Volunteer Leadership Handbook
and Operational Guidelines

January 2017

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.
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Overview

Article XIII 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. 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 1991, ASHA disseminated a document titled *A Plan for Special Interest Divisions and Study Sections*, establishing ASHA’s Special Interest Divisions program.

**Development of Special Interest Divisions/Groups and Contributors**

The following is a chronology of events that occurred as ASHA established and modified its Special Interest 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. Glattke.

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:

<table>
<thead>
<tr>
<th>Noma B. Anderson</th>
<th>David P. Kuehn</th>
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<tr>
<td>Louise M. Colodzin</td>
<td>Patricia G. Larkins</td>
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<tr>
<td>Lawrence L. Feth</td>
<td>Nickola W. Nelson</td>
</tr>
<tr>
<td>Rena Glaser</td>
<td>Barbara E. Weinstein</td>
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<tr>
<td>Leslie J. Gonzalez-Rothi</td>
<td>Frank B. Wilson</td>
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<tr>
<td>Hugo H. Gregory</td>
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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\(^1\) 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 reduces the annual fee for NSSLHA Associate Affiliates from $20 to $10 (EB 28-2000).

2006: EB reduces the annual fee 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;
- two representatives from the Financial Planning Board;

\(^1\)This is the origin of what will later become known as the publication Perspectives.
• 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).

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); see section titled “Task Force and Restructuring” below.

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, in which each SIG has one dedicated “Issue.” Each Issue contains one to four “Parts”; each Part comprises an ASHA Continuing Education (CE) activity. This move
also includes the change from an “issue-based” publishing model to one of “continuous publication”.2

2016: BOD approves the name change of Special Interest Group 2 to “Neurogenic Communication Disorders” (BOD 24-2016).

Task Force and Restructuring

In October 2008, the Task Force on Special Interest Divisions Structure, Programs, and Operations was created and was 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. On June 10, 2010, the Task Force on Special Interest Divisions Structure, Programs, and Operations (TF) submitted its report to the ASHA BOD. The BOD discussed the report at its June 2010 and October 2010 meetings. In arriving at its decisions regarding whether and how to implement TF recommendations, 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.

A letter from ASHA Past President Tommie Robinson was sent to all ASHA Members, addressing the ASHA BOD approved resolution based on the TF’s report on Special Interest Division program restructuring and the feedback provided by ASHA Members. The letter includes links to the full Task Force on Special Interest Divisions Structure, Programs, and Operations Report [PDF], summary of recommendations, and frequently asked questions.

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2This model operates on a “first-in, first-out” basis, allowing articles to be published as soon as production is complete, rather than waiting for an issue to fill up before publishing a given article that is otherwise ready to go.
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.

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<th>Membership/Affiliation Category³</th>
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<td>ASHA Members</td>
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<td>ASHA Associates</td>
<td>$ 35</td>
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<tr>
<td>ASHA International Affiliates</td>
<td>$ 35</td>
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<tr>
<td>Students (National NSSLHA Members and ASHA Graduate Student Members⁴)</td>
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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 member publication for 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.

³Benefits will be extended to future ASHA membership categories not identified as deemed appropriate by the BOD.
⁴ASHA 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).
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 exams. The SIGs provide additional CE opportunities, including the SIG-developed Short Courses 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 Affiliates meeting at Convention or at other ASHA conferences.

Discounts
SIG Affiliates are eligible for discounts on select Short Courses 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) can nominate, vote, or hold a position on a SIG CC; ASHA International Affiliates, ASHA Associates, and Students are not eligible.

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5 Nonaffiliates may also access these CE self-study products for a fee that is commensurate with pricing for ASHA scholarly journals.
6 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 renegotiation. The SIG Coordinating Committee (CC) is responsible for ensuring that the SIG operates within these guidelines.

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<td><strong>Publication of CE-Bearing Perspectives</strong></td>
<td>Publish one Issue(^7) per year, containing one CE-bearing Part.(^8)</td>
<td>Publication is limited to four 22,000-word CE-bearing Parts per year, compiling one Issue; any SIG wishing to expand its publication (up to the maximum of four Parts per year) will need to plan and revise its editorial calendar (i.e., the calendar specific to that SIG’s Issue of Perspectives) at least 1–1½ years in advance to ensure that adequate resources are available.</td>
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<td><strong>Electronic Communication</strong></td>
<td>Through the Association, offer the opportunity for Affiliates to participate in a group-only e-mail 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 e-mail blasts shall be conducted in accordance with ASHA policies and procedures.)</td>
<td>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.</td>
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<td><strong>Provide Additional CE-Bearing Activities</strong></td>
<td>Submit a Short Course for the annual ASHA Convention and one additional invited seminar.</td>
<td>In addition to the above, submit a proposal to the SPEB for any additional activities (e.g., development of a webinar, Pre-Convention Workshop, or conference), subject to approval and depending on SPEB and BOD priorities and personnel availability.</td>
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\(^7\)Each SIG has its own Issue of Perspectives.

\(^8\)For CE purposes, published articles are grouped into “Parts.”
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<th>Activity</th>
<th>Minimum:</th>
<th>Maximum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain a SIG Coordinating Committee</td>
<td>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., Perspectives Editor, PDM), and an Ex Officio (staff liaison).</td>
<td>May have a CC comprising seven members: four elected, two appointed, and an Ex Officio.</td>
</tr>
<tr>
<td>Hold Coordinating Committee Meetings</td>
<td>Hold one face-to-face meeting at the National Office or other real-time interactive 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 (e.g., conference calls, web-based 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.)</td>
<td>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.</td>
</tr>
<tr>
<td>Maintain Standing Subcommittees</td>
<td>Maintain (a) an Editorial Review Committee (which reviews Perspectives content) and (b) a Professional Development Committee (which identifies and develops Perspectives content and other CE activities, as appropriate).</td>
<td>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.</td>
</tr>
<tr>
<td>Hold Affiliates Meeting</td>
<td>Hold one annual Affiliates meeting at the ASHA Convention or other conference where it is likely that many SIG Affiliates will be in attendance; if the Affiliates meeting 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 Affiliates meeting can be scheduled if Association support and infrastructure are available (i.e., capacity, format, and technology may vary).</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Minimum:</th>
<th>Maximum:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>SIG Work Plan</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Alignment With the ASHA Strategic Plan</strong></td>
<td>Each SIG CC is responsible for identifying issues to be considered by the Association in its <strong>Strategic Plan</strong> (i.e., ASHA’s Strategic Pathway to Excellence). Once the Association determines its Strategic Objectives, the SIGs are responsible for completing the complementary SIG-specific activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Report of SIG Activities</strong></td>
<td>The SIG Coordinator, in consultation with the CC, must post a complete report of SIG activities by December 31 to the <strong>Work Plan folder</strong> of the <strong>SIG Coordinating Committee HUB</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

**For more information, see the Funding section on page 49 of this document.**

**For more information, see the SIG-Specific Work Plans section on page 17 of this document.**

**For more information, see the SIG Work and ASHA Strategic Planning section on page 17 of this document.**

**For more information, see the Annual Report section on page 18 of this document.**
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 31. 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 SIG 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 Pathway.
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 Pathway 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 (e.g., Council for Clinical Specialty Recognition [CCSR]). (In February 1995, the Board of Division Coordinators (BDC) approved, by motion, that its representative must have served previously or be serving as a Division [SIG] Coordinator).
9. Assume responsibility for Study Sections that may be established.

**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
The CoC shall appoint an Affiliate of one of the SIGs to serve as Chair, preferably an immediate (or recent) 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 for consideration by the CoC, 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.

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

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.

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.

**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.

**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

- overseeing the content and publication of *Perspectives*;
- 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 [SIG Volunteer Organization Chart](#) on page 23 of this document). All volunteer CC positions are elected with the exception of the Editor and the PDM, who are appointed—due to the specific knowledge and skills required of the positions—from the CC or general SIG membership. Although they are appointed positions, the Editor and PDM serve as full voting members 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.
**Figure 1: SIG Volunteer Organization Chart**

**Coordinator**
- Elected to CC by Affiliates
- Elected to Coordinator by other CC members

**Associate Coordinator**
- Elected to CC by Affiliates
- Elected to Associate Coordinator by other CC members

**Perspectives Editor**
- Appointed to 3-year term by CC members, staggered with PDM
- Also sits on the Professional Development Committee

**Professional Development Manager (PDM)**
- May include responsibilities of CE Content Manager
- Appointed to 3-year term by CC members, staggered with Editor
- Also sits on the Editorial Review Committee

**Ex Officio**
- 1–2 elected CC members
- Elected to CC by Affiliates

**Members-at-Large**

**Coordinating Committee (CC)**

**Editorial Review Committee**
- Members include:
  - Editor (Chair)
  - Non-CC members
  - Associate Editor (if identified)
  - PDM and CE Content Manager (if identified)

**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 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\(^9\) of the ASHA Convention in November as part of the orientation and transition process.\(^{10}\)

**Terms**

Coordinators shall serve 3-year terms beginning January 1 of the year following the elections. Should a CC member be elected SIG Coordinator during his or her second or third 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.

Note: CC members are limited to serving two 3-year terms, not to exceed 7 years in total; see the 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.
- 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.

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\(^9\)Committee Day is the Wednesday preceding the annual ASHA Convention.
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.¹⁰

Contribute as an active participant in all face-to-face CC meetings and conference calls; most communication is facilitated by conference calls and e-mail 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 Short Course), 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 SIG Editor, an appointed position, is a full voting member of the SIG CC. This individual serves as the point person for all matters related to Perspectives as a member publication and CE product/activity. As appropriate, the Editor will work with the CC (including the PDM), CE Content Manager (if identified), Associate Editor (if identified), and Editorial Review Committee to do the following:

- Conduct a pilot, if necessary, for the purpose of qualifying the publication to be a CE self-study product
- Ensure that publication timelines are met
- Develop 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 Editorial Review Committee
- Solicit content, and set appropriate deadlines for manuscript submissions
- Inform authors of submission requirements, including editorial style, timelines, copyright and permission requirements, CE question-writing guidelines, and so forth
- Assign reviewers from the Editorial Review Committee to review specific manuscripts for each Issue or Part (at least two reviewers are needed for each manuscript)
- Ensure that CE questions are submitted for each article
- Solicit the PDM’s (or, in some cases, the CE Content Manager’s) review of all content to ensure that learning outcomes, component articles, and CE questions are accurate, timely, written at the graduate level, and align with the Perspectives Part as a CE product/activity

¹⁰Per 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]).
• Negotiate with authors to revise manuscripts and CE questions, as necessary, to address concerns/criticism of the Ex Officio, the PDM, and/or reviewers

• Submit content—including CE files created by the PDM (or, in some cases, the CE Content Manager)—and copyright forms to National Office editorial staff a minimum of 2-3 months before the first day of the activity’s projected publication month.

• Review proofs from National Office staff, collect responses to queries from authors, and submit query answers to National Office staff

• Work with the PDM and National Office staff to resolve any CE participant complaints/questions related to the article and/or exam content

**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 and questions meet ASHA Continuing Education Board (CEB) criteria by carrying out the following tasks:
  o Providing ASHA Professional Development (APD) and National Office Production Editors with information needed to register each Part of the yearly Issue and activity and to develop the online exam
  o Reviewing or assigning review of Perspectives content from a CE perspective to ensure that learning outcomes, component articles, and CE questions are accurate, timely, written at the graduate level, and align with the Part as a CE product/activity
  o Reviewing or assigning review of CE questions to ensure that content and format (e.g., word count, learning outcomes) are appropriate and meet CE guidelines and standards
  o Compiling or assigning the creation of exam and Issue files and submitting them to the Editor and/or National Office Perspectives Production Editor by predetermined deadlines to ensure that publication of the CE questions and the CE activity occur simultaneously
  o 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 or questions related to exam questions/content
  o Sitting on the SIG’s Editorial Review Committee

Serving as the official SIG point person for SIG-sponsored invited Convention sessions (see Appendix E: SIG Participation on Annual Convention Program Committee) by carrying out the following tasks:

  o Conveying the SIG’s declared alignment to a specific topic by the published deadline (generally, by December 1 of the year prior)
o Per consensus of the CC, either serving as or designating another person to serve as the official SIG representative\(^{11}\) to the Convention TC to which the SIG has aligned for the year—and to do so by published deadlines (generally, by December 1 of the year prior)
o 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.

**Terms of Office**

All CC members serve 3-year terms. They may be reelected or reappointed for and serve consecutive terms, but terms may not be more than two consecutive 3-year terms. Under special circumstances, it may be necessary to extend a term of office by 1 year 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.

When more than two vacancies occur in 1 year, the term of office of a current member 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.

**Eligibility**

Serving on a SIG CC is reserved for ASHA Members in good standing (no current ethical violations, current ASHA membership, and current affiliation with their respective SIG) who have selected membership in that SIG. Only ASHA Members are eligible to nominate, vote, and hold office; International Affiliates, ASHA Associates, and Students are not eligible.

Note: ASHA Members who join SIGs as doctoral students fall under the “Student” category but are eligible to nominate, vote, and hold office.

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.

**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

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\(^{11}\)The official SIG representative serves as a full member of the given Topic Committee, participating in the review of proposals as well as representing and conveying the SIG’s interests in Convention discussions; this individual is also responsible for entering all invited session information into the Call for Papers system by the published deadlines.
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\textsuperscript{12}/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.

\textit{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.

\textbf{Call for Nominations}

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 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.

Self-nominations are acceptable and encouraged. However, due to the unique needs of each SIG, 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.

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.

\textbf{Nomination Review and Slate Selection}

The information submitted by the nominees will be provided to the current members\textsuperscript{13} 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 (for more information, see the \textit{Composition} section on page 21 of this document).

\textsuperscript{12}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.

\textsuperscript{13}Any current CC members seeking reelection must recuse themselves from these discussions.
From the eligible submissions, the committee will select three candidates per vacancy to run in the election. 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**
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.).

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

**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.

**Appointments**
The SIG CC is responsible for selecting and appointing individuals to the positions of PDM and Perspectives Content 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. For example, some SIGs will appoint the Associate Editor or PDM to the Editor position before it becomes vacated. 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.

**Succession Planning**
When an appointed 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 Review Committee or the Professional Development Committee, service on another ASHA committee, service as Perspectives Associate Editor)
- 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 position(s) 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. This could be obtained by having the interested candidates complete ASHA’s Committee/Board Interest Form or provide a letter of interest.

The Coordinator—along with the incumbent, if possible—should discuss the responsibilities of the position with the prospective PDM(s) or Editor(s).

**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 1 and Table 2 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 CC 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, Associate Editor position, 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 1: Sample Comparison Table for Editor

<table>
<thead>
<tr>
<th>Candidate characteristics</th>
<th>Candidate A</th>
<th>Candidate B</th>
<th>Candidate C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a SIG Affiliate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has well-developed written and oral skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has broad experience in the topic area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is computer savvy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has ASHA and/or SIG volunteer experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has editorial or similar experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is detail oriented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is deadline oriented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can manage multiple and complex projects and tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can identify and manage sensitive and confidential matters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has well-developed interpersonal and team-facilitation skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can lead projects and work teams to accomplish projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works cooperatively with others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can commit to the position for 3 years</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Table 2: Sample Comparison Table for Professional Development Manager

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

Unplanned Vacancies

Situations may arise that prevent a CC member from performing designated responsibilities adequately over time. In the event that a CC member determines that they cannot complete the current term of
office, they must resign in writing. 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.

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. The following guidelines have been developed for handling such situations, should the need arise:

1. The Coordinator and Ex Officio should inform and discuss with the BSIGC Chair, BOD Liaisons, and SIG Director that a CC member\(^{14}\) is not fulfilling his or her responsibilities.

2. The situation should be discussed by the Coordinator in an initial phone call or face-to-face meeting with the committee member. The CC roles and responsibilities list can be used as a reference with the goal of increasing the member’s awareness of expectations for committee participation. Sensitivity and discretion should be practiced when addressing personal issues.

3. A follow-up conversation (via phone or face-to-face meeting) should take place in a reasonable timeframe to determine if the situation has changed and if there has been improvement in participation. 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., participation on all SIG conference calls for the next 3 months).

4. If changes have not occurred following the second call/meeting, a third call or meeting should be held to discuss the situation after it has been discussed with the other members of the CC. Depending on the circumstances, the Coordinator should present the CC 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 CC member is being asked to resign, or if he or she resigns by mutual agreement, the Coordinator should send the member a follow-up letter 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.

All meetings and phone calls concerning the above should be documented. The Coordinator should be in contact with the ASHA Ex Officio at each step.

For more information, see Appendix F: 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].

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\(^{14}\)If the nonparticipation is by the Coordinator, then the case should be handled by the SIG CC members in consultation with the BOD Liaisons and BSIGC Chair.
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\textsuperscript{15} of the annual ASHA Convention.

For more ASHA committee resources, see Appendix G: 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 Perspectives review process, including reviewing content and revising CE questions, if necessary. In addition, this person provides the National Office Professional Development staff with information needed to register the Part/activity and develop the online exam. If used by the CC, the CE Content Manager is responsible for

- assisting the Editor in conducting a pilot, if necessary, for the purpose of qualifying the publication to be offered as a CE self-study product
- reviewing Perspectives content to ensure that learning outcomes, component articles, and CE questions are accurate, are timely, are written at the graduate level, and align with the Part as a CE product/activity
- assisting the Editor in negotiating with author(s) to revise manuscript(s), if necessary
- 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 Part of the yearly Issue as a CE product/activity
- creating exam and 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 \textbf{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 (from SIG and Professional Development teams, in addition to the SIG Ex Officio and Production Editor) to resolve any Perspectives self-study CE participant complaints/questions related to exam questions/content

\textsuperscript{15}Committee Day is held on the Wednesday of Convention week.
Although CE Content Managers often work closely with their respective CCs, they are not official members of the CC; however, they serve on two SIG subcommittees: the Editorial Review Committee and the Professional Development Committee.

**Associate Editor**
An Associate Editor is an optional position that is sometimes identified by a SIG CC to assist the Editor with his or her duties related to *Perspectives* as a member publication and CE product/activity, including working with the Editorial Review Committee. Some SIGs may use this position to train their future Editors. Although they may work closely with the Editor and/or other SIG volunteers, Associate Editors are not official members of the CC; however, they serve on two SIG subcommittees: the Editorial Review Committee and 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 Review Committee and the Professional Development Committee. In the summer of each year, the CCs should review the rosters for these committees and provide any updates to their Ex Officio and the SIG Program Coordinator.

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. 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; they may be created in response to a request from a SIG, the BOD or the National Office.

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

**Editorial Review Committee**
The Editorial Review Committee consists of the Editor (Chair), PDM, and reviewers who are not members of the CC, in addition to the Associate Editor and/or CE Content Manager if those positions have been identified by the SIG CC. The committee

- assists the Editor in the development of their SIG’s editorial calendar for *Perspectives*, including identifying Part editors, authors, and topics;
- 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.

**Per CE requirements, each article must be reviewed by at least two reviewers.** The same reviewers may review an entire yearly Issue, or the Editor may assign different reviewers to manuscripts that will be published in the same Issue. Once assigned, the reviewer is expected to also review any revised versions of the manuscript through completion of the review process and acceptance of the manuscript for publication.
Members of the CC, including the Editor and PDM, do not serve as reviewers. They are included because they need to be kept apprised of the editorial review process and status of manuscript submissions.

**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 and/or Associate Editor, if those positions have been identified by the SIG CC. This committee works in conjunction with the CC to oversee the CE activities of the SIG by:

- 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 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)\(^{16}\) 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).\(^{17}\) 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).

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\(^{16}\)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.

\(^{17}\)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.
**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](#).
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 e-mail 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 e-mail from an ASHA Travel and Scheduling Manager containing logistical information\(^{18}\) (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 Special Interest Group 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.\(^{19}\)

For more information, see the Committee Day section on page 46 of this document.

SIG Coordinating Committees
Each CC shall have one face-to-face meeting or other real-time interactive meeting per year\(^{20}\) with current\(^{21}\) 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 46 of this document.

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\(^{18}\)The SIGs are expected to follow ASHA guidelines for arranging travel through the designated ASHA travel agency and for per diem travel limits.

\(^{19}\)Committee Day is held on the Wednesday of ASHA Convention week and is devoted to meetings of committees and boards of the Association.

\(^{20}\)The SIG CC must finance any additional meetings planned; associated expenses need to be included in the budget and approved by the ASHA BOD.

\(^{21}\)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 must complete and submit a travel expense voucher accompanied by original and/or scanned receipts and mailed/e-mailed within 60 days of the last day of travel. A copy of the 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 expense voucher, refer to the e-mail from the ASHA Travel and Scheduling Manager.

Conference Calls
CC conference calls are initiated by the CC to conduct SIG business. Each CC is encouraged to hold monthly calls, but the frequency/schedule of these calls will be determined by the committee.

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

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22Travel, 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:

1. An Affiliates-only online discussion forum or community
2. Live Online Chats
3. Public web pages
4. Member publications (including Perspectives and The ASHA Leader)

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 activities of 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; 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 CE-bearing Part, compiling one Issue, of Perspectives per year. SIGs wishing to expand their number of CE-bearing Perspectives Parts (up to four Parts/year [i.e., Part 1, Part 2, Part 3, Part 4], compiling one Issue) will need to plan at least 1½ years in advance to ensure that adequate resources are available to accommodate the new master editorial calendar for Perspectives. In 2016, Perspectives transitioned to a continuous publishing model, meaning that individual articles are published as they are completed (vs. holding articles until the entire Part or Issue is complete). Articles can be published one by one or in batches. This continuous publishing model guarantees Affiliates access to up-to-date content. For CE purposes, published articles are grouped into “Parts.” A maximum of four Parts with a 22,000-word limit per yearly Issue is permitted.

Affiliates are automatically signed up to receive monthly e-mail 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 e-mail alerts.

All SIG Affiliates have access to the content of all Issues of the newly compiled Perspectives of the ASHA Special Interest Groups (which may be shortened to Perspectives) 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 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 CC should plan topics 2–3 years in advance.

Editors should assign articles 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

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23Planning should take place during face-to-face meetings and on conference calls; the Production Editors can be available to participate during these discussions.

24The word limit includes CE content and non-CE content (i.e., Coordinator’s Column).
they are completed. However, note that CE activity registration begins when all included articles have been completed; the CE registration process takes about 6–8 weeks.

**Sample Perspectives Timeline for a CE Self-Study Launching in April.**

*or Continuing Education Manager, if identified

**Depending on if the editor suggests a major or minor revision

**Review Process**

Per requirements of the CEB, each article in *Perspectives* must be reviewed by a minimum of two subject matter experts with content knowledge. However, prior to this review, each article is reviewed first by National Office staff and the SIG’s Ex Officio to ensure that content is current and consistent with Association policies and practices. This step was added to make the review process more efficient. Should there be a need for substantive changes due to inconsistencies with or currency of Association policies and practices, changes could be made prior to the document advancing too far in the review process.

Once the steps in the timeline listed above have been completed, the SIG Production Editors are responsible for editing *Perspectives*, sending queries to the respective *Perspectives* Editor, and sending the CE files to APD.

The Ex Officio is responsible for reviewing articles dealing with the work of the Association; however, the Ex Officio may request additional staff review of articles outside his or her area of expertise.

For more information, see [Appendix H: Staff Contacts](#).
Continuing Education
The SIGs provide their Affiliates with a number of ASHA CE opportunities, including the self-study exams that accompany the Parts (i.e., Part 1, Part 2, Part 3, Part 4) of 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 Part of the yearly Issue as a CE product/activity, publishing and processing exams, reporting CE participants’ results to the CE Registry, and conveying summary reports to the appropriate SIG Editor.

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

Exams are available for CE self-study for a 3-year period. Affiliates may earn CEUs at the Affiliate rate for any activity that is open during the time they are Affiliates of that SIG, regardless of when the exam was published.

The ASHA Leader
The ASHA Leader showcases the SIGs in prominent, recurring ways, including the following:

1. A column, titled “SIGnatures,” which contains abstracts and links to particularly notable current Perspectives articles and also features solicited articles from SIGs that offer further insight and analysis of theme topics appearing in the Leader.
2. An online column, “SIG Spotlight,” which profiles a SIG and also includes news briefs from all SIGs.
3. The ASHA Leader includes SIG content experts in its active pool of reviewers of proposals and articles.

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

- BSIGC Chair
- BOD Liaisons
  - Vice President for Audiology Practice
SIG Leadership Handbook and Operational Guidelines (last revised January 2017)

- Vice President for Speech-Language Pathology Practice
  - NSSSLHA representative
  - SIG Coordinators and Associate Coordinators<sup>25</sup>
  - SIG-affiliated staff (including the SIG team, Perspectives Production Editors, 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 members
- SIG CC members
- Select SIG communication volunteers<sup>26</sup>, including Associate Editors and/or CE Content Managers, if identified
- SIG-affiliated staff (including the SIG team, Perspectives Production Editors, 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>27</sup>, including the Associate Editor and/or CE Content Manager, if identified
- SIG-affiliated staff (including the SIG team as well as, the respective Production Editor, Ex Officio, and support staff)
- BSIGC Chair and BOD Liaisons

**SIG Editors and Professional Development Managers**
The SIG Editors and Professional Development Managers site is for communications and discussions pertinent to the development of Perspectives and SIG professional development/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 Editors (and Associate/Assistant Editors, if identified)
- SIG PDMs (and CE Content Managers, if identified)

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<sup>25</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.

<sup>26</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>27</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.
• SIG-affiliated staff (including the SIG team, Publications staff, and APD staff)

The *Perspectives* Production Editors and the Director of Serial Publications and Editorial Services serve as the liaisons for this group.
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 Short Course (3-hour, 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 Short Courses.
Note: Short Courses with fewer than 12 registrants may be cancelled.

Affiliates Meetings
One Affiliates meeting must be scheduled each year.

Although most Affiliates meetings 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 Affiliates 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.

Affiliates 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 e-mail (as requested) during other times of the year.
Committee Day
Committee Day is the Wednesday preceding the annual ASHA Convention. Unless otherwise determined by the BSiGC 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.

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 Short Course and other invited session are submitted by the deadline(s).

For more information, see Appendix E: 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 the Director of Convention Special Projects.

Financial Support
Any funds remaining from the allocated $2,000 may not be used to purchase additional registration waivers28; 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 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.

28A SIG may use the discretionary $1,500 to “purchase” additional Convention registration waivers. However, this would result in less money for other discretionary uses.
**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.

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 e-mail with instructions on how to register and what specific code to use. A current e-mail 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.

**Named Lectures**

The purpose of a Named Lecture at an ASHA Convention is to present scientific information in a focused topic area of importance to ASHA Members. A Named Lecture agreement may span several years, includes one invited session presented each year at the ASHA Convention, and is typically underwritten by a sponsoring organization, company, or group.

Currently, SIGs are involved with the following Named Lectures:

- Edwin and Esther Prentke Augmentative and Alternative Communication (AAC) Distinguished Lecture (SIG 12)
- PENTAX Medical (formerly KayPENTAX) Lecture in Upper Airway Science (SIGs 3 and 13)
- Willard R. Zemlin Lecture in Speech Science (SIG 19)

For more information, see **Appendix I: Proposing a Named Lecture at the ASHA Convention**.

**Tribute Sessions**

A *tribute* is material evidence or a formal attestation of the worth, virtue, or effectiveness of an individual. A *Tribute Session* at an ASHA Convention is a posthumous recognition of an individual who has made significant contributions to the profession of audiology or speech-language pathology and to the work of ASHA and who has previously received Honors or Fellowship of the Association.

For more information, see **Appendix J: Proposing a Tribute Session at the ASHA Convention**.

**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 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 K: 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 (for the CC and subcommittees)
- Communications (mailings, promotions, etc.)
- Convention sessions
  - $2,000 to cover both Short Course and invited session stipends\(^\text{29}\) to presenters
  - Up to four Convention registration waivers for Short Course and other invited session speakers
- Nominations and elections
- Special requests, including $1,600 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\(^\text{30}\) 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 L: Sample Funding Worksheet.

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

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\(^{29}\)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).

\(^{30}\)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

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.

Dissolving a SIG
SIGs that are not meeting requirements for SIG status are automatically put on probation and must demonstrate compliance within 1 calendar year. Failure to address deficiencies within 1 year following notice shall result in dissolution of the SIG.

The process of dissolving a SIG begins with the submission of a proposal—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
Appendix B.  SIG–National Office Collaboration Model
Appendix C.  Sample SIG Work Plan/Progress Report
Appendix D.  Program Review Process for SIGs
Appendix E.  SIG Participation on Annual Convention Program Committee
Appendix F.  ASHA SIG Coordinating Committee Personnel Guidelines
Appendix G.  Additional Resources
Appendix H.  Staff Contacts
Appendix I.  Proposing a Named Lecture at the ASHA Convention
Appendix J.  Proposing a Tribute Session at the ASHA Convention
Appendix K.  Purchasing Guidelines for SIG Giveaways
Appendix L.  Sample Funding Worksheet
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., e-mail blasts, online chats, etc.)
- Serve as a staff resource on the SIG Affiliate discussion group on the Online ASHA Community
- Review *Perspectives* content
- Identify, in collaboration with the CC, dates and agenda items for CC meetings and conference calls
- Develop the SIG budget 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
  - Supervise 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 Coordinator
This position reports to the SIG Director. 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

SIG Administrative Assistant
This position reports to the SIG Director. Responsibilities include the following:

• Provide support for SIG CC meetings (e.g., requests for space, travel, materials)
• Coordinate SIG e-mail blasts
• Run membership statistical reports
• Arrange conference calls for groups larger than those typically participating in CC calls

Director, Serial Publications and Editorial Services
This position reports to the Chief Staff Officer for Science and Research. Responsibilities include the following:

• Oversee the production and publication of Perspectives
• Address programmatic and operational policies and procedures
• Conduct education and training of volunteer leaders on matters related to Perspectives
**Perspectives Production Editors**

These positions report to the Director, Serial Publications and Editorial Services. Responsibilities include the following:

- Edit *Perspectives* content for grammar, clarity, and adherence to American Psychological Association (APA) style
- Format and otherwise prepare and submit content to the publishing vendor (e.g., Silverchair or other, as appropriate)
- Coordinate the internal review of *Perspectives* by the respective SIG Ex Officios, who determine whether content adheres to ASHA policies, specifically with respect to sensitive matters such as scope of practice, ethics, and evidence-based practice
- 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
- Maintain and update online content for *Perspectives* on ASHA website, ASHAWire, Silverchair (or other publishing platform), and ScholarOne (or other peer review management system)
- Present to SIG CCs in yearly face-to-face meetings

**Digital Collaboration Manager**

This position reports to the Director of Digital Communications. 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., GoToMeeting, Skype).
Appendix B. SIG–National Office Collaboration Model

SIG-National Office Collaboration
Model Process
Conference Call
Friday, October 7, 2011

Participants/Collaboration Team: Janet Patterson (chair, BSIGC); 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/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.

31 Minor editorial changes 2/1/2013
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
   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

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.

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_PTs 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.

<table>
<thead>
<tr>
<th>Activity/Request</th>
<th>Examples</th>
<th>Input/Review</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| Routine call for input that does not relate to the SIG | - Peer review for non-SIG related documents  
- Call for Board of Directors nominations | - Affiliates | - Ex officio or other staff member posts “call” to the SIG’s online community.  
- Coordinator or other Coordinating Committee member follows with a message encouraging affiliates to follow-up.  
- 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. |
| Routine call for input that relates to the SIG. | - Documents that address topics related to the SIG (e.g., language, voice)  
- Call for professional development topics  
- Requests for mentors | - Coordinating Committee(s)  
- Affiliates | - Coordinating Committee reviews and comments accordingly.  
- The Coordinating Committee may identify an ad hoc Coordinating Committee advisory group to assist with the task.  
- Coordinating Committee shares its concerns with affiliates via online community and encourages affiliates to respond as well. |
<table>
<thead>
<tr>
<th>Activity/Request</th>
<th>Examples</th>
<th>Input/Review</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique requests that require expert input</td>
<td>• Reimbursement for videostrob&lt;br&gt;• Web resources&lt;br&gt;• Regulatory language³²</td>
<td>• Experts within SIG</td>
<td>• 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).&lt;br&gt;• 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.&lt;br&gt;• For brochures or other written materials, draft copies are shared with the Coordinating Committee to ensure agreement.</td>
</tr>
<tr>
<td>Unique requests that require Coordinating Committee input</td>
<td>• Brochure on pediatric swallowing disorders**&lt;br&gt;• Regulatory language*&lt;br&gt;• ASHA product review</td>
<td>• Coordinating Committee</td>
<td>• 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.</td>
</tr>
</tbody>
</table>

### 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<br>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.

³² Some requests could be listed under multiple categories.
## SIG Work Plan and Annual Report Template

**SIG: # - (Name)**

**DATE OF PLAN:**

**DATE OF REPORT:**

### RUN (required activities)

<table>
<thead>
<tr>
<th>GOAL</th>
<th>STATUS (NS = Not Started, IP = In Process, GM = Goal Met)</th>
<th>Strategic Objective Alignment</th>
</tr>
</thead>
</table>
| 1. Maintain Coordinating Committee (CC) comprised of no less than six and no more than seven elected and appointed members.  
  **Responsibility of:** CC |                                                          |                             |
| 2. Publish *Perspectives* – no less than one Part, no more than four Parts per year with CE self-study questions  
  **Responsibility of:** *Perspectives* Editor, Professional Development Manager (PDM) (self-study) with CC (changes to be discussed with Mike Cannon and Production Editor at least 1½ years prior to implementation) |                                                          | SO #2                       |
| 3. Maintain an online community and affiliate engagement  
  **Responsibility of:** CC |                                                          | SO #2, 5, 6, 7              |
| 4. Contribute to ASHA Convention programming: one 3-hour Short Course and one 1-hour Invited Session.  
  **Responsibility of:** PDM (with CC) |                                                          | 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.  
  **Responsibility of:** Coordinator with Ex Officio |                                                          | SO # 3, 5, 6               |
| 6. Maintain standing committees for *Perspectives* Editorial Review and Professional Development  
  **Responsibility of:** *Perspectives* Editor and PDM |                                                          | SO # 1, 3, 8              |
<table>
<thead>
<tr>
<th>GOAL</th>
<th>STATUS (NS = Not Started, IP = In Process, GM = Goal Met) Comments</th>
<th>Strategic Objective Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Hold annual Affiliates meeting.</td>
<td>Responsibility of: CC</td>
<td>SO # 3, 6, 7</td>
</tr>
<tr>
<td>8. Review and/or submit annual budget.</td>
<td>Responsibility of: Coordinator, Associate Coordinator, Ex Officio</td>
<td></td>
</tr>
<tr>
<td>9. Participate in BSIGC activities.</td>
<td>Responsibility of: Coordinator and Associate Coordinator, other CC members as required</td>
<td></td>
</tr>
<tr>
<td>10. Submit 3-year work plan, aligned with ASHA Strategic Objectives and Envisioned Future with annual report, highlighting up to three major SIG accomplishments.</td>
<td>Responsibility of: CC</td>
<td></td>
</tr>
<tr>
<td>11. Ensure and/or increase continuity of effective SIG leadership</td>
<td>Responsibility of: CC</td>
<td>SO # 1, 6</td>
</tr>
</tbody>
</table>

Append additional supporting information:

a. Coordinator: term: 20XX-20XX
b. Associate Coordinator: term: 20XX-20XX
c. Perspectives Editor (appointed): term: 20XX-20XX
d. Professional Development Manager (appointed): term: 20XX-20XX
e. Member-at-large: term: 20XX-20XX
f. Member-at-large: term: 20XX-20XX
g. ASHA National Office Ex Officio:
**GROW (expand, revamp, experiment and/or innovate within the SIG or SIG program)**

<table>
<thead>
<tr>
<th>GOAL</th>
<th>STATUS <em>(NS = Not Started, IP = In Process, GM = Goals Met)</em></th>
<th>Strategic Objective Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Example: Increase SIG membership, engagement, outreach, and visibility</td>
<td>Comments by Coordinator and/or BSIGC</td>
<td>SO # 5, 6, 7</td>
</tr>
<tr>
<td><strong>Responsibility of:</strong> CC</td>
<td></td>
<td>a. SO # 3, 5, 6, 7</td>
</tr>
<tr>
<td><strong>SUGGESTED ACTIONS:</strong></td>
<td></td>
<td>b. SO # 5, 6, 7</td>
</tr>
<tr>
<td>a. Develop plan to increase membership and member engagement on Community site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Develop plan to increase student involvement and collaboration</td>
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</tbody>
</table>
**TRANSFORM** (revolutionary change within the SIG or SIG program)

<table>
<thead>
<tr>
<th>GOAL</th>
<th>STATUS (NS = Not Started, IP = In Process, GM = Goal Met)</th>
<th>Comments by Coordinator and/or BSIGC</th>
<th>Strategic Objective Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
Appendix D. Program Review Process for SIGs

Program Review Process for SIGs
(Revised 06-20-07; reviewed 2010, 2011, 2012)

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 31.

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 affiliates meeting
i. conducted one CE activity, contained within a Part of 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

Minor editorial changes 12/1/2014
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.

**Timeline and Procedures for Program Review**

1. By December 31 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. **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.

<table>
<thead>
<tr>
<th>Year Before Convention</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>By July 30</td>
<td>Convention co-chairs finalize topic strands. <strong>SIG Coordinators receive list of topic strands.</strong></td>
</tr>
<tr>
<td>By August 31</td>
<td>Co-chairs secure agreement from a topic chair or co-chairs for each strand. <strong>SIGs receive list of topic chairs.</strong></td>
</tr>
<tr>
<td>September, date TBD</td>
<td>Program Committee meets at the ASHA NO. Includes Convention co-chairs and topic chairs.</td>
</tr>
<tr>
<td><strong>By November 1 or December 1 (varies)</strong></td>
<td>Each SIG identifies one topic strand for its primary affiliation. The Professional Development Manager (PDM) (or other designee) notifies the respective topic committee of the SIG’s selection.</td>
</tr>
<tr>
<td>By December 31</td>
<td>Topic chairs identify and invite Topic Strand Committees. 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.)</td>
</tr>
</tbody>
</table>

**Primary Affiliation Topics**

Each SIG shall designate one topic as its primary. 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 one of its affiliates (typically the PDM) 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 Short Course 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 www.asha.org/Events/convention/For-Presenters/). In particular, SIG Short Courses and invited sessions that are not complete by the submission deadline will not be accepted. Also, SIG Short Courses 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 e-mail ballot, effective 8/15/2011

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34 Minor editorial changes 2/1/2013, 12/1/2014
Appendix F. 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.

Prior to election, potential candidates for a SIG CC should review the roles and responsibilities of a Coordinating Committee member. 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. The following guidelines apply:

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%)

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<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Comments</th>
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<tbody>
<tr>
<td>I participate in Coordinating Committee (CC) and, if needed, Board of SIG Coordinators (BSIGC) meetings.</td>
<td></td>
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<tr>
<td>I participate in affiliates meetings, i.e. annual business meeting.</td>
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<td>I participate in SIG and SIG-related conference calls.</td>
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<tr>
<td>I respond by designated time to requests from BSIGC, Director of SIGs, and/or SIG Coordinator.</td>
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<tr>
<td>I complete assigned tasks.</td>
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<tr>
<td>I promote the SIG and the Association in a positive manner.</td>
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<tr>
<td>I work collaboratively with other Coordinating Committee members and staff.</td>
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<tr>
<td>I understand fiscal responsibility of the SIG.</td>
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</table>

*SIGs may add question(s) that are SIG-specific to augment the basic eight questions above.
My strengths as a Coordinating Committee Member:

My challenges as a Coordinating Committee Member:

Personal Action Plan:
Appendix G.  Additional Resources

SIG Resources

- SIG News (www.asha.org/newslist.aspx?cat=Special Interest Group)
- SIG Calendar (www.asha.org/events.aspx?category=Special%20Interest%20Group)
- Perspectives (www.asha.org/SIG/Perspectives/; perspectives.pubs.asha.org/)
- SIG CE Opportunities (www.asha.org/SIG/Continuing-Education-Opportunities/)
- SIG Volunteer Tools (restricted access)
  - Board of SIG Coordinators Community (bsigc.community.asha.org/home)
  - SIG Coordinating Committees HUB (sigcchub.community.asha.org/home)
    - Links to individual SIG Coordinating Committee sites are available here.
  - SIG Editors and Professional Development Managers Community
    (http://community.asha.org/communities/community-home?CommunityKey=ca92efa8-9571-4bfa-a00c-2a00c266f1f3)

ASHA Governance Resources

- Strategic Pathway (www.asha.org/About/Strategic-Pathway/)
- Bylaws of the Association (www.asha.org/policy/BY2014-00340/)
- Committees, Boards, & Councils (www.asha.org/about/governance/committees/)
  - Committee Toolkit (www.asha.org/uploadedFiles/Committee-Toolkit.pdf)
  - Legal Responsibilities of Members of Boards of Nonprofit Associations
    (www.asha.org/uploadedFiles/Legal-Responsibilities.pdf)
  - ASHA Volunteer Resources (www.asha.org/About/governance/Become-a-Volunteer/)
  - Committee/Board Chair online orientation
    (www.asha.org/About/governance/Committee-and-Board-Chair-Online-Orientaiton/)
  - Resolutions
    - Resolution process (www.asha.org/about/governance/Resolution-Process/)
    - Principles for the Preparation of Resolutions
      (www.asha.org/about/governance/Resolution-Principles/)
    - Submitting a Resolution (www.asha.org/Form/Submit-an-ASHA-Resolution/)
- Ethics (www.asha.org/practice/ethics/)
- Practice Policy (www.asha.org/policy/)
### Appendix H. Staff Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Ex Officio</th>
<th>Production Editor</th>
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<tr>
<td>SIG 1</td>
<td>Language Learning and Education</td>
<td>Stacey Glasgow</td>
<td>Victoria Davis</td>
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<tr>
<td>SIG 2</td>
<td>Neurogenic Communication Disorders</td>
<td>Monica Sampson</td>
<td>Victoria Davis</td>
</tr>
<tr>
<td>SIG 3</td>
<td>Voice and Voice Disorders</td>
<td>Ann-Mari Pierotti</td>
<td>Frank Wisswell</td>
</tr>
<tr>
<td>SIG 4</td>
<td>Fluency and Fluency Disorders</td>
<td>Diane Paul</td>
<td>Frank Wisswell</td>
</tr>
<tr>
<td>SIG 5</td>
<td>Craniofacial and Velopharyngeal Disorders</td>
<td>Ann-Mari Pierotti</td>
<td>Frank Wisswell</td>
</tr>
<tr>
<td>SIG 6</td>
<td>Hearing and Hearing Disorders: Research and Diagnostics</td>
<td>Deborah Berndtson</td>
<td>Victoria Davis</td>
</tr>
<tr>
<td>SIG 7</td>
<td>Aural Rehabilitation and Its Instrumentation</td>
<td>Paul Ferrell</td>
<td>Frank Wisswell</td>
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<tr>
<td>SIG 8</td>
<td>Audiology and Public Health</td>
<td>Pam Mason</td>
<td>Victoria Davis</td>
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<tr>
<td>SIG 9</td>
<td>Hearing and Hearing Disorders in Childhood</td>
<td>Anne Oyler</td>
<td>Frank Wisswell</td>
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<td>SIG 10</td>
<td>Issues in Higher Education</td>
<td>Froma Roth</td>
<td>Frank Wisswell</td>
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<td>SIG 11</td>
<td>Administration and Supervision</td>
<td>Valencia Perry</td>
<td>Victoria Davis</td>
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<td>SIG 12</td>
<td>Augmentative and Alternative Communication</td>
<td>Ilana Oliff</td>
<td>Frank Wisswell</td>
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<td>SIG 13</td>
<td>Swallowing and Swallowing Disorders (Dysphagia)</td>
<td>Gennith Johnson</td>
<td>Victoria Davis</td>
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<td>SIG 14</td>
<td>Cultural and Linguistic Diversity</td>
<td>Claudia Saad</td>
<td>Victoria Davis</td>
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<td>SIG 15</td>
<td>Gerontology</td>
<td>Gennith Johnson</td>
<td>Frank Wisswell</td>
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<td>SIG 16</td>
<td>School-Based Issues</td>
<td>Deborah Dixon</td>
<td>Frank Wisswell</td>
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<tr>
<td>SIG 17</td>
<td>Global Issues in Communication Sciences and Related Disorders</td>
<td>Lily Waterston</td>
<td>Victoria Davis</td>
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<tr>
<td>SIG 18</td>
<td>Telepractice</td>
<td>Janet Brown</td>
<td>Victoria Davis</td>
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<tr>
<td>SIG 19</td>
<td>Speech Science</td>
<td>Lisa Rai Mabry-Price</td>
<td>Frank Wisswell</td>
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<tr>
<td>BSIGC</td>
<td>Board of Special Interest Group Coordinators</td>
<td>Michelle Ferketic</td>
<td>n/a</td>
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</table>

<table>
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<tr>
<th>Description</th>
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</thead>
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<tr>
<td>Perspectives of the ASHA Special Interest Groups</td>
<td>Mike Cannon</td>
</tr>
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</table>
Appendix I. Proposing a Named Lecture at the ASHA Convention

ASHA Scientific and Professional Education Board
Proposal and Approval of a Named Lecture at the ASHA Convention

The purpose of a named lecture at an ASHA Convention is to present scientific information in a focused topic area of importance to ASHA members. A named lecture agreement may span several years, includes one invited session presented each year at the ASHA Convention, and is typically underwritten by a sponsoring organization, company, or group.

Criteria for the content of a named lecture at the ASHA Convention
1. The named lecture must meet all the standards for learning activities offered for ASHA CEUs. In particular, the content of the lecture must be:
   a. scholarly in nature
   b. presented at the graduate level or above
   c. delivered by presenters with recognized scholarly competence in the topic

Requirements of the sponsoring organization
2. The sponsoring organization, company, or group must:
   a. enter into a written agreement with ASHA detailing the terms of the named lecture
   b. agree to fully fund the named lecture, including stipends for speakers, for the duration of the agreement
   c. agree that the planning of the lecture, including identification of specific topic and speakers, is entirely the responsibility of ASHA through its Convention committee structure
   d. abide by all ASHA requirements concerning conflict of interest and disclosures

Process for proposing a named lecture
3. A named lecture may be proposed by individuals who are current ASHA members or by a sponsoring organization or company.
4. The proposal shall specify:
   a. the duration of the agreement (not less than 2 years, not more than 4 years)
   b. the Convention program topic area in which the named lecture shall reside
   c. the name of the lecture (e.g., The Jane Doe Lecture, sponsored by Company X; or the Company X Lecture in Topic Y)
   d. procedures for either party to terminate the agreement
5. The proposal shall be submitted to ASHA’s Scientific and Professional Education Board (SPEB) no later than October 15 of the year preceding the year in which the named lecture is to begin.
6. SPEB, in consultation with the Convention Co-Chairs of the lecture’s inaugural year, shall recommend proposed agreements to ASHA’s Chief Executive Officer for approval.
7. Upon approval, the appropriate Convention Topic Committee shall take responsibility for topic and speaker selection for the named lecture for the duration of the agreement.
8. In case a proposal is not approved, SPEB shall inform the submitter.
9. Agreements will be reviewed at the end of the contractual period and may be renewed by mutual agreement.

Disclosure and Conflict of Interest
10. All named lecture proposal documents, presentation materials, and oral presentations shall conform to current ASHA regulations concerning disclosures and conflicts of interest.

Approved 10/24/2011

Minor editorial changes 2/1/2013
Appendix J. Proposing a Tribute Session at the ASHA Convention

ASHA Scientific and Professional Education Board
Proposing a Tribute Session at the ASHA Convention

A tribute is material evidence or a formal attestation of the worth, virtue, or effectiveness of an individual. A tribute session at an ASHA Convention is a posthumous recognition of an individual who has made significant contributions to the profession of speech-language pathology or audiology and to the work of ASHA and who has previously received ASHA’s Honors or Fellow award. The following criteria govern submission and selection of a tribute session.

Criteria for selecting an honoree
1. The honoree has died within the previous 5 years.
2. The honoree was a recipient of Fellowship or Honors of the Association.

Criteria for submission of a Tribute Session
3. A tribute session for an individual is a singular event and may not be repeated.
4. A tribute session may be proposed as a peer-reviewed session or an invited session that carries ASHA CEUs or as a non-ASHA CEU session. Proposals for peer-reviewed or invited sessions must be submitted to the appropriate Convention Program Topic Committee. Proposals for non-ASHA CEU sessions must be submitted directly to the Convention Co-Chairs. All proposals must be submitted in accordance with ASHA Convention submission timelines.
   a. A peer-reviewed session must be proposed by a panel of three to five individuals who are current ASHA members and familiar with the work of the honoree.
   b. An invited session must originate from a Convention program topic area committee or an ASHA Special Interest Group familiar with the work of the honoree.
   c. A non-ASHA CEU session must be proposed by a panel of three to five individuals who are current ASHA members and familiar with the work of the honoree.
5. The content of a tribute session must focus on the scholarly and professional work of the honoree.
   d. A tribute session submitted as a peer-reviewed session or an invited session must meet standards for ASHA CEU activities. A tribute session submitted as a non-ASHA CEU session may be supported by funding sources outside of ASHA.
6. A tribute session must be delivered by one or more speakers who are familiar with the work of the honoree. At least one speaker must be an ASHA member; speakers may or may not be members of the proposing panel or group.
7. A proposal for a tribute session must not include a request for funding from the ASHA Convention Program Committee or any ASHA entity (e.g., an ASHA SIG). A proposal for a tribute session that includes corporate sponsorship must adhere to ASHA policy for corporate sponsors.

Criteria for selection of a Tribute Session
8. Selection of ASHA Convention tribute session(s) is the sole responsibility of the Convention Co-Chairs for the year in which the tribute session is proposed.
9. A maximum of two tribute sessions is permitted in any Convention year; a tribute session is not required as part of the Convention program.

Approved 10/24/2011

36 Minor editorial changes 2/1/2013
Appendix K.  

Purchasing Guidelines for SIG Giveaways

SIGs should take the following into consideration when purchasing giveaways for ASHA events:

- **Stock Items**—The SIG should check with its Ex Officio to discuss what the SIG already has (stored at the National Office and/or with volunteers) and to determine the SIG’s eligibility and budget for purchasing.

- **Production time**—This can vary depending on the item, the vendor, customization, etc. Requests should be submitted a **minimum of 8 weeks prior to the event** unless otherwise noted by NO staff.

- **Cost**—The SIG should consider varying the cost of its giveaways from year to year.
  - *Ex. If pedometers are giveaways one year, consider highlighters the next.*
  - 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**—It is desirable to avoid competition with ASHA's corporate sponsors, ASHA, and other SIGs.
  - *Ex. One of ASHA’s corporate sponsors 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.

- **Going Green**—When possible, SIGs should order eco-friendly giveaways. See below for some suggestions.

Since 2008, every effort has made to make the **ASHA Convention** as eco-friendly as possible so everyone purchasing giveaways is encouraged to keep this in mind. Here are a few “green” ideas:

- **Earth Ball Stress reliever. Biodegradable filler made from all natural material**
- **Earth Marble Ribbon Bookmark. 80% post-consumer recycled glass with the continents of the Earth in miniature reproduction**
- **Post-it notes with logo made out of 30% consumer waste**
- **Pens made out of corn plastic**

Below are a few sites that can be used to browse for ideas:

- [Branders.com](http://www.branders.com)
- [Marco Promotional Products](http://www.marcoop.com)
- [Leed’s](http://www.leedsusa.com)
- [Blue Thunder Promotions](http://www.bluetherunderpromotions.com)
- [Dolphin Creative](http://www.dolphincreative.com)
- [4Imprint](http://www.4imprint.com)
- [Artina Promotional Products](http://www.artinapromotionalproducts.com)

In order to streamline this process, those planning for giveaways must coordinate through the National Office. 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.
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** (Although a different vendor may be chosen, this number can be used as a reference point)
- **Color** (item and imprint)
- **Imprinting**
  - Text (as it should appear)
  - Graphic(s)
    - ASHA logo
      - Using the American Speech-Language-Hearing Association trademarked signature consistently helps build recognition and a unified expression for ASHA.
      - There are specific guidelines for use of the ASHA logo.
    - The requester should indicate the desire to use the SIG emblem.
- **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. When possible, items will be stored and used at the event so that items will not have to be returned to the NO afterwards.
  - No food items can be stored at the National Office.
- **Budget/cost estimate** (as discussed with the SIG Ex Officio)

When possible, items will be delivered directly to the event from the vendor (rather than shipping to the National Office first).
Appendix L. 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)

<table>
<thead>
<tr>
<th>Month of Meeting</th>
<th>Total Number of People Attending Meeting</th>
<th>Total Number of Days Meeting will Run</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

TRAVEL/8504

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Incremental Cost</th>
<th>Enter the Total Number of Days Hotel Expenses Needed</th>
<th>Enter the Total Number of Days Meal Expenses Needed (If your meeting will include partial days, reduce the meal budget accordingly)</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$550</td>
<td>6</td>
<td></td>
<td>$3,300</td>
</tr>
<tr>
<td>Ground</td>
<td>$110</td>
<td>6</td>
<td></td>
<td>$660</td>
</tr>
<tr>
<td>Hotel</td>
<td>$180</td>
<td>6</td>
<td>2</td>
<td>$2,160</td>
</tr>
<tr>
<td>Meals</td>
<td>$80</td>
<td>7</td>
<td>2</td>
<td>$1,120</td>
</tr>
<tr>
<td>Other Probable Meeting Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL TRAVEL EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td>$7,240</td>
</tr>
</tbody>
</table>
### Elections/8053

<table>
<thead>
<tr>
<th>Nominations and Elections</th>
<th>flat fee shared across SIGs.</th>
<th>1,500</th>
</tr>
</thead>
</table>

### CONFERENCE CALLS/8450

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Enter Cost</th>
<th>Number of affiliates</th>
<th>Go-To-Meeting Account for SIG; provides unlimited calling for flat fee for participants using their phone;</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Calls/cc</td>
<td>$594</td>
<td></td>
<td></td>
<td>$594</td>
</tr>
<tr>
<td>conference calls (toll-free, if needed)</td>
<td>$100</td>
<td></td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td><strong>TOTAL CONFERENCE CALL EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$694</strong></td>
</tr>
</tbody>
</table>

### POSTAGE/8190 & COMMUNICATIONS

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Enter Cost</th>
<th>Number of affiliates</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (Postage, Ad, and/or Telephone)</td>
<td>*cost of stamp</td>
<td></td>
<td>*TBD</td>
</tr>
<tr>
<td>Ad, 860x2</td>
<td>$1,650</td>
<td></td>
<td>$1,650</td>
</tr>
<tr>
<td>SIG exhibit (shared)</td>
<td>$600</td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td><strong>TOTAL COMMUNICATIONS EXPENSE</strong></td>
<td></td>
<td></td>
<td>*TBD</td>
</tr>
</tbody>
</table>

### CONVENTION INVITED SHORT COURSE AND SESSION/ 9010

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Cost</th>
<th>Number of individuals</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Comp reg for Invited</td>
<td>$380</td>
<td>4</td>
<td>$1,520</td>
</tr>
</tbody>
</table>
**TOTAL STIPEND**

$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**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Cost</th>
<th>Number of Individuals</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Request</td>
<td>$1,600</td>
<td></td>
<td>$1,600</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Schools/HCB/Connect Conference</td>
<td>*early registration rate</td>
<td></td>
<td>*TBD</td>
</tr>
<tr>
<td>Mmship giveaways</td>
<td>$35</td>
<td>10</td>
<td>$350</td>
</tr>
<tr>
<td><strong>TOTAL SPECIAL REQUEST</strong></td>
<td></td>
<td></td>
<td>*TBD</td>
</tr>
</tbody>
</table>

Please provide a description of Special Request below:
(There is space for 170 characters. If more space needed, please attach a separate file with additional information.)

Misc amount, per TF report; subscription to the literature review from Doody publications: $50/year