# **Elections for the PSU Chapter of NSSLHA are quickly arriving!**

**What is NSSLHA?**

**NSSLHA is a pre-professional membership association for**

**students interested in the study of communication sciences and disorders.**

***NSSLHA’s mission is to encourage professional interest among university students in the study of speech and hearing sciences. Additionally, we wish to assist university departments and local organizations interested in speech, hearing, and language behavior and disorders. As NSSLHA members, we are a community, an open and vibrant space where students can greet, gather and grow in our knowledge of speech and hearing sciences.***

**Your 2020-2021 NSSLHA Board:**

President - Katie Klupenger

Vice President - Olivia Kincaid

Secretary - Mariel Pinto

Treasurer - Myra Vazquez

Public Relations - Molly Cohen

Fundraising Chair - Christina Dubicki

Fundraising Committee - Charity Williams & Elyse Crawford

Graduate Liaison - Taylor Allen

Applications for the 2021 election will open soon! Post-baccs, undergraduates, and graduate students are eligible to apply. This is a great opportunity for students to get involved in leadership within the SPHR community:

**We are currently seeking candidates for President, Vice President, Treasurer, Secretary, Public Relations, Peer Mentor Program Coordinator, Community Outreach Chair, Fundraising Co-Chairs, and Graduate Liaison.** (Please note that descriptions of each role are subject to change slightly from year to year, and may vary as a result. For the purposes of this letter, please let the following descriptions serve to inform as a general guideline of duties and responsibilities.)

1. **President**. The President shall be the principal executive officer of the chapter.

The President is accountable to the Executive Board and the direction of the membership and shall supervise and oversee all of the activities of the chapter. It is the duty of

the President to provide, receive input, and execute events throughout the elected year. The

The President is responsible for primary communication with the Chapter Advisor, Speech and Hearing Sciences Department, SALP Advisor and Graduate Liaison. The President shall be

responsible for creating agendas and designing special duties not provided for in the bylaws, including bi-weekly board meetings and monthly member meetings. In cooperation with Public Relations, the President shall update the NSSLHA website on a regular basis. Along with the Vice-President and Secretary, the President shall co-manage the NSSLHA email account.

The President shall be a member of the Executive Board and, when present, shall preside at

all meetings of the Executive Board and all meetings of the membership. The President shall

vote only in the case of a tie in a vote of the general membership. To be eligible to serve as

President, a student must enroll as a National Association Member and be an enrolled student in the SPHR program. The President shall act as event ambassador throughout the year.

2. **Vice President**: The Vice President (VP) shall be a member of the Executive Board

and, in the absence of the President, shall perform the duties of the President. The Vice President is responsible for maintaining attendance records and is in charge of volunteer recruitment and organization. The Vice President shall be in charge of capturing photos at events, updating the NSSLHA page on the Speech and Hearing Department website, updating the group Facebook page, co-managing the NSSLHA email account, as well as creating and uploading National NSSLHA monthly blog posts. To be eligible to serve as VP, a student must enroll as a National Association Member. The Vice President shall act as event ambassador throughout the year.

3. **Secretary**. The Secretary shall be a member of the Executive Board. The

Secretary shall keep the minutes of Executive Board meetings on a shared NSSLHA google doc. The Secretary shall be responsible for keeping OrgSync and the Facebook group membership current, co-managing the NSSLHA email account, as well as creating membership cards and setting aside t-shirts for new members. The secretary shall act as event ambassador throughout the year.

4. **Treasurer**. The Treasurer shall be a member of the Executive Board. The

Treasurer shall have charge of and be responsible for all funds of the chapter and such other

duties as may be assigned by the President or the Executive Board. The Treasurer shall be

responsible for submitting requests for money through SPHR and requesting PSU Room Reservations and food/beverages as authorized by the Executive Board. The Treasurer is in charge of keeping membership donation records. The Treasurer shall act as event ambassador throughout the year.

5. **Public Relations**. Public Relations shall be a member of the Executive Board. Public Relations shall be responsible for the publicity of all Chapter events and shall act as a liaison between the school and the media. Public Relations shall be responsible for all NSSLHA publications and photographing events. Public Relations shall create marketing and publicity materials to advertise and promote NSSLHA events and fundraisers. Public Relations shall keep an annual record of all activities of the Chapter by archiving promotional materials. Public Relations shall act as event ambassador throughout the year.

6. **Fundraising Co-Chairs (2).** The Fundraising Co-Chairs shall be members of the Executive Board, and shall be responsible for working together to fundraise for the NSSLHA Chapter, including scholarships. The Fundraising Co-Chairs shall create fundraising opportunities throughout the year by organizing and facilitating events and other projects. This includes working with the SPHR department for the main fundraiser held in the spring. The Fundraising Co-Chairs shall work with the Executive Board to ambassador NSSLHA events throughout the year and are expected to be present during the spring fundraiser.

7. **Community Outreach Chair.** The Community Outreach Chair shall be a member of the Executive Board, and shall be responsible for maintaining the integrity of our forward-facing image to the community. The Community Outreach Chair shall organize and facilitate projects and events that support the community such as charity walks, donation drives, educational events, etc. The Community Outreach Chair shall work with the Executive Board to ambassador NSSLHA events throughout the year and is expected to be present during the spring fundraiser.

8. **Peer Mentor Program Coordinator.**  The Peer Mentor Program Coordinator shall be a member of the Executive Board and is the primary contact for the program. The Peer Mentor Program Coordinator is responsible for overseeing overall operations of the Peer Mentor Program including coordinating and pairing participants, managing emails and meetings, and facilitating participant interaction.

9. **Graduate Liaison.** The Graduate Liaison shall be a member of the Executive board and shall be an intermediary for students in the Portland State University Speech Pathology Graduate program. The Graduate Liaison shall also act as an advisor to the current board from a graduate student perspective.

*It is recommended the Graduate Liaison is a first year graduate student, as second year students tend to have full schedules with externships.*

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