

USSAAC Board Member Descriptions



OFFICER	RESPONSIBILITIES	
President	Select chairs for standing committees and any ad hoc committees formed by the Board of Directors.	Serve as an ex-officio member of all standing and ad hoc committees.
	Preside at meetings of the Board or of the members, with the ability to delegate that power.	Be responsible for maintaining an active liaison with the ISAAC Secretariat and ISAAC Executive Board in accordance with the terms of the ISAAC-USSAAC agreement.
	Inform the USSAAC Board of Directors about all activities undertaken at an ISAAC Council meeting, including all information pertaining to pending or proposed votes on ISAAC issues.	Submit his/her vote at an ISAAC Council meeting based upon the decision of the USSAAC Board of Directors, after a review and vote on the issue, and not based on his/her own preference unless the vote is immediate at a said meeting. If a decision is needed prior to the next USSAAC Board of Directors meeting, the President shall conduct such review and vote
	Report annually to the membership in writing.	
President Elect	Assist the President in carrying out the day-to-day responsibilities and activities of USSAAC.	Serve as an ex-officio member on designated standing and ad hoc committees formed by the Board of Directors.
	Become USSAAC President upon the end of the elected President's term or if the USSAAC President is unable to serve and resigns.	
Past President	Chair the Nominations Committee	Assist USSAAC officers in the election of Board members according to the USSAAC By Laws.
Secretary	Maintain the historical records of USSAAC	Record and distribute minutes of meetings of the USSAAC Officers and Board of Directors.
	Record the minutes of the annual business meeting of USSAAC.	Add approved minutes of the annual business meeting of USSAAC and all the meetings of the Board of Directors to the historical record.
	Track and report on electronic voting and similar actions.	Oversee USSAAC committees' record and distribution of minutes.
	Prepare progress reports on USSAAC's Operational Plan for Board of Director meetings.	Serve as an ex-officio member on the membership committee.
	Coordinate activities with other officers.	Report annually to the membership in writing.

USSAAC Board Member Descriptions

Vice President for Financial Affairs	Be responsible for the financial aspects of USSAAC, including preparing an annual budget for Board approval and executing the approved budget.	Have final authority for USSAAC expenditures in accordance with the budget and monitor the financial condition of the organization throughout the year.
	Maintain the financial records of USSAAC	Seek sources of funds to supplement dues.
	Prepare a financial status report in advance of all USSAAC board meetings.	Coordinate membership data and collection/distribution of monies with ISAAC Secretariat.
	Oversee accounting and auditing activities undertaken on behalf of USSAAC	Report financial status annually to the membership in writing.
	Coordinate activities with other officers.	Submit required federal and state tax reports.
Vice President for People who use AAC and their Families	Ensure that concerns and interests of people who use AAC and their families are represented in the ongoing planning and activities of the organization.	Monitor issues at the national level that relate to people who use AAC.
	Compile public awareness information for dissemination.	Coordinate activities with other officers and committees.
	Report annually to the membership in writing.	Organize and implement activities undertaken during AAC Awareness Month
	Maintain a bi-directional exchange with persons responsible for ISAAC's committee and actions for people who use AAC	

USSAAC Board Member Descriptions



DIRECTORS	RESPONSIBILITIES	
Director of Professional Affairs	Facilitate the development, expansion and refinement of inter-professional, pre-service, and continuing education through webinars, conferences, and other media and venues.	Monitor research, public policy and legislative issues at the national level as they relate to education, research, and quality service delivery.
	Chair USSAAC’s Education and Ethics Committee.	Propose activities and monitor professional related activities approved in USSAAC’s yearly Operational Plan.
	Establish and maintain collaborative relationships with other professional and consumer organizations to address key issues affecting USSAAC stakeholders.	Carry out USSAAC Operational Plan and report annually to membership in writing.
	Manage CEU opportunities for USSAAC members.	Maintain a bi-directional exchange with ISAAC.
Director of Membership	Promote, facilitate and expand USSAAC membership.	Establish and monitor procedures and activities that keep members informed and engaged.
	Chair USSAAC’s membership committee.	Carry out USSAAC Operational Plan and report annually to membership in writing.
	Assist USSAAC officers in maintaining accurate records related to membership, dues, renewals.	Respond in a timely fashion to membership questions, complaints, suggestions.
	Maintain a bi-directional exchange with ISAAC.	
ISAAC Liaison	Maintain ongoing contact with ISAAC and keep USSAAC Board members informed about ISAAC policy and activities.	Establish and maintain contact with other chapters.
	Act as liaison, provide leadership, and foster collaboration with ISAAC including during ISAAC Biennial Conferences.	Report about ISAAC activities as they relate to USSAAC to membership annually in writing.
	Carry out USSAAC Operational Plan	

USSAAC Board Member Descriptions

Director for USSAAC Advocacy	Monitor public policy and legislative issues at the local, state, and national level that relate to people who use AAC.	Chair USSAAC's Advocacy and Public Policy Committee.
	Propose to USSAAC Board any legal or advocacy action USSAAC will initiate or participate in as a party. Such proposals will be approved upon the vote of a majority of USSAAC Board members present.	Maintain communication with ISAAC and other stakeholder organizations responsible for public policy and advocacy affecting individuals who use AAC.
	Carry out USSAAC Operational Plan and report annually to membership in writing.	Compile policy information and disseminate to USSAAC Board of Directors and USSAAC members.
Director for Public Information	Establish and maintain policies and procedures related to all USSAAC publications and media activities.	Recommend personnel to the Board and monitor the performance of personnel who operate USSAAC website, social media, publications and other information sharing efforts.
	Carry out USSAAC Operational Plan and report annually to membership in writing.	Maintain communication with ISAAC and other stakeholder organizations responsible for public policy and advocacy affecting individuals who use AAC.
	Chair USSAAC's Publications and Information Committee.	

STANDING COMMITTEES: The standing committees are:

- a) Education and Ethics
- b) Publications and Information
- c) Membership
- d) Advocacy and Public Policy
- e) Nominations

The Director for Professional Affairs shall serve as the Chair, Education and Ethics Committee. The Director of Public Information shall serve as Chair, Publications and Information Committee. The Director of Membership shall serve as Chair, Membership Committee. The VP for USSAAC Advocacy shall serve as the Chair, Advocacy and Policy Committee. The immediate past president of USSAAC shall serve as the Chair, Nominations Committee.