perspectives</i> Editor and PDM <ul style="list-style-type: none"> <li>a. Editorial Board:                             <ul style="list-style-type: none"> <li>i. EBM:</li> <li>ii. EBM:</li> <li>iii. EBM:</li> </ul> </li> <li>b. Professional Development Committee:                             <ul style="list-style-type: none"> <li>i. PDC member:</li> <li>ii. PDC member:</li> <li>iii. PDC member:</li> </ul> </li> </ul>		SO # 1, 3, 8

GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goal Met) Comments	Strategic Objective Alignment
7. Hold annual open house/networking meeting. <b>Responsibility of:</b> CC a. Date/time/location: b. Other contact:		SO # 3, 6, 7
8. Review annual budget. <b>Responsibility of:</b> Coordinator, Associate Coordinator, Ex Officio		
9. Participate in BSIGC activities. <b>Responsibility of:</b> Coordinator and Associate Coordinator, other CC members as required		
10. Submit 3-year work plan, aligned with ASHA Strategic Objectives and Envisioned Future with annual report, highlighting up to three major SIG accomplishments. <b>Responsibility of:</b> CC a. Work plan reviewed: b. Work plan submitted: c. Major SIG accomplishments:		

## GROW (expand, revamp, experiment and/or innovate within the SIG or SIG program)

GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goals Met) Comments by Coordinator and/or BSIGC	Strategic Objective Alignment
1. Ensure and/or increase continuity of effective SIG leadership. <b>Responsibility of: CC</b> <b>SUGGESTED ACTIONS:</b> <ol style="list-style-type: none"> <li>a. Annually self-assess fulfillment of SIG responsibilities.</li> <li>b. Develop/maintain on-boarding processes for all elected/appointed CC members</li> <li>c. Develop and review/revise succession plan of SIG leadership</li> <li>d. Develop process for participation in CC elections</li> </ol>		SO # 5, 6, 7
2. Increase SIG membership, engagement, outreach, and visibility (SO #s 5, 6, 7) <b>Responsibility of: CC</b> <b>SUGGESTED ACTIONS:</b> <ol style="list-style-type: none"> <li>a. Develop plan to increase membership/member engagement on Community site.</li> <li>b. Develop plan to increase student involvement and collaboration.</li> </ol>		SO # 5, 6, 7  a. SO # 3, 5, 6, 7 b. SO # 5, 6, 7
3. Increase participation in ASHA-directed, SIG-related activities <b>Responsibility of: CC</b> <b>SUGGESTED ACTIONS:</b> <ol style="list-style-type: none"> <li>a. Elect/nominate SIG representatives to other ASHA Committees, Boards, and related professional organizations (RPOs)</li> <li>b. Increase inter-SIG collaboration in projects of mutual interest</li> </ol>		SO# 2, 3, 5, 7, 8

## TRANSFORM (revolutionary change within the SIG or SIG program)

GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goal Met)  Comments by Coordinator and/or BSIGC	Strategic Objective Alignment
<p>1. Expand role of SIGs in broader ASHA Community including participation and collaboration with other ASHA boards and committees</p> <p><b>Responsibility of:</b> CC</p> <p><b>SUGGESTED ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>a. Encourage/increase affiliate interest/participation in Committee/Board and ASHA BOD volunteer leadership.</li> <li>b. Encourage/increase affiliate participation in ASHA Leadership Development Program.</li> </ul>		SO # 1, 3, 6, 7
<p>2. Expand role/responsibility of SIG and ASHA in national public health and policymaking communities</p> <p><b>Responsibility of:</b> CC</p> <p><b>SUGGESTED ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>a. Participate in Hill Visits as part of any SIG activity taking place at the National Office.</li> <li>b. Identify affiliates as content experts and encourage affiliate participation in advocacy and media activities at state and national levels.</li> </ul>		SO # 1, 2, 4, 5

GOAL	STATUS (NS = Not Started, IP = In Process, GM = Goal Met)  Comments by Coordinator and/or BSIGC	Strategic Objective Alignment
<p>3. Expand roles of SIG, ASHA, professions, disciplines, and members in broader national and international healthcare, policymaking, research and clinical communities</p> <p><b>Responsibility of:</b> CC</p> <p><b>SUGGESTED ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>a. Participate in professional quality reporting and outcomes projects, systematic reviews, document peer reviews, and as content experts as requested by ASHA BOD and/or ASHA Divisions</li> <li>b. Participate in public policy, regulatory and legislative surveys and action as requested by ASHA BOD, ASHA Divisions, and/or responsible Board/Committee</li> </ul>		SO# 2, 3, 4, 5, 7, 8
<p>4. Ensure continuity and future viability of the professions and discipline within the global community</p> <p><b>Responsibility of:</b></p> <p><b>SUGGESTED ACTIVITEIS:</b></p> <ul style="list-style-type: none"> <li>a. Encourage nominations of SIG affiliates for ASHA Awards, Mentoring and Research Education Program projects, ASHF scholarships, awards, and research grants.</li> <li>b. Encourage affiliate participation in CLARC and other mentoring programs, international conferences, and state/national/international service and/or student-involved projects</li> </ul>		SO# 2, 3, 4, 5, 6, 7, 8

Appendix D.           **Program Review Process for SIGs**

**Program Review Process for SIGs**  
**(Revised 06-20-07; reviewed 2010, 2011, 2012<sup>38</sup>, 2019)**

**Introduction**

ASHA's Special Interest Groups (SIGs) are to advance ASHA's mission by engaging members in SIGs that foster the interchange of information among ASHA and NSSLHA members who share common professional interests. Thus, the Board of Special Interest Group Coordinators (BSIGC) has determined that each SIG should be reviewed on an annual basis. Program review can serve to provide an opportunity for SIG self-evaluation and reflection.

The Coordinator of each SIG, in consultation with the SIG's Coordinating Committee, is responsible for submitting an annual report reflecting the SIG's activities and compliance with requisite minima/maxima criteria, BSIGC annual report benchmarks, and SIG Master Calendar requirements. The due date of submission is December 15.

If the previous year's review yielded recommendations for change, evidence of how the change has been incorporated must be included in the report.

The BSIGC Chair and Ex Officio review the annual reports.

**Documents Required for the Program Review Process**

All SIGs are required to submit the SIG's current 3-year Work Plan/Progress Report form to the Chair of the BSIGC as part of the annual review process.

**Annual report.** Each SIG shall submit an annual report that is expected to demonstrate that the SIG has accomplished the following **benchmarks**:

- a. maintained a Coordinating Committee of six to seven members
- b. completed self-assessments by all Coordinating Committee members
- c. participated in the BSIGC meetings
- d. develop new leaders
- e. hold one face-to-face/real-time Coordinating Committee meeting
- f. managed a SIG online community
- g. filed and updated a current work plan
- h. conducted one open house/networking meeting
- i. conducted at least one CE activity, contained within a yearly Issue
- j. published one Issue of *Perspectives*
- k. analyzed *Perspectives* satisfaction survey(s)—included with each CE self-study
- l. contributed to relevant ASHA goals

NOTE: These benchmarks have been included as part of each SIG's Work Plan/Progress Report form.

Using the SIG Work Plan/Progress Report form, the SIG Coordinator and Coordinating Committee should indicate the status of each of the work plan initiatives. In the comment section, the Coordinating Committee can provide any information that may clarify or explain the status of the initiative. Each annual report will be reviewed by the BSIGC program review subcommittee in terms of whether the SIG has or has not met the benchmarks or has exceeded the benchmark.

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<sup>38</sup> With minor editorial changes made 12/1/2014, 9/14/2018, and 9/22/2022.

### **Timeline and Procedures for Program Review**

1. By December 15 of each year, the Coordinating Committee for each SIG must submit an annual report to the BSIGC. One person on the CC is responsible for the submission of the report on behalf of the Coordinating Committee. Timeliness of report submission is critical for the review process.
2. The Program Review Committee will review the SIGs' annual report(s) (i.e., SIG Work Plan/Progress Report form) by February 1 to determine whether all benchmarks were met and the results are sent to the chair of the committee. During the month following submission, the Reviewer/Advocate may contact the person submitting the report to clarify information provided in the annual report. The chair of the committee then forwards a summary of the results to the chair of the BSIGC. All SIGs will be provided feedback as indicated.
3. If a SIG does not meet benchmarks, plans for meeting benchmarks will be developed through collaboration among the SIG's Coordinating Committee and the BSIGC chairperson prior to March 15. Members of the program review committee and ASHA staff may also be involved in this collaboration as needed. A variety of resources could be made available, including conference calls, use of another BSIGC member as an advocate or collaborator, etc.
4. If progress toward meeting benchmarks does not improve after two consecutive annual report reviews, alternative ways to meet the needs of the SIG's affiliates will be explored by the BSIGC.

### **Program Review Committee**

The chair and ex officio of the BSIGC serve as the Program Review Committee to read and evaluate the annual reports submitted by the Coordinating Committees for each SIG.



Appendix E. **BSIGC Chair Appointment Process**

## Overview and General Timeline

In the final year of the current BSIGC Chair’s term, the Committee on Committees (CoC) will appoint an affiliate<sup>39</sup> of one of the SIGs to serve as the next Chair.

### Timeline

The table below outlines the schedule for the BSIGC Chair appointment process.

Timeframe	Activity/Task	Responsible Party
Early spring	Solicit nominations (see <b>Nominee Recruitment</b> below)	BSIGC Ex Officio
	Request information from interested nominees	BSIGC Ex Officio
Early-Mid Spring	Review nominee submissions (see <b>Nomination Submissions and Review</b> below)	BSIGC chair, BOD liaisons, CSO for SLP, and Ex Officio
Mid spring	Select candidate and alternate(s) to be nominated for the position (see <b>Nominee Selection</b> below)	BSIGC Chair and BOD Liaisons
	Submit nominees to the Committee on Committees	BSIGC Ex Officio
	Appoint BSIGC Chair (see <b>Nominee Appointment and Notifications</b> below)	BOD
Late spring	Notify nominees of BOD’s decision	BSIGC Ex Officio
	Accept committee appointment	Candidate/Appointee

### Nominee Recruitment

In early spring, the BSIGC Ex Officio will send messages regarding the vacancy and to request nominations via direct emails to past Coordinators<sup>40</sup> and an announcement on the BSIGC online community. These messages will include information about the BSIGC charge (see [Board of Special Interest Group Coordinators](#) on page 19) and the BSIGC Chair position description (see below).

Individuals can nominate themselves or another qualified and eligible individual.

### Nomination Submissions and Review

Nominees will be asked to submit information about their volunteer experience, vision for the SIGs, and other related questions.

#### *Sample Nominee Questions*

- *Why are you seeking the BSIGC Chair appointment?*
- *Briefly describe your volunteer experiences with ASHA.*

<sup>39</sup> Preferably an immediate (or recent) past Coordinator

<sup>40</sup> Typically those who have served within the last two years

- *Based on your experience as a recent SIG Coordinator and member of the BSIGC, briefly describe your vision for the SIGs and their role in assisting the Association in achieving the Envisioned Future and accomplishing the Strategic Objectives.*

In early-mid spring, the current BSIGC Chair, BOD Liaisons, Ex Officio, and CSO for SLP, will review submissions from the interested individuals (see [Table 1: Sample Comparison Table for BSIGC Chair Candidates](#) below).

**Table 1: Sample Comparison Table for BSIGC Chair Candidates**

	Candidate	Candidate	Candidate
<b>Recent BSIGC Membership</b>			
<b>Volunteer Experience</b>			
<b>Leadership Skills</b>			
<b>Detail and Deadline Orientated</b>			
<b>Manage Sensitive and Confidential Matters</b>			
<b>Ability to Lead Teams and Projects</b>			
<b>Excellent Oral And Written Communication Skills</b>			
<b>Excellent Interpersonal And Team-Facilitation Skills</b>			
<b>Other (e.g., CCC, setting)</b>			
<b>Diversity/SIG represented<sup>41</sup></b>			

**Nominee Selection**

By mid-spring, the current BSIGC Chair, BOD Liaisons, CSP for SLP, and Ex Officio will select nominees for the appointment. The BSIGC Ex Officio will submit the names of the selected individuals to the CoC for consideration. Note: Prior to submitting a name to the CoC, the current BSIGC Chair, BOD Liaisons, CSP for SLP, and/or Ex Officio may contact the prospective appointee to determine interest and availability to serve.

**Nominee Appointment and Notifications**

The BOD will appoint a candidate to the position.

By late spring, the BSIGC Ex Officio will notify all nominees of the BOD’s decision; the BSIGC Chair and BOD Liaisons will be copied on all communications. An email invitation will be sent to the appointed individual; a deadline by which the appointment must be accepted will be provided. If the individual declines the appointment, the alternate identified by the BOD will be contacted via an email invitation about serving in the appointed position.

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<sup>41</sup> Consideration is given to Coordinators from SIGs that have not had previous Coordinators serve as BSIGC Chairs.

## **Position Description**

The Chair is responsible for leading members and directing activities of the BSIGC to ensure that the goals and objectives of the SIGs are met and remain consistent with the Strategic Pathway of the Association (see [Primary Responsibilities](#) on page 20 of this document).

### **Time Commitment:**

Typically, leads two BSIGC meetings:

- One 2-day meeting at the ASHA National Office (if needed and approved).
- One 2-hour to 1-day meeting held on Committee Day at the ASHA Convention (if needed). (All expenses for the National Office face-to-face meeting are paid per ASHA's Volunteer Travel Policy. For the Convention Committee Day meeting, all expenses are expected to be paid by the volunteer.)

Participates in conference calls:

- Twice monthly calls<sup>42</sup> with the BOD Liaisons, SIG Director/BSIGC Ex Officio, and Chief Staff Officer for Speech-Language

### **Qualifications:**

- Volunteer Experience:
  - Immediate (or recent) past Coordinator of a Special Interest Group Coordinating Committee
  - Active participation on the BSIGC when serving as a SIG Coordinator
  - Service on other ASHA committees and boards
  - Work as a volunteer in state professional association or volunteer organization.
- Demonstrated leadership skills (e.g., proactive, decisive, confident, inspiring)
- Detail and deadline oriented
- Able to identify and manage sensitive and confidential matters
- Able to lead projects and work teams to accomplish projects as well as work cooperatively with staff and volunteers
- Excellent oral and written communication skills.
- Excellent interpersonal and team-facilitation skills.

### **Collaborates With**

The Chair works with members of the Board of Special Interest Group Coordinators, BOD liaisons, National Office staff, and other designated individuals (e.g. co-chair of the Convention,) as appropriate.

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<sup>42</sup> Currently, the first and third Monday of each month from 12:30 – 1:30 pm, Eastern Time.

Appendix F. **SIG Participation on Annual Convention Program Committee**

The purpose of this process is to integrate the interests and expertise of the leaders and affiliates of ASHA’s Special Interest Groups (SIGs) into program planning for ASHA’s Annual Convention by ensuring that each SIG has an official representative of its interests on a Convention topic committee of the SIG’s choice.

The table below identifies the timeline and process for identifying and inviting Convention topic strands, committee chairs, and committee members. The steps in bold represent new elements or steps to integrate SIGs into topic committees.

<b>Year Before Convention</b>	
By August 30	Final list of Topics and Topic Chairs given to SIG Coordinators for distribution.
September, date TBD	Program Committee meets at the ASHA National Office. Includes Convention co-chairs and topic chairs.
By September 30	Topic Chairs begin forming committees. Information distributed to all SIGs. <b>SIGs may identify alignment beginning October 1.</b>
<b>By November 1</b>	<b>Each SIG identifies one topic strand for its primary affiliation and designee to represent SIG interests on that topic committee and notifies the relevant topic chair. SIG Professional Development Manager enters alignment designation online.</b>
By December 31	All Topic area committees, including SIG representatives have been identified and logged into Program system. Committees may range in size from 6 to 40 members, depending on the number of papers submitted previously in that strand, and the number anticipated for the target Convention. (See below for more information on SIG representation.)

Primary Affiliation Topics

Each SIG shall designate one topic as its primary affiliation and nominate a SIG affiliate to represent the SIG’s interests on that topic committee. A topic may be the primary affiliation for more than one SIG. A SIG may change its primary affiliation topic from year to year.

Designated SIG Representative

Each SIG will designate its Professional Development Manager or their designee to represent its interests on the primary affiliation topic committee. SIG representatives are to be treated as full and active committee members, operating within the general guidelines and policies of the program committee. They are expected to adhere to all deadlines and assume other responsibilities (e.g., paper review, invited speaker follow-up) as assigned by the topic chair. SIG representatives shall not travel or represent the topic independently, except at the explicit request of the topic chair.

Topic chairs are expected to accept SIG nominations of official representatives. If a topic chair finds that a SIG-nominated individual is not able to participate fully, meet deadlines, or otherwise fulfill his/her responsibilities, the topic chair shall ask the SIG leadership for an alternative nominee.

### Ad Hoc SIG Representation

A SIG's Coordinating Committee is welcome to recommend SIG affiliates to topic chairs to be invited to be a member of any Convention topic committee. Topic chairs are encouraged to consider these recommendations in forming their committees, but are not bound to accept them.

Topic chairs will be provided with a list of SIGs and SIG leaders, and encouraged to look to SIGs as a significant source of subject-matter expertise for topic committee members.

### Budgetary Authority

*SIG Budget.* Each SIG is allocated funds outside the Convention budget to independently develop one ticketed and one invited session. These sessions are independent of topic committee review; however, SIGs are encouraged to work collaboratively with topic chairs to complement rather than duplicate Convention sessions.

*Topic Committee Budget.* The SIG representative to a topic committee may make suggestions to the topic chair for the allocation of committee funds, but all topic committee budget decisions remain with the topic chair.

*Collaborative Budget.* By agreement of a topic chair and a SIG Coordinator, Convention funds and SIG funds may be co-mingled and applied together to meet a shared goal for a specific presenter.

### Guidelines and Review

All SIG activities related to Convention sessions must adhere to the standards, procedures, and rules governing Convention activities (see [convention.asha.org/Presenters/](http://convention.asha.org/Presenters/)). In particular, SIG invited sessions that are not complete by the submission deadline will not be accepted. Also, SIG ticketed sessions are subject to cancellation if minimum enrollment, as determined by the Director of Conventions and Meetings, is not reached.

The procedure for SIG participation on the Annual Convention Program Committee will be reviewed after 2 years by SPEB, the current and previous Convention Co-Chairs, and the SIG Coordinators and revised, if necessary, to ensure that it meets the intent of integrating SIGs' interests and expertise into Convention planning.

Approved by SPEB by email ballot, effective 8/15/2011.<sup>43</sup>

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<sup>43</sup> With minor editorial changes made 2/1/2013, 12/1/2014, 8/20/2018, and 1/30/2020.

## Appendix G. SIG Nomination and Election Process

### Nominations

CC members, with the exception of the Editor and PDM, are elected by a plurality vote of the Affiliates in the respective SIG. SIG Affiliates can nominate themselves<sup>44</sup> or other Affiliates to be potential candidates for positions on a SIG Coordinating Committee. For more information about these volunteer opportunities, including position descriptions and eligibility requirements, see [Coordinating Committees](#) section on page 21 of this document.

Note: Due to the unique needs of each SIG,<sup>45</sup> receiving a nomination does not guarantee that the nominee will be selected for the election slate. Similarly, the number of nominations received does not guarantee the nominee's selection (see the **Nomination Review** and **Slate Selection** sections below).

### Selection Criteria

Prior to the Call for Nominations, each committee determines the criteria that will be used to select candidates for their respective election slates; this includes preferred and/or required elements (skills, demographics, etc.).

### Requirements

To be eligible for consideration, potential candidates for a SIG Coordinating Committee position must be ASHA members in good standing<sup>46</sup> and current Affiliates of the SIG for which they were nominated.

Based on their individual need, a SIG may have additional, specific requirements candidates must meet to be eligible for a position. For instance, if a SIG states they are looking to fill the pediatric position on the committee, nominees who only treat adults would be disqualified. The SIG will provide those additional requirements in any announcements about the vacancy.

### Preferred Skills/Characteristics

The SIG may also indicate preferences related to potential candidates; this information is not used to disqualify nominees, but would be used to determine which nominees become candidates on the election slate. For instance, preference is often given to individuals who have completed a leadership development program, but others who have not participated could still be considered for a position. Information about any preferred characteristics/skills will be provided by the SIG in any announcements about the vacancy.

### Call for Nominations Timeline

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<sup>44</sup> Self-nominations are acceptable and encouraged.

<sup>45</sup> A SIG may have additional requirements for their committees/positions (e.g., SIG X is looking to fill the audiology seat on the committee) and/or preferences (e.g., Preference will be given to nominees who have completed ASHA's Leadership Development program); this information will be shared by the respective committee during the Call for Nominations.

<sup>46</sup> Members in good standing hold a current ASHA membership status and have not had any Ethics violations within the previous five years.

Nominations to fill elected seats on the SIG CC are conducted online in the late winter/early spring of each year and are open for approximately 4 weeks. Once the nomination period has ended, all submissions are processed, and the ASHA membership and SIG affiliation status of all nominators and nominees will be verified to ensure that they are members in good standing<sup>47</sup> and are Affiliates of the respective SIG. All individuals will be notified by ASHA staff of their nomination and will be asked to provide additional information, including a short bio, statement of interest, and lists of SIG and/or other ASHA volunteer activities; nominees who do not complete and submit the requested information by the deadline will not be eligible for slate consideration.

Once closed, the nomination period will not be reopened. In the event, there are not enough nominations to conduct an election, the SIG CC will proceed as follows:

- If no eligible nominations are submitted for a committee during the nomination process, then the position will remain vacant until the following election cycle.
- If only one eligible candidate is nominated, then the nominee will win the position by acclamation.

## **Nomination Review**

The information submitted by the nominees will be provided to the current members<sup>48</sup> of the respective CC for review and selection of the election slate. During their review, the committees will consider a variety of factors, including committee diversity (see the [Composition](#) section on page 21 of this document) and any committee requirements or preferences (see **Selection Criteria** section above).

## **Slate Selection and Nominee Notifications**

From the eligible submissions, the committees will use their selection criteria (see **Selection Criteria** section above) to choose<sup>49</sup> three candidates per vacancy to run in the election.<sup>50</sup> Once the committees have made their decisions, each nominee will receive notification from the ASHA National Office indicating whether or not they have been selected as an election candidate or alternate.

## **Elections**

SIG elections are conducted online in the late spring/early summer and are open for approximately 4–5 weeks. A vendor will manage all aspects of the election once it opens (e.g., provide technical assistance, monitor participation rates, etc.).

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<sup>47</sup> Members in good standing hold a current ASHA membership status and have not had any Ethics violations within the previous five years.

<sup>48</sup> Any current CC members seeking reelection must recuse themselves from these discussions.

<sup>49</sup> Prior to the Call for Nominations, each committee determines the criteria that will be used to select candidates for their respective election slates; this includes preferred and/or required elements (skills, demographics, etc.).

<sup>50</sup> When there are only three eligible nominations received for a vacancy (i.e., no recent ethical violations, affiliate of respective SIG, any SIG-specific requirements indicated during the Call for Nominations), all nominees are to be placed on the ballot. Only when there are fewer than three eligible nominations, is it possible to have fewer than three candidates per position on the ballot.



In the event of a tied vote, a computerized random selection tool will be used to decide between the tied candidates.

### **Election Practices**

Candidates running for positions with the SIGs, should adhere to [ASHA's election practices](#). Questions related to these practices and the SIGs should be directed to the SIG Election Manager ([SIGs@asha.org](mailto:SIGs@asha.org)).

### **Result Notifications and Follow-Up**

Within 2 weeks of polls closing, SIG volunteer leaders will receive and review election feedback, including satisfaction ratings and comments from voters. During that time, ASHA staff will contact all candidates to notify them of the election outcome; the respective Coordinator, Associate Coordinator, and Ex Officio will be copied on the messages to follow up with those individuals. *All candidates should receive follow-up from a member of the CC within 1 week of the initial election result notification.*

**Specific vote counts are not shared unless a written request is submitted to the SIG Election Manager.**

## Appendix H. **SIG Appointment Process**

### **Perspectives Editor**

The *Perspectives* Editor is appointed by the respective *Perspectives* Editor-in-Chief in consultation with the SIG Coordinating Committee. For information about the position and appointment process, refer to the [ASHA Journals Academy](#).

### **Professional Development Manager**

The Professional Development Manager (PDM) is appointed by the respective SIG Coordinating Committee.

### **Succession Planning**

When the PDM position is anticipated to become vacant or has become vacant, the CC composition should be discussed during a CC meeting (face-to-face or conference call). Typically, this should occur at least 1 year prior to the anticipated vacancy in order to allow time for the incoming appointee to shadow the incumbent.

During the meeting, the Coordinator should review the responsibilities of the position with the committee and engage the CC in a discussion to identify required and desired qualifications and/or experiences for the position. These could include, but are not limited to, the following:

- Previous leadership role(s) within the SIG or within ASHA (e.g., service on a SIG committee such as the Editorial Board or the Professional Development Committee, service on another ASHA committee)
- Clinical and/or academic expertise in the area(s) included within the scope of the SIG
- Experience with planning professional development activities at the local, state, or national level
- Previous editorial and/or scholarly publishing experience
- Other volunteerism within the profession at the local, state, or national level

### **Recruiting and Vetting Candidates**

During succession planning, the CC may brainstorm potential candidates for the PDM position based on the identified qualifications and/or experiences for the position (see Succession Planning above), and assign a CC member to engage those candidates in a discussion about the opportunity. In addition, the CC should announce the vacancy to the SIG by posting an announcement to their discussion group on the [Online ASHA Community](#) and ASHA's [Volunteer Opportunities](#) web page. The announcement should include the required/desired qualifications and/or experiences, the appropriate CC contact information for those who would like more information about the position and/or to be considered for it, and the deadline for inquiry.

If more than one candidate has indicated interest in the position, the CC should seek clarification regarding the candidate's qualifications.

The Coordinator—along with the incumbent and Ex Officio—are strongly encouraged to discuss the responsibilities and time commitment of the position with the prospective PDM prior to selecting.

### **Candidate Selection and Follow-Up**

During the next meeting or conference call, the CC should review and discuss the candidates and their qualifications. The CC may want to compare candidates based on required (and desired) qualifications (see [Table 2: Sample Comparison Table for Professional Development Manager](#) below).

Following the discussion, the CC should select the candidate by vote, with the results of the vote being documented in the meeting minutes. To allow anonymity in the voting process, CC members may send his or her vote to the Ex Officio.

Once a decision has been reached, the Coordinator contacts the selected candidate and offers the appointment. Then, the Coordinator (or CC designee) contacts the interested candidates who were not selected for the appointment to inform them of the decision and to attempt to engage them in alternate forms of leadership in the SIG (e.g., subcommittees, etc.). After all interested candidates have been notified, the Coordinator (or designee) posts an announcement to all SIG Affiliates on the Online ASHA Community.

**Table 2: Sample Comparison Table for Professional Development Manager Candidates**

<b>Candidate characteristics</b>	<b>Candidate A</b>	<b>Candidate B</b>	<b>Candidate C</b>
<b>Is a SIG Affiliate</b>			
<b>Has well-developed written and oral skills</b>			
<b>Has broad experience in the topic area</b>			
<b>Has experience serving as or with an ASHA Approved CE Provider or as a CE consultant</b>			
<b>Has ASHA and/or SIG volunteer experience</b>			
<b>Has experience with developing CE courses or with instructional design</b>			
<b>Is computer savvy</b>			
<b>Is detail oriented</b>			
<b>Is deadline oriented</b>			
<b>Can manage multiple and complex projects and tasks</b>			
<b>Can identify and manage sensitive and confidential matters</b>			
<b>Has well-developed interpersonal and team-facilitation skills</b>			
<b>Can lead projects and work teams to accomplish projects</b>			
<b>Works cooperatively with others</b>			
<b>Can commit to the position for 3 years</b>			

## Appendix I. ASHA SIG Coordinating Committee Personnel Guidelines

Each ASHA Special Interest Group Coordinating Committee (CC) consists of one appointed Editor, one appointed Professional Development Manager, and three to four volunteers who have been elected by their colleagues within the SIG to represent their interests. It is expected that a CC member will serve one to two terms of 3 years each, adhere to the Role and Responsibilities of the Committee “Team” Member found in the [ASHA's Committee Toolkit](#) [PDF] and contribute to the successful functioning of the SIG within the ASHA organization. Note: An Editor may only serve one term, though an individual may serve again at a later date if the EIC at that time chooses to appoint that individual to the role.

Prior to election or appointment, potential candidates for a SIG CC should review the roles and responsibilities of a Coordinating Committee member (see [SIG Coordinating Committee Member](#) on page 24 of this document). In addition, potential candidates for SIG Editor should refer to the [ASHA Journals Academy](#) for further information on the editor's duties and qualifications. This information should be included in the initial communication asking if he/she wishes to be a candidate for the Coordinating Committee. Once a new member has been elected, the SIG Coordinator is responsible to inform that member of the expectations unique to that particular SIG and to ensure that he/she understands the workload and assigned responsibilities.

Annually, each CC member should complete a **Coordinating Committee Self-Assessment Form** (see below) to evaluate his or her participation on the committee.

During a Coordinating Committee member's term, situations may arise that prevent him/her from performing designated responsibilities adequately over time. Should such a situation arise, the Coordinator may determine that in the interest of efficient and effective completion of SIG activities, the inability of a committee member to fully participate needs to be addressed directly. Effective January 1, 2019, because the *Perspectives* Editor position is under the purview of the ASHA Journals Board, addressing his or her inability to meet specific requirements of the position lies with that body. As a result, the following guidelines apply to all other CC members:

1. The Coordinator and ex officio should inform and discuss with the BSIGC chair, BOD liaisons, and SIG Director that a CC member is not fulfilling her/his responsibilities.
2. An initial phone call or face-to-face meeting should be arranged by the Coordinator to discuss the situation. The roles and responsibilities list can be used as a reference with the goal of increasing the Coordinating Committee member's awareness of the expectations for participating on the committee. Sensitivity and discretion should be practiced when addressing personal issues.
3. A follow-up phone call or meeting with the Coordinator should take place in a reasonable time frame to determine if the situation has changed and if there has been improvement in the participation of the Coordinating Committee member. If it is decided that sufficient changes have not occurred, the Coordinator should clearly define the expectations and provide reasonable timelines in which the expectations can be met (e.g., participate on all SIG conference calls for the next 3 months).
4. Following the contact described in #2, if changes have not occurred, a third call or meeting should be arranged by the Coordinator to discuss the situation after it has been discussed with the other members of the Coordinating Committee, chair of the Board of Special Interest Group Coordinators, BOD liaisons, and director of the Special Interest Group Program. Depending on the circumstances, the Coordinator should present the Coordinating Committee member with the option of resigning. If circumstances indicate that redefining a plan for completing the required activities would ensure the committee member's full participation, then this option should be raised.

5. If the choice is to ask the Coordinating Committee member to resign or if the member resigns by mutual agreement, a follow-up letter should be written and sent to the member by the Coordinator summarizing the outcome of the discussion and confirming the resignation. Copies should be sent to the BSIGC Chair, BOD Liaisons, ex officio, and SIG Director.
6. In the event the non-participation is by the Coordinator, the case should be handled by the SIG Coordinating Committee members in consultation with the BOD Liaisons and BSIGC Chair.
7. In the event the non-participation is by the Chair of the BSIGC, the case should be handled by the BSIGC Members in consultation with the BOD Liaisons and ASHA President.

All meetings or phone calls concerning the above should be documented. The Coordinator should be in contact with the ASHA ex officio and SIG Program Director at each step.

## COORDINATING COMMITTEE SELF-ASSESSMENT FORM

(to be completed by each Coordinating Committee Member)

Please evaluate your participation on the SIG Coordinating Committee using the following scale.

- 1 - All of the time (81%–100%)
- 2 - The majority of the time (61%–80%)
- 3 - Half the time (41%–60%)
- 4 - Occasionally (21%–40%)
- 5 - Rarely or never (0%–20%)

I participate in Coordinating Committee (CC) and, if needed, Board of SIG Coordinators (BSIGC) meetings.	1	2	3	4	5	Comments:
I participate in open houses/networking meetings.	1	2	3	4	5	Comments:
I participate in SIG and SIG-related conference calls.	1	2	3	4	5	Comments:
I respond by designated time to requests from BSIGC, Director of SIGs, and/or SIG Coordinator.	1	2	3	4	5	Comments:
I complete assigned tasks.	1	2	3	4	5	Comments:
I promote the SIG and the Association in a positive manner.	1	2	3	4	5	Comments:
I work collaboratively with other Coordinating Committee members and staff.	1	2	3	4	5	Comments:
I understand fiscal responsibility of the SIG.	1	2	3	4	5	Comments:

*\*SIGs may add question(s) that are SIG-specific to augment the basic eight questions above.*

(over)

My strengths as a Coordinating Committee Member:

My challenges as a Coordinating Committee Member:

Personal Action Plan:

## Appendix J. Additional Resources

### SIG Resources

- **SIG News** ([www.asha.org/news/sig-news/](http://www.asha.org/news/sig-news/))
- **SIG Calendar** ([www.asha.org/sig/sig-calendar/](http://www.asha.org/sig/sig-calendar/))
- **Perspectives** ([www.asha.org/SIG/Perspectives/](http://www.asha.org/SIG/Perspectives/), [perspectives.pubs.asha.org/](http://perspectives.pubs.asha.org/))
- **SIG CE Opportunities**  
([apps.asha.org/eWeb/OLSDynamicPage.aspx?Webcode=olsresults&cat=CE%20Courses&fmt=SIG%20Perspectives](http://apps.asha.org/eWeb/OLSDynamicPage.aspx?Webcode=olsresults&cat=CE%20Courses&fmt=SIG%20Perspectives))
- **SIG Volunteer Tools (restricted access)**
  - **Board of SIG Coordinators Community** ([bsigc.community.asha.org/home](http://bsigc.community.asha.org/home))
  - **SIG Coordinating Committees HUB** ([sigcchub.community.asha.org/home](http://sigcchub.community.asha.org/home))
    - Links to individual SIG Coordinating Committee sites are available here.
  - **SIG Professional Development Managers Community**  
([community.asha.org/communities/community-home?CommunityKey=ca92efa8-9571-4bfa-a00c-2a00c266f1f3](http://community.asha.org/communities/community-home?CommunityKey=ca92efa8-9571-4bfa-a00c-2a00c266f1f3))

### ASHA Journals Academy

- **Home** ([academy.pubs.asha.org/](http://academy.pubs.asha.org/))
- **Author Resources** ([academy.pubs.asha.org/asha-journals-author-resource-center/](http://academy.pubs.asha.org/asha-journals-author-resource-center/))
- **Editor Resources** ([academy.pubs.asha.org/erc/](http://academy.pubs.asha.org/erc/))
- **Reviewer Resources** ([academy.pubs.asha.org/prep-the-asha-journals-peer-review-excellence-program/](http://academy.pubs.asha.org/prep-the-asha-journals-peer-review-excellence-program/))
- **Opportunities to Get Involved** ([academy.pubs.asha.org/prep-the-asha-journals-peer-review-excellence-program/opportunities-to-get-involved-with-the-asha-journals/](http://academy.pubs.asha.org/prep-the-asha-journals-peer-review-excellence-program/opportunities-to-get-involved-with-the-asha-journals/))

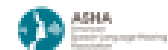
### ASHA Governance Resources

- **Strategic Pathway** ([www.asha.org/About/Strategic-Pathway/](http://www.asha.org/About/Strategic-Pathway/))
- **Bylaws of the Association** ([www.asha.org/policy/BY2017-00347/](http://www.asha.org/policy/BY2017-00347/))
- **Committees, Boards, & Councils** ([www.asha.org/about/governance/committees/](http://www.asha.org/about/governance/committees/))
  - **Committee Toolkit** ([www.asha.org/uploadedFiles/Committee-Toolkit.pdf](http://www.asha.org/uploadedFiles/Committee-Toolkit.pdf))
  - **Legal Responsibilities of Members of Boards of Nonprofit Associations**  
([www.asha.org/uploadedFiles/Legal-Responsibilities.pdf](http://www.asha.org/uploadedFiles/Legal-Responsibilities.pdf))
  - **ASHA Volunteer Resources** ([www.asha.org/About/governance/Become-a-Volunteer/](http://www.asha.org/About/governance/Become-a-Volunteer/))
  - **Committee/Board Chair online orientation**  
([www.asha.org/About/governance/Committee-and-Board-Chair-Online-Orientation/](http://www.asha.org/About/governance/Committee-and-Board-Chair-Online-Orientation/))
  - **Resolutions**
    - **Resolution process** ([www.asha.org/about/governance/Resolution-Process/](http://www.asha.org/about/governance/Resolution-Process/))
    - **Principles for the Preparation of Resolutions**  
([www.asha.org/about/governance/Resolution-Principles/](http://www.asha.org/about/governance/Resolution-Principles/))
    - **Submitting a Resolution** ([www.asha.org/Form/Submit-an-ASHA-Resolution/](http://www.asha.org/Form/Submit-an-ASHA-Resolution/))
- **Ethics** ([www.asha.org/practice/ethics/](http://www.asha.org/practice/ethics/))
- **Practice Policy** ([www.asha.org/policy/](http://www.asha.org/policy/))
- **Practice Portal** ([www.asha.org/practice-portal/](http://www.asha.org/practice-portal/))

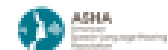
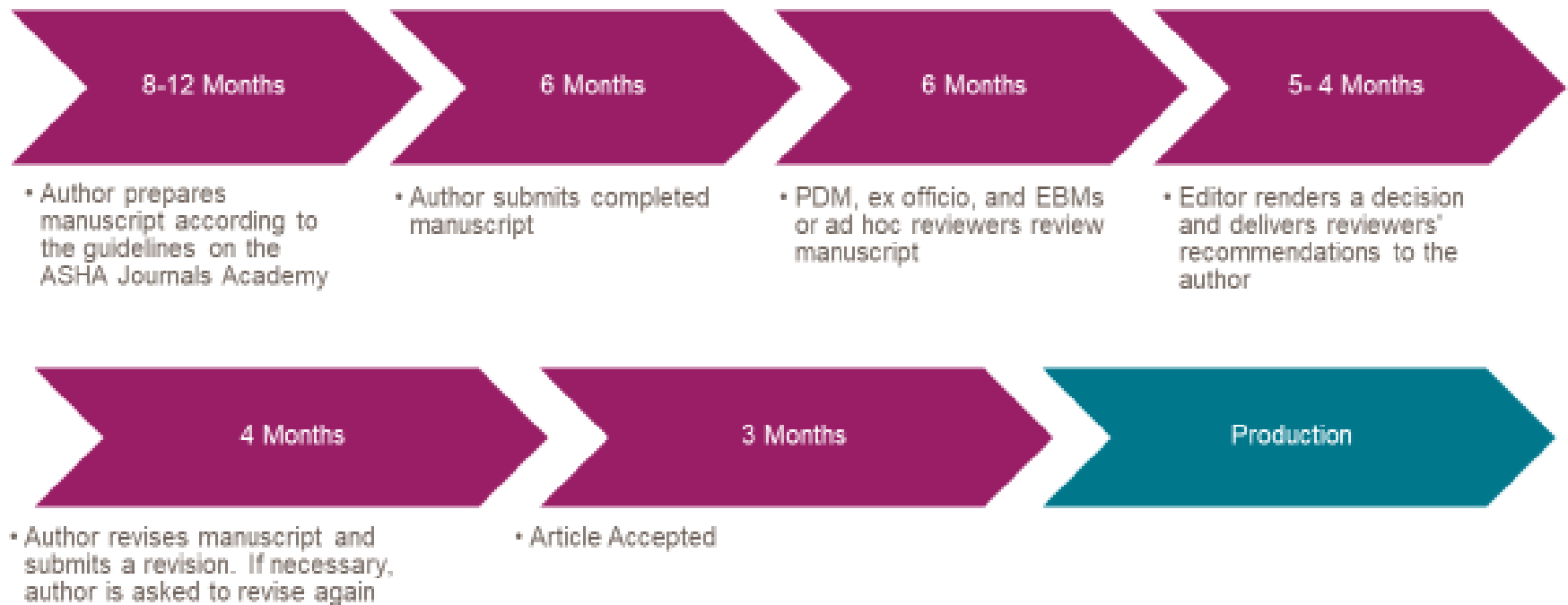


Appendix K. **Perspectives Planning Process**

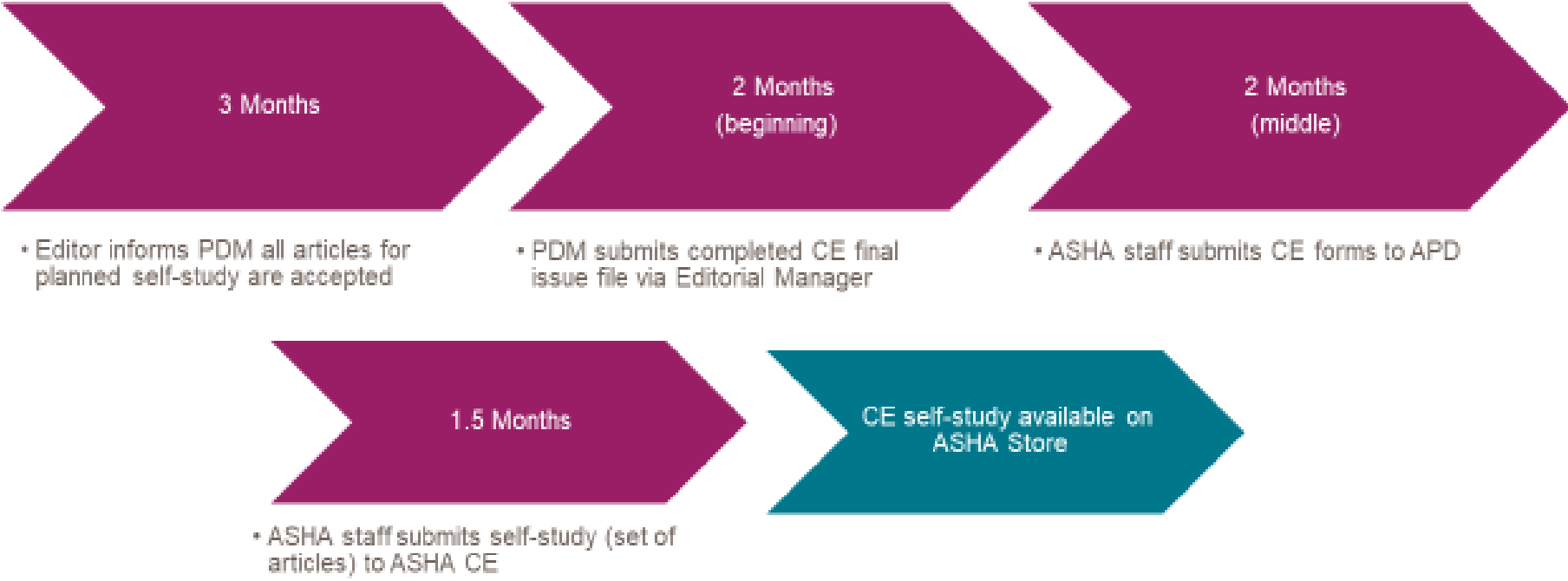
# Content Planning (Templates)



# Publication



# Continuing Education



Appendix L. **Staff Contacts**

	<b>If you have questions about...</b>	<b>Contact...</b>
<b>Perspectives of the ASHA Special Interest Groups</b>	General <i>Perspectives</i> information	<a href="mailto:perspectives@asha.org">perspectives@asha.org</a>
	Submitting an article	<a href="mailto:perspectivesoffice@asha.org">perspectivesoffice@asha.org</a>
	The status of an article in production	<a href="mailto:ashaperspectives@asha.org">ashaperspectives@asha.org</a>
	CE learning assessments	<a href="mailto:perspectives@asha.org">perspectives@asha.org</a>
	Copyright and permissions	<a href="mailto:permissions@asha.org">permissions@asha.org</a>
	<i>Perspectives</i> readership data	Frank Wisswell ( <a href="mailto:fwisswell@asha.org">fwisswell@asha.org</a> )
	<i>Perspectives</i> on social media	Frank Wisswell ( <a href="mailto:fwisswell@asha.org">fwisswell@asha.org</a> )
	Editorial Board changes	<a href="mailto:Editorialboards@asha.org">Editorialboards@asha.org</a>
	Monthly new article alerts	Libby Bauer ( <a href="mailto:lbauer@asha.org">lbauer@asha.org</a> )
	Overall ASHA Journals Program	Mike Cannon ( <a href="mailto:mcannon@asha.org">mcannon@asha.org</a> )
	Board of Special Interest Group Coordinators	Michelle Ferketic ( <a href="mailto:mferketic@asha.org">mferketic@asha.org</a> )
	General SIG information	<a href="mailto:SIGs@asha.org">SIGs@asha.org</a>
<b>SIG-specific information</b>	SIG 1, Language Learning and Education	Stacey Glasgow ( <a href="mailto:sglasgow@asha.org">sglasgow@asha.org</a> )
	SIG 2, Neurogenic Communication Disorders	Brooke Hatfield ( <a href="mailto:bhatfield@asha.org">bhatfield@asha.org</a> )
	SIG 3, Voice and Upper Airway Disorders	Ann-Mari Pierotti ( <a href="mailto:apierotti@asha.org">apierotti@asha.org</a> )
	SIG 4, Fluency and Fluency Disorders	Diane Paul ( <a href="mailto:dpaul@asha.org">dpaul@asha.org</a> )
	SIG 5, Craniofacial and Velopharyngeal Disorders	Ann-Mari Pierotti ( <a href="mailto:apierotti@asha.org">apierotti@asha.org</a> )
	SIG 6, Hearing and Balance Sciences: Research and Clinical Applications	Bria Collins ( <a href="mailto:bcollins@asha.org">bcollins@asha.org</a> )
	SIG 7, Auditory Rehabilitation	Lindsay Creed ( <a href="mailto:lcreed@asha.org">lcreed@asha.org</a> )
	SIG 8, Public Health Audiology	Tricia Ashby ( <a href="mailto:tashby@asha.org">tashby@asha.org</a> )
	SIG 9, Pediatric Hearing and Hearing Disorders	Regina Zappi ( <a href="mailto:rzappi@asha.org">rzappi@asha.org</a> )
	SIG 10, Issues in Higher Education	Loretta Nunez ( <a href="mailto:lnunez@asha.org">lnunez@asha.org</a> ) (interim)
	SIG 11, Administration and Supervision	Judy Blackburn ( <a href="mailto:jblackburn@asha.org">jblackburn@asha.org</a> )
	SIG 12, Augmentative and Alternative Communication	Jaime Van Echo ( <a href="mailto:jvanecho@asha.org">jvanecho@asha.org</a> )
	SIG 13, Swallowing and Swallowing Disorders (Dysphagia)	Stefanie LaManna ( <a href="mailto:slamanna@asha.org">slamanna@asha.org</a> )
	SIG 14, Cultural and Linguistic Diversity	Samantha Moore ( <a href="mailto:smoore@asha.org">smoore@asha.org</a> )
	SIG 15, Gerontology	Inoka Tennakoon ( <a href="mailto:tennakoon@asha.org">tennakoon@asha.org</a> )
	SIG 16, School-Based Issues	Tiffany White ( <a href="mailto:twhite@asha.org">twhite@asha.org</a> )
	SIG 17, Global Issues in Communication Sciences and Related Disorders	Lily Waterston ( <a href="mailto:lwaterston@asha.org">lwaterston@asha.org</a> )
	SIG 18, Telepractice	Brooke Hatfield ( <a href="mailto:bhatfield@asha.org">bhatfield@asha.org</a> )
	SIG 19, Speech Science	Lisa Rai Mabry-Price ( <a href="mailto:lmabry-price@asha.org">lmabry-price@asha.org</a> )

<b>If you have questions about...</b>	<b>Contact...</b>
SIG 20, Counseling	Monica Sampson ( <a href="mailto:msampson@asha.org">msampson@asha.org</a> )

## Appendix M. Purchasing Guidelines for SIG Giveaways

In order to streamline the process, SIGs planning for giveaways must coordinate the purchase through the National Office. Before submitting a request, the following should be taken into consideration.

- **Stock Items**—Check with your SIG Ex Officio to discuss what the SIG already has (stored at the National Office and/or with volunteers) and to determine its eligibility and budget for purchasing.
- **Production time**—This can vary depending on the item, vendor, customization, etc., so requests should be submitted a **minimum of 8 weeks prior to the event** unless otherwise noted by SIG staff.<sup>51</sup>
- **Cost**—Consider varying the cost of its giveaways from year to year (e.g., if pedometers are giveaways one year, consider giving away highlighters the next year).
  - Giveaways will depreciate if members come to expect high-value items each year.
  - The SIG should ensure the item and all related expenses (setup fees, shipping, etc.) are covered in its budget.
- **Competing Giveaways**—Effort should be made to avoid competition with ASHA's corporate sponsors, ASHA, and other SIGs.
  - *Ex. An ASHA corporate sponsor typically provides lanyards at Convention. As a result, no SIG should plan lanyards as a giveaway.*
  - When looking for giveaway ideas, the SIG may want to have alternatives in the event that (a) another group is already providing that item, (b) there will not be enough time to accommodate the request, or (c) the item will exceed the budget.
- **Proofing/Approval**—All giveaways produced on behalf of a SIG must be proofed by ASHA staff before the final order is placed. ***Without prior approval, expenses related to that giveaway may not be reimbursed.***
- **Social Responsibility**—As part of ASHA's commitment to social responsibility, the Purchasing Department maintains a list of preferred vendors who are actively involved in the community.
- **Think Green**—When possible, SIGs should order eco-friendly giveaways (e.g., corn plastic travel mugs, recycled paper notebooks/pads, biodegradable cotton totes, recycled bottle ink pens).

Requests for orders should include the following information:

- **Item description**
- **Vendor name** (This information can help the ASHA's Purchasing Department find the best value at the best price)
- **Item number or link** (Although a different vendor may be chosen, these can be used for reference.)
- **Color(s)** (item and imprint)
- **Imprinting**<sup>52</sup>
  - Text (as it should appear)
  - Graphic(s)
    - ASHA logo<sup>53</sup> (Note: There are specific guidelines for use of the ASHA logo.)
    - Indicate the desire to use the general or SIG-specific logo.
    - If other artwork is being requested, additional production time will be needed for the design and/or approval process.
- **Quantity.** *Please keep in mind the size of the crowd each event usually draws.*
  - *Due to spacing concerns, there are limitations on how much excess (if any) can be stored at the National Office.*
  - ***No food items can be stored at the National Office.***
- **Budget/cost estimate** (as discussed with the SIG Ex Officio)

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<sup>51</sup> Requests for Convention must be submitted by September 1, unless otherwise indicated by staff; requests that require new/customized artwork must be submitted by August 15.

<sup>52</sup> Some items have small imprint spaces, so ASHA-approved modifications to the logo or emblem will be used as needed.

<sup>53</sup> Using ASHA's trademarked signature consistently helps build recognition and a unified expression for ASHA.

Appendix N. Sample Funding Worksheet

**AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION  
 SPECIAL INTEREST GROUP XX  
 WORKSHEET**

Year

Please enter data in the corresponding white spaces

**FACE-TO-FACE MEETING**

GENERAL DATA - (Include travel for public member in this section)

Month of Meeting	
Total Number of People Attending Meeting	7
Total Number of Days Meeting will Run	2

**TRAVEL/8504**

Type of Expense	Incremental Cost		Enter the Total Number of Days Hotel Expenses Needed	Enter the Total Number of Days Meal Expenses Needed (If your meeting will include partial days, reduce the meal budget accordingly)	Total Expense
Airfare	\$550	6			\$3,300
Ground	\$110	6			\$660
Hotel	\$180	6	2		\$2,160
Meals	\$80	7		2	\$1120
Other Probable Meeting Expenses					
<b>TOTAL TRAVEL EXPENSE</b>					<b>\$7,240</b>

**ELECTIONS/8053**

Nominations and Elections	flat fee shared across SIGs.	1,500
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**POSTAGE/8190**

Type of Expense	Enter Cost	Number of affiliates			Total Expense
<i>Communications (Postage, Ad, and/or Telephone)</i>	<i>*cost of stamp</i>				<i>*TBD</i>
<i>Print Materials</i>	\$1,650				\$1,650
<i>SIG exhibit (shared)</i>	\$600				\$600
<b>TOTAL POSTAGE</b>					<i>*TBD</i>

**CONVENTION INVITED SESSIONS/9010**

Type of Expense	Cost	Number of individuals			Total Expense
<i>Stipend</i>	\$2,000				\$2,000
<i>Complimentary registration for Invited Speakers</i>	\$380	4			\$1,520
<b>TOTAL STIPEND</b>					\$3,520

*Stipends are earmarked for invited session speakers who are not ASHA members (and are not eligible for ASHA membership). The purpose of this money is to encourage speakers from outside the professions. It cannot be reappropriated.*



**SPECIAL REQUEST/8150**

Type of Expense	Cost	Number of Individuals			Total Expense
<i>Special Request</i>	\$1,640				\$1,640
<i>Other</i>					\$50
<i>Schools/HCBI/Connect Conference</i>	<i>*early registration rate</i>				<i>*TBD</i>
<i>NSSLHA + SIG Drawing</i>	\$70 <sup>54</sup> each	5 Students <sup>55</sup>			\$350
<b>TOTAL SPECIAL REQUEST</b>					<i>*TBD</i>
<b>Please provide a description of Special Request below:                      (There is space for 170 characters. If more space is needed, please attach a separate file with additional information.)</b>					
Miscellaneous amount, per TF report					

<b>Total</b>	<i>*TBD</i>
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<sup>54</sup> NSSLHA membership (\$60) + SIG affiliation (\$10) = \$70

<sup>55</sup> Students must meet eligibility requirements for the drawing