

**OHIO SCHOOL PSYCHOLOGISTS ASSOCIATION
OPERATIONS MANUAL**

Revised, May 2006

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Chapter I PURPOSE

The purposes of the Association, not for profit, shall be:

1. To *advocate* for the educational and mental health needs of children, adults and families;
2. To *contribute* to the advancement of ethical, legal, and professional standards for the practice of school psychology;
3. To *extend* professional growth and development opportunities to school psychologists;
4. To *promote* research relative to the practice of school psychology;
5. To *encourage* the publication of information contributing to the advancement and practice of school psychology as a profession.

Chapter II PLANNING PROCESS

A. Long-Range Plan

The Association, through the Planning and Development Committee, shall establish and maintain a long-range plan based on projections of the future of school psychology and the implications for Ohio's school psychologists.

B. Annual Goals

The Association, through the Planning and Development Committee, shall adopt annual goals which are in keeping with the long-range plan and provide direction for planning in each organization unit and committee.

C. Annual Objectives

Each officer and chairperson of the Association shall develop yearly objectives in keeping with the annual goals of the long-range plan. These objectives shall be accompanied by a plan

of action which shall form the basis for the proposed budget of that organizational unit. These activities and corresponding budgets shall be presented to the Executive Board for approval in accordance with the Fiscal Advisory Committee policies.

Chapter III STRUCTURE

A. Membership

Membership categories for the Association have been established as follows:

1. Full Membership

- a. Eligibility Defined: Employed professionals holding Ohio certification and/or licensure as a school psychologist, or licensure as a psychologist with specific training in school psychology.
- b. Privileges: Full members shall be entitled to vote on all issues brought before the membership, to vote in the election of offices, to hold office, to serve as committee chairpersons, and to serve as committee members.

2. Retired Membership

- a. Eligibility Defined: A professional who, due to age, disability, or length of service, is no longer in full-time service as a school psychologist in a school system. Retired professionals who are otherwise eligible for Full Membership shall be eligible for Retired Membership.
- b. Privileges: Retired Members shall be entitled to the privileges of Full Membership.

3. Unemployed Membership

- a. Eligibility Defined: A professional who, at the time of joining or renewing membership, is unemployed and therefore receiving no remuneration from professional resources, and has no immediate promise of employment. Unemployed

professionals who are otherwise eligible for Full Membership shall be eligible for Unemployed Membership.

If the Unemployed Member becomes employed during the course of his or her unemployment membership status, he or she must transfer to the Full Membership category with dues paid according to the prorated schedule (less the amount already paid for Unemployed Membership).

- b. Privileges: Unemployed Members shall be entitled to the privileges of Full Membership.

4. Intern Membership

- a. Eligibility Defined: Persons employed as intern school psychologists.
- b. Privileges: Intern Members shall be entitled to vote on all issues brought before the membership, to vote in the election of officers, and to serve as committee members.

5. Student Membership

- a. Eligibility Defined: Persons enrolled in university training programs leading to certification as a school psychologist. Persons eligible under full, retired, unemployed, or intern membership status shall not be eligible for membership under this category.
- b. Privileges: Student Members shall be entitled to participate, without elected or voting status, at all meetings of the Association.

6. Affiliate Membership

- a. Eligibility Defined: Persons possessing a bachelor's degree, or higher, and having a professional interest in the field of school psychology. Persons eligible under full, retired, unemployed, intern, or student membership status shall not be eligible for membership under this category, except upon approval of the Executive Board.

- b. Privileges: Affiliate Members shall be entitled to participate, without elected or voting status, at all meetings of the Association.

7. Common Address

- a. Eligibility Defined: Two or more Full Members living at the same address for the entire membership year. Dues for the first members will be at the Full Membership rate, with the dues rate of each additional member sharing the address being set according to the prorated schedule. These members will receive only one copy of all mailing by the Association, except for election materials.
- b. Privileges: Common Address Members shall be entitled to the privileges of Full Membership.

8. Honorary Life Membership

- a. Eligibility Defined: Honorary Life Membership may be conferred upon an individual whose contribution to the profession has been above and beyond that which is usually expected of a school psychologist. The Executive Board awards this honor.
- b. Privileges: Honorary Life Members shall be entitled to the privileges of Full Membership. Additional rights, privileges, and services for members in this category may be established by action of the Executive Board upon recommendation of the Awards Committee. Dues and special assessments shall not be required of honorary life members.

B. Membership Application Procedure

All applications will be processed through the OSPA office. Formal application for membership will be completed and returned to the OSPA Business Manager. The Membership Committee will present the applications to the Executive Board for approval. An applicant, when accepted, will then become a member upon payment of dues.

C. Membership Dues

1. The membership year begins July 1 and ends on June 30 of the following calendar year.
2. Dues shall be established for each membership category upon recommendation of the Executive Board and OSPA membership.
3. Dues are currently established as follows:

Full	\$100.00
Retired/Unemployed/Affiliate	\$ 50.00
Intern/Student	\$ 20.00
Full First Year Post Intern	\$ 75.00
Honorary Life	no dues

D. Severance of Membership

1. Membership may be terminated for nonpayment of dues.
2. Upon recommendation to the Executive Board by the Professional Ethics Committee, a member may be expelled from the Association for violation of the Ohio School Psychologists Association Code of Ethics and/or for unprofessional conduct. Recommendation for expulsion must be confirmed by two-thirds vote of the Executive Board.
3. Members shall be protected by the right to appeal to the OSPA Executive Board.

Chapter IV ORGANIZATIONAL UNITS

A. Offices:

1. President
2. President-elect
3. Immediate Past President
4. Treasurer
5. Secretary

B. Executive Board

Voting members of the Executive Board shall be the current officers and regional representatives as established by the

Operations Manual. Committee chairpersons are also appointed and are non-voting members of the Executive Board, unless otherwise entitled to vote by virtue of elective office. Appointments are for one year unless they are re-appointed by the President. All members of the Executive Board must be voting members of the Association. The President shall appoint an editor and an associate editor of the Newsletter, and an historian, and they shall be non-voting members of the Executive Board. The Newsletter Editor is responsible for the regular and timely publication of The Ohio School Psychologists Association's quarterly newsletter. The Editor, solicits, accepts, and edits material for publication on the basis of its relevance to the interests of the membership, and arranges for the production and dissemination of the newsletter. The Editor also participates in the NASP Newsletter Editor's Network, implements the Association's Newsletter Advertising Policy (see Appendix A), assigns duties to the Associate Editor, maintains appropriate mailing permits and postage funds, and advises Treasurer of the financial status of the Newsletter.

C. The Committees of the Association shall be those specified below:

1. Standing Committee – A committee defined by the Constitution and established by a two-thirds vote of the Executive Board with ongoing purpose specified in the Operations Manual.
2. Ad Hoc Committee – A committee created by the Executive Board when a Task Force report indicates that a specified purpose requires continuing action and may require on-going commitment by OSPA. An Ad Hoc Committee may not be created for more than three years.
3. Task Force – A group of members appointed by the President to address a single issue affecting broad areas of school psychology. Task Forces are assigned a single task to be accomplished within a maximum of two years.
4. Liaison – A liaison is established with external organizations by resolution of the Executive Board to establish and maintain communication. A member or group of members is appointed by the President for the liaison function.

Chapter V POLICIES AND PROCEDURES

A. Amendment of Constitution

1. The Constitution may be amended by a simple majority of the votes cast at a meeting of the Association or by mail ballot. Proposed amendments must be presented to the membership in writing in advance of the meeting at which they will be considered or in the same mailing that contains the mail ballot.
2. Amendments to the Constitution may be proposed by the Executive Board or by written petition of ten (10) percent of the voting membership of the Association. Such petitions shall be submitted to the Executive Board for verification of validity, following which the Executive Board shall present the proposed amendment to the membership as provided in Article X of the Constitution.
3. The Constitution shall be reviewed at least every five (5) years. Amendments shall be proposed as necessary to ensure the continued effective and efficient functioning of the Association. Such proposed amendments shall be subject to the approval of the Executive Board and shall be adopted in accordance with the specifications of Article X of the Constitution.

B. Operations Manual

The Operations Manual shall define the purpose, function, policy, and procedures of the Association. It will be in a format that is readily accessible to those members making use of it, and readily modified when necessary. The Operations Manual shall be reviewed on the same schedule as the Constitution, or as needed. The Operations Manual may be amended by a majority vote of the Executive Board.

Chapter VI FINANCES

A. Authority

The authority of chairpersons and officers to arrange financial commitment shall be restricted to the activity of their offices and to the approved budget of the

committee or coded account. The reallocation of funds shall require the approval of the Fiscal Advisory Committee (FAC). Any expenditure not in the annual budget shall be made only with express consent and approval of the Fiscal Advisory Committee.

The FAC will oversee the fee structure for membership, conventions, workshops, conferences and all items sold under the auspices of the organization. Specific committees may be authorized by the FAC to set registration rates for OSPA sponsored events or sale items. Upon request, committee chairs may be asked for documentation of competitive bidding/price scales for convention sites or other expenditures related to an event.

B. Reimbursements

Request for Reimbursement forms are available from the Business Manager in the OSPA office. Each request for reimbursement form should contain expenditures from only one budget category.

1. All reimbursements must be accompanied by the appropriate documentation (receipts/purchase orders/invoices) and must be within the approved budget.
2. All committee expenditures must be approved and signed by the committee chair.
3. Completed forms must be sent to the OSPA office.
4. All reimbursement requests must be submitted within sixty days of encumbrance or they may be invalid for payment.
5. Mileage reimbursement for employees, officers and members on Association business will be based upon the allowance in the Federal Tax Code at the time such mileage was accrued.
6. Lodging and reimbursement: 1/2 cost of a double room. This amount varies according to location and is determined by the Fiscal Advisory Committee.
7. Total reimbursements for meals in any one day shall not exceed \$40.00. Regardless of total

expenditures, purchases of alcoholic beverages will not be reimbursed.

C. Speaker Reimbursement

Speaker fees for conferences, conventions and workshops will be negotiated by the appropriate committee chairs. Honorariums/speaking fees for an individual must not exceed \$3,000 per day unless prior approval is obtained from the FAC. There will be a written contract provided by the Business Manager stipulating all fees/honorariums and reimbursement for expenses/travel that must be signed by the contracted individual and OSPA representative. All contracts will be submitted to the Treasurer for review and to the FAC for approval.

D. Awards Reimbursement

The cost of all recognition awards will come from the Executive Board expenses unless a designated budget code is identified.

E. Association Travel

Members, officers, and employees with opportunities to represent OSPA at regional or national conferences will abide by the following guidelines. (This section excludes the designated accounts for the President and President-elect at NASP events).

1. All air, train or bus transportation will be arranged by the OSPA Business Manager. If specialized or unique itineraries are required, OSPA will reimburse at the rate determined by a written quote obtained by the Business Manager. All air travel will be by coach or best available rate from a nearby location to the OSPA representative.
2. Lodging will be paid in full when representing OSPA out of state and/or beyond a 100 mile radius from the individual's home.
3. Meal reimbursement is not to exceed \$40.00 per day excluding alcohol. (Assumes a full day stay).
4. Specialized needs such as: rental cars, taxis, and parking fees will be reimbursed for travel to and from a transportation site (i.e. airport) to the event

and a maximum of one round trip fare per day away from the site.

5. Other unique travel requirements, including the purchase of airline tickets, shall be approved in a budget form by the FAC in advance of travel and obtained through the office of the Association, unless otherwise approved by the FAC.

Chapter VII BUDGET

- A. (April to May) Committee chairs, officers and employees submit budget requests to the FAC.
- B. (Prior to May Executive Board Meeting) the FAC reviews and amends the budget outlined by the Treasurer.
- C. (May Executive Board Meeting) The Treasurer presents the tentative budget to the Executive Board for approval.
- D. Fiscal year – (July 1 to June 30) Once approved, each committee and individual may spend up to the line item within their authority. Requests for budget increases must be submitted in writing to the FAC.

Chapter VIII OFFICERS

The officers of the Association shall be the President, President-elect, Immediate Past-President, Treasurer, and Secretary. The President, President-elect, and Secretary shall serve terms of one year. The Treasurer shall serve a term of three years.

In the event that the President is unable to complete the term of office, the President-elect shall assume the office for the remainder of the term.

1. If less than eight (8) months of the term remains, the President-elect shall also succeed to the office for the following term. The immediate Past-president shall fulfill such responsibilities of the office of President-elect as shall be necessary until the next annual election.

2. If eight months or more remain in the term, a special election shall be held to fill the office of President-elect. This new President-elect shall succeed to the office of President for the following term.

In the event that the President-elect is unable to complete the term of office, a special election shall be held to fill the office as soon as possible.

In the event that the Treasurer is unable to complete the term of office, the President shall appoint a replacement for the remainder of the current fiscal year subject to approval of the Executive Board. At the annual election, a Treasurer shall be elected to fill the unexpired term.

A. OSPA President shall:

1. be a voting member of the Executive Board;
2. preside at all meetings of the Association and the Executive Board. The President is responsible for determining the date, locations and time of the meetings and for determining the agenda for the meetings;
3. serve as the major spokesperson for OSPA positions or delegate this role to other OSPA members or officials. Information concerning OSPA positions or policies which OSPA should address is channeled through the president;
4. serve as a member of the Fiscal Advisory Committee;
5. serve as an ex-officio member of all committees of the Association;
6. appoint chairpersons of all committees and special committees of OSPA and shall make such other appointments as are necessary to carry on the business of the Association. All appointments shall be subject to the approval of the Executive Board;
7. authorize official communication necessary with other organizations, agencies or persons.
8. keep a log of activities.

B. OSPA President-elect shall:

1. be a voting member of the Executive Board and in the absence of the President serve as chairperson of the Executive Board;
2. serve as a member of the Fiscal Advisory Committee;
3. serve on the Planning and Development Committee;
4. be an ex-officio member of all committees of the Association;
5. participate with the President in the supervision of all paid employees;
6. assist the President, as assigned, in the appointment of committees and the supervision of selected committee activities;
7. consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

C. OSPA Immediate Past-President shall:

1. be a voting member of the Executive Board;
2. serve as an advisor to the Executive Board and to the other officers;
3. assist the president, as assigned, in the supervision of selected committee activities, and shall work closely with committees and other activities which involve the continuation of goals or completion of projects from the previous year.
4. consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.

D. OSPA Treasurer shall:

1. be a voting member of the Executive Board and maintain the financial accounts of the Association;
2. issue checks for reimbursements upon receipt of vouchers, or sales receipts;

3. submit a financial report to the Executive Board quarterly or more frequently if requested;
4. serve as chairperson of the Fiscal Advisory Committee and shall be responsible for convening FAC meetings to develop and recommend budget items to the Executive Board;
5. submit the recommended budget from the FAC for discussion/approval by the Executive Board;
6. arrange for and supervise all official audits in cooperation with the Business Manager;
7. be responsible for management of all OSPA monies according to established fiscal policies and for proposing changes whenever necessary.
8. The Treasurer may be asked by the current President, upon completion of term, to be an ex-officio member of the Executive Board for one year in the position of Past Treasurer. This would be done to ensure a smooth transition of the management of OSPA finances to a new Treasurer.

E. OSPA Secretary shall:

1. be a voting member of the Executive Board;
2. be responsible for recording accurately the events and information at official OSPA meetings, maintaining official records, and writing official correspondence;
3. review initiatives and directives from meeting to meeting to insure consistency and to see if charges and activities were completed;
4. be involved in other direction setting as requested by the President;
5. if the secretary is unable to serve, the President will appoint a person to fulfill the term of office;
6. format of the minutes shall include a summary list of motions and actions taken

Chapter IX EXECUTIVE BOARD

A. Purpose

While the basic responsibility for the functioning of the Association rests with the total membership, the Executive Board shall exercise general management of the affairs of the Association. The Executive Board is the body to which all officers; committees and employees of the Association are immediately responsible.

The Executive Board shall have and exercise the general direction, control and management of the activities and business of the Association. It shall have ample power to purchase, to lease, to pledge and sell any personal or real property of the Association and to make contracts and agreements on behalf of the Association, as it may be deemed needful and convenient for the successful execution of the Association's purposes and operations. In the case of sale or purchase of real property, an affirmative vote by two-thirds (2/3) majority of the total Board membership is required. Such transactions shall be publicized to the Association's general membership prior to Board action.

B. Structure

Voting members of the Executive Board shall be the officers and regional representatives of the Association, as established by the Constitution. Additional Executive Board members may be appointed, but shall have no vote. All members of the Executive Board must be voting members of the Association.

Terms of office for all voting and non-voting members of the Executive Board shall begin June 1 with the exception of the Treasurer, whose term of office shall commence at the beginning of the next fiscal year (September 1).

C. Regional Representatives

1. Regional representatives must be voting members of the Association and members of the regional affiliate they represent.
2. Regional Representatives shall be elected by the voting members of the Association within each region who are also members of the regional affiliate. They shall represent the interest of these members.

3. Regional representatives shall serve on at least one committee.
4. The number of representatives from a regional affiliate shall be determined on the basis of the number of voting members of the Association who are also members of the regional affiliate as of December 31, as follows:
 - a) One representative for the first ten (10) to fifty (50) members, and
 - b) One representative for each additional fifty (50) or portion thereof, to a maximum of four representatives for any single region.
5. Regional representatives shall be elected for terms of three (3) years. Where a regional affiliate is entitled to more than one representative, the terms shall be staggered so that all do not end in the same year.
6. If a regional association's membership drops below the number required for maintaining their current number of representatives on the Executive Board, the region will maintain their current representation until the next election during which that regional association has a representative on the Executive Board for the remainder of the current year.
7. If a regional representative is elected to a statewide office, e.g., President, President-elect, Secretary, Treasurer, the regional association may select an individual to replace that regional representative on the Executive Board for the remainder of the current year.
8. In the event that a regional representative is unable to complete a term of office, the President of the Association, after conferring with the President of the regional affiliate organization, shall appoint a replacement from that region for the remainder of the current year of office. This appointment is subject to approval by the Executive Board of the Association. After the next annual election, a representative shall be elected to fill any unexpired term.
9. If a regional representative is unable to attend a meeting of the Executive Board, a proxy representative may be designated by the President of the regional affiliate. Proxy representatives must be voting members of the association.

ASSOCIATION EMPLOYEES

The Executive Board may employ one or more staff members to assist in conducting the administration of the Association. They shall be responsible to the President for their direct supervision. Their initial and continuing employment will be based on a job description which will include a statement of qualifications and sufficient description of duties to allow for adequate evaluation.

Association employees shall attend all Executive Board meetings, respond as requested to questions from the Executive Board, and work cooperatively with the Executive Board members. Association employees shall execute the duties outlined in their job description to effectively carry out the activities of the Association.

A. Vacancy

1. In the event of a vacancy, the Association Employee's position, regardless of title used, shall be filled by a person whose qualifications are provided for in the job description. Applicants for this position may be any person other than the current officers or nominated candidates for any elective position of the Association. The President will appoint an Executive Search Committee and these members are not eligible. Officers, nominated candidates, and Search Committee members shall provide written evidence of resignation or withdrawal of candidacy prior to making application for the position of Association Employee, regardless of the title used for such position.
2. Qualified candidates for the Director of Legislative Services and Professional Relations position shall be interviewed by the Search Committee. Prior to the interview, the committee will establish the process of consensus to be used. Once the Search Committee has identified a recommended candidate, the candidate's qualifications and credentials shall be presented at the next Executive Board meeting. An affirmative vote

by two-thirds (2/3) majority of the total Board membership is required.

3. Qualified candidates for the Business Manager position shall be interviewed by the Search Committee. Prior to the interview, the committee will establish the process of consensus to be used. Once the Search Committee has identified a recommended candidate, the candidate's qualifications and credentials shall be presented at the next Executive Board meeting. An affirmative vote by two-thirds (2/3) majority of the total Board membership is required.
4. The Business Manager, with consultation of the President, shall be responsible for filling any vacancy for the position of clerk-typist by running an advertisement, screening applicants, and interviewing applicants. Upon completion of interviews, the Business Manager shall present the credentials of the applicant she feels will best fill the position at the next Executive Board meeting. An affirmative vote by two-thirds (2/3) majority of the total Board membership is required.

B. Association Employees' Evaluation

The staff of the Association shall be evaluated annually according to procedures adopted by the Executive Board. Such evaluation procedures will include appeal to a Personnel Committee, which shall be appointed by the President and approved by the Executive Board, in case of disagreement over results.

C. Association Employee Job Descriptions

1. **Director of Legislative Services and Professional Relations** shall:
 - a) Pursuant to Section 101.73 of the Ohio Revised Code, file an expenditure report with the Clerk of Senate no later than January 20th and July 20th for the six preceding months, ending on December 31 and June 30, respectively. File registration statement with Legislative Agent's office—State house on even numbered years;

- b) Assist the Legislative Committee in developing goals and priorities critical to the welfare of children, the professional standing of school psychologists and/or the stated purposes of OSPA; and communicate with legislative chair(s) at least twice per month.
- c) Submit a written report of activities to OSPA Executive Board at each regularly scheduled meeting. Keep a log book of times and activities to Director of Legislative Service and Professional Relations function;
- d) Maintain an itemized account of expenses relative to his/her job responsibilities (e.g., mileage, lunch, parking, etc.);
- e) Collaborate with representatives of other professional organizations, as necessary, regarding OSPA's position on various legislation, standards, etc.;
- f) Develop a legislative newsletter to keep the membership abreast of legislative developments, possible future ramifications and the appropriate response(s) needed to effect the goals desired by the membership;
- g) Monitor bills which are introduced into the Ohio legislature;
- h) Inform legislators of the concerns of the membership;
- i) Provide information to individual members relative to questions regarding legislation, litigation, standards, association positions, insurance, and professional issues;
- k) Complete other activities as assigned by the President and/or Executive Board;
- l) Maintain contact with Division of Special Education, OCEHC, OPA and other professional associations as necessary.

2. Business Manager shall:

- a) Manage the OSPA central office by supervising part-time clerk typist, assigning priorities and delegating tasks;
- b) Maintain accounting records and reports in cooperation with the Treasurer, advise the Executive Board on cost effectiveness of new projects, file IRS reports, maintain payroll records. Limit office expenditures to approved budget. Any expenditure not in the annual budget shall be made only with the approval of the Fiscal Advisory Committee;
- c) Arrange business contacts/communications regarding supplies, office operations, etc.;
- d) Provide requested assistance to committee chairpersons and Director of Legislative Services and Professional Relations;
- e) Attend Executive Board meetings and committee meetings, as requested;
- f) Assist Fall Conference, Spring Conference, and Workshop Committee with hotel arrangements, notices, correspondence, registration;
- g) Respond to telephone and written requests from members related to meetings, job opportunities, conferences, workshops, membership and publications;
- h) Refer inquiries regarding association policies, legal advice, and questions related to the profession of school psychology to the Director of Legislative Services and Professional Relations or appropriate Executive Board member or Committee Chair;
- i) Submit a written summary of activities to OSPA Executive Board at each regular scheduled meeting (e.g. personal contact made, services provided to membership and total amount of time expended in these activities);

- j) Assist Nominations and Elections Committee in preparing and mailing ballots of Executive Board offices and regional affiliates;
- k) Managing MCE program – record continuing education information for registrants, keep files on current OSPA-MCE providers, collect fees due and send timely updates to MCE registrants;
- l) Maintain current records regarding membership;
- m) Complete other activities as assigned by the President and/or Executive Board.

Chapter XI STANDING COMMITTEES

Composition:

All standing committees will include a regional representative whenever feasible. Membership on standing committees overall shall be represented by regions and by practitioner, trainer and administrator status's. Committee members must be OSPA members. All committee appointments are for a period of not more than one year. All committee chairpersons are non-voting members of the Executive Board unless otherwise entitled to vote. Representatives and officers shall chair no more than one standing committee.

Purpose:

There shall be standing and other committees appointed to fulfill the function of the Association. The duties of the standing committees shall be described herein.

1. The President, subject to a two-thirds vote in the affirmative by the Executive Board, shall have the power to recommend the addition, deletion or change of a standing committee with the exception of the Executive Board, Nominations and Elections, and Fiscal Advisory Committees.

2. Other committees may be appointed by the President at any time.
3. Any duly constituted committee may poll the membership for any kind of survey of related data which it feels is warranted for the committee's use (with the permission of the FAC).

A. Audit Committee

Composition:

The Committee shall consist of the Treasurer and not more than three (3) other Executive Board members appointed by the President.

Purpose:

To verify the financial books and reports for the previous fiscal year.

Function:

1. To meet prior to February 15 to review the financial record keeping of the previous fiscal year;
2. To submit a report to the Executive Board at a mid-year Executive Board meeting;
3. To recommend a professional audit if circumstances so warrant.

B. Awards Committee

Composition:

The committee shall consist of OSPA members from each of the regional associations.

Purpose:

To determine criteria and procedures for awards established by the Executive Board.

1. To recommend to the Executive Board the annual recipient of the Bartlett Award.

2. To recommend to the Executive Board nominees for an Honorary Life Membership.
3. To recommend to the Executive Board the annual recipient(s) of the Peter Gross Best Practices Award(s).
4. To recommend to the Executive Board the annual recipient of the School Psychologist of the Year Award.
5. To determine criteria and procedures for any other awards instituted by the Executive Board.

Function:

- June: Solicit nominations from the regional associations for the Ohio School Psychologist of the Year Award (this process should be started in April).
- July: Set up meeting date in early August to determine recipient of Ohio School Psychologist of the Year Award.
- August: Present committee's choice to the Executive Board. Inform all nominees of choice after Board action. Send information regarding NASP award to the OSPA award recipient. Send information to newsletter editor regarding nominations for Spring awards.
- Sept.: Make arrangements for certificates, plaque, booklet, etc. Obtain current list of committee members. Write out remarks to be made at award presentation.
- Oct/Nov: Distribute nomination forms at Executive Board meets. Present awards at Friday luncheon of Fall Conference; all nominees are recognized for their achievements; table reserved for Friday for each nominee/region. Hold committee meeting during scheduled time at the Fall Conference – ask committee members to distribute nomination forms at regions. Send copies of the nomination form to SERRC centers, County Educational Service

Centers, and members of the Inter-University Council.

- Dec./Jan: Nominations should be coming in. Send letters, if necessary, for additional information, letters of reference, etc. Set up meeting in Columbus for the end of February or beginning of March to select award recipients.
- Feb./
March: Meet in Columbus. Choose recipients to be recommended to the Executive Board. Attend Executive Board meeting and make recommendations for awards.
- March: Notify award recipients. Decide and contact Bartlett award presenter. Notify recipients that they will be a guest of OSPA at the banquet, but their guests (except for spouse of Bartlett winner) will need to pay for their dinner. A table will be reserved for each award winner and guests. Order certificates and plaques: wood plaque for Bartlett, certificates for Honorary Life Membership, and plaque for Best Practices award (money was donated for this award – optional choice – has been a marble plaque). Send nomination forms to regional representatives, presidents, and committee members for School Psychologist of the Year Award.
- May: Spring Conference: hold committee meeting (optional) at scheduled time. Committee member or chair makes brief introduction of each award recipient: Honorary Life Membership and Pete Gross Best practices Award Committee member or chair introduces the Bartlett award and the person who will present the award to the Bartlett recipient. Give information about award recipients to the TOSP editor. Write letters to nominators to thank them for nomination.

C. Children's Advocacy Committee

Composition:

The committee shall consist of at least one (1) member from each region.

Purpose:

To identify and investigate issues and concerns related to the mental health and educational needs of children and adolescents.

1. To conduct surveys or research (with approval of Executive Board) to determine mental health needs of children and adolescents;
2. To develop appropriate actions based on such research;
3. To seek improved conditions for the emotional, intellectual, and social well being of children as they relate to all educational settings.

Function:

1. To establish goals and objectives for the committee on a yearly basis or as designated by the OSPA President;
2. To develop procedures for reaching these goals and objectives. These are written for the OSPA Committee Objectives form in September of each year;
3. To submit articles to The Ohio School Psychologist on a topic of mental health or educational services to children and adolescents in Ohio;
4. To coordinate with the Research Committee where appropriate;
5. To report data to the Executive Board and disseminate to any interested members of the Association.

D. Fiscal Advisory Committee (FAC)

Composition

The committee shall consist of the President, President-elect, Past President, Treasurer, Secretary, Business Manager and Director of Legislative Services and Professional Relations and not more than two (2) other members of the Executive Board. The Treasurer shall be the chairperson.

Purpose:

1. To develop and submit the annual budget;

2. To review Executive Board expenditures;
3. To monitor and develop investment plans for Association funds.

Function:

1. To monitor and review annual budget;
2. To review Executive Board expenditures at least semi-annually, and report to the Executive Board;
3. To review and report to the Executive Board on an annual basis by May the performance and record of expenses of the contract employees of OSPA. Make recommendations for contract personnel by August;
4. To provide the August Committee with the proper information from the Treasurer's records at the close of the fiscal year;
5. To develop and review budget for fiscal year and establish meeting dates for the year;
6. To review Association expenditures twice yearly and report to the Executive Board.

E. Legislative Committee

Composition:

The Committee shall consist of at least one (1) member from each region.

Purpose:

To educate members regarding mental health, education, and professional issues and to educate legislature on the profession of school psychologists, and the positions of the organization.

Function:

1. To develop a legislative platform based on goals and of OSPA members;
2. To increase committee members' understanding of the legislative process;

3. To increase political awareness and activism at the regional level;
4. To monitor, support and initiate legislation which furthers the goals stated in the legislative platform;
5. To formulate positions on political/legal issues which are relevant to school psychologists;
6. To ensure continued implementation of a legislative network in order to enhance communication between the legislative committee and the OSPA membership;
7. To write letters, attend hearings, and meet legislators;
8. To compile and submit a written report to The Ohio School Psychologist in reference to the committee functions, minutes of the meetings, and legislative information.

F. Membership Committee

Composition

The Committee shall consist of at least one (1) member from each region.

Purpose:

To encourage the expansion of participation by school psychologists in the Association, and to be responsive to the needs of members. To increase membership in all areas: Full, Retired, Unemployed, Student, Intern and Affiliate.

1. To provide the ways and means for school psychologists, students, interns, retirees, and affiliates who have an interest in becoming active in the Ohio School Psychologists Association to become members in the appropriate category;
2. To provide information which represents the Ohio School Psychologists Association to those who are eligible but may not yet be members;
3. To assist other members, and regions, in their efforts to encourage additional members;

4. To work cooperatively with the Division of Special Education, and University Trainers in making the services and advantages of membership in the Ohio School Psychologists Association known;
5. To review the applications for membership to ensure that potential new members have the appropriate credentials and experience for the category for which they are applying.

FUNCTION:

In conjunction with the association staff:

1. To obtain a list of the previous year's members who did not renew their membership and send a form letter inviting membership in OSPA. Letters should be sent out by November 15th of each year.;
2. To call the Division of Special Education to obtain the names of the intern school psychologists at the beginning of each year and send a form letter invite them to join OSPA;
3. To contact the Ohio State Board of Psychology to get a list of licensed school psychologists in the state and send them invitations to join OSPA. Contact should be made by December 10th of each year;
4. To obtain list of IUC members from the Inter University Council (IUC) representative and send form letters inviting them to join OSPA;
5. To contact regional Membership Committee members and/or regional presidents requesting that local membership lists be sent to the Business Manager by November 1st of each year;
6. To submit names of potential members to the OSPA office so that membership materials can be mailed to them;
7. To review new applications for membership to OSPA prior to the Executive Board meeting in order to insure correct membership status and OSPA member recommendations;
8. To submit potential new members' names to the Executive Board for approval;

9. To report to Executive Board on membership count. (Obtain information from OSPA office);
10. To send membership news to OSPA editor to be included in the newsletter;

G. Multicultural Affairs and Diversity Issues Committee

Composition:

The Committee shall consist of at least one (1) member from each region.

Purpose:

To develop a better understanding of our own backgrounds and the backgrounds of other groups that compose the diverse population that we serve, recognizing that needs may vary widely due to differences in ethnicity, gender, race, religious affiliation, sexual orientation, and socio-economic level.

1. To act as liaison with the NASP Multicultural Affairs Committee and the Legislative Committees of NASP and OSPA. Through these liaisons, we will actively support legislation and rules for education and protect the right to maintain cultural differences within the educational system and society as a whole.
2. To survey and provide feedback to Ohio universities which train school psychologists to determine the extent of training for working with children from culturally diverse groups;
3. To provide resources for all psychologists to work more sensitively and effectively with children from culturally diverse groups.

H. Nominations and Elections Committee

Composition:

The Committee shall consist of at least one (1) member from each region.

Purpose:

To ensure the continuation of OSPA by replacing officers and Executive Board members whose terms have expired through a nomination and election process;

1. To be responsible for elections and all voting conducted by mail ballot;
2. To present to the Executive Board the results of elections and other mail ballots, to be published in the minutes;
3. To submit recommendations for appointed positions such as vacancies on the State Licensing Board;
4. To select at least two nominees for President-elect, Treasurer, and Secretary;
5. To solicit from the regional affiliates their nominees for regional representative. Insofar as possible, at least two candidates shall be nominated for each position. Where two persons willing to accept the nomination cannot be found, the Committee shall so inform the Executive Board of the Association. The Executive Board may accept the single nomination or may conduct an additional search for candidates;
6. To accept nominees in addition to those proposed by the committee, upon receipt of written petition of 10% of Association members entitled to vote for an office. Such nominees must be received by the Committee by March 1.

Function:

Procedure for Selection Nominees and Conducting Mail Ballots:

1. The Committee, in cooperation with the OSPA office, will send an up-to-date list of OSPA members to regional presidents by November 15th of each year. Included with this list will be a letter of reminder to regional presidents about the upcoming need to select candidates for OSPA statewide offices and regional representatives and the deadlines applicable regarding eligibility for regional representative positions on the OSPA Executive Board. Both full members and interns who are members of both OSPA and their regional association are counted toward the totals for regional representation to the Executive Board.

2. The Committee will be responsible for seeing that a reminder about joint OSPA-regional membership timelines and impact on elections is included in the Fall issue of the OSPA newsletter.
3. The Committee shall select nominees for the offices of President-elect, Secretary, and Treasurer. Selection shall be based on input from regional associations through committee members and from Executive Board members.
4. The Committee shall solicit nominees for regional representatives from regional associations by contacting the presidents of regional associations and requesting names of an appropriate number of nominees based on requirements outlined in the Executive Board section of this Manual.
5. If a regional association's membership drops below the number required for maintaining their current number of representatives on the Executive Board, the regional will maintain their current representation until the next election during which that regional association has a representative whose term expires.
6. All candidates for Association offices must be current members of the Association. Vitae of all individuals running for office shall be requested for inclusion with the ballot. The Committee shall establish a format for the vitae and mail this to the candidates immediately after receiving the candidates' names from the Nominations and Elections Committee (for officers) or from the regional organization (for regional representatives). An appropriate cutoff date for return of the vitae shall be established by the Committee and the OSPA office. Any individual who does not submit vitae by the appropriate date will have his/her name included on the ballot without vitae information. Candidates will be notified of these guidelines and timelines when the vitae form is sent to them. Vitae will be sorted by region so those members from each region only receive those vitae of individuals for whom they are eligible to vote.
7. Ballots shall be mailed to members in envelopes which indicate that the content is a ballot. This may be done by stamping the envelope with the word "BALLOT" or by having envelopes specifically printed for this purpose.

Procedures for Counting Mail Ballots:

1. Ballots shall be mailed with a return envelope with a label affixed which includes the member's name and regional affiliation. A signature shall be required on the return envelope. Only ballots returned in the official envelope shall be counted. The letter which accompanies the ballot and explains procedures for voting shall indicate that only ballots returned in the official return envelope shall be counted and that nothing except the ballot should be included in the ballot envelope.
2. All ballot-envelopes will remain sealed in the OSPA office until the designated time for counting the ballots.
3. At least three OSPA members shall count the ballots. If possible one of the three members shall be the chair or co-chair of the committee. The remaining individuals may be from the Executive Board or may be any other members selected for the task by the chair or co-chair. If possible, these three individuals should include members from more than one regional association. In any event no member whose name appears on the ballot shall assist with counting.
4. All ballots which are postmarked by the required return date shall be counted when determining the outcome of elections by mail ballot. Ballots postmarked after the return date will be kept, unopened, with the election materials and discarded at the appropriate date with other election materials.
5. Those individuals counting ballots will sign an informal statement authenticating the results of the balloting which will be presented to the President as soon as possible.
6. After the ballots have been counted, the President shall be notified of the election outcome. All candidates for office shall be notified by telephone of the outcome of the election by the chair or co-chair of the committee or his/her designee. Notification of candidates should be as soon as possible after ballots are counted and before the next Executive Board meeting and the Annual Business Meeting.
7. Election results shall be announced at the Spring Business Meeting and in the newsletter.

8. If a regional representative is elected to a statewide office, e.g. President-elect, Secretary, Treasurer, the regional organization may select an individual to replace that regional representative on the Executive Board for the remainder of that individual's term.

Procedures for Challenges to Elections by Mail Ballot

1. Ballots shall be separated by regional association membership and kept by the OSPA office or by the chair or co-chair of the committee for 30 days past the Annual Business Meeting. After this time, ballots shall be discarded.
2. Any member requesting a recount of ballots shall be directed to put this request in writing to the OSPA President. If possible, the individual challenging election results should be informed of the timeline for keeping ballots after the election even before the letter to the President is received. After the President has received the request for a recount in writing, the committee chair or co-chair who was responsible for the election in question shall be notified. Two members, different from those who previously counted ballots, shall be selected by the President to conduct the recount. Any member who so requests, including the individual who has challenged the election results or the committee chair or co-chair may be present when the recount is conducted.
3. No challenges to elections results will be accepted beyond the date established in the Operations Manual for discarding ballots.

Procedures for Selections of Recommendations to the State Board of Psychology:

1. The Committee shall select nominees for positions on the State Board of Psychology. Selection shall be based on input from regional associations through committee members and from input from Executive Board members. Nominees should be licensed as psychologists at the doctoral level and should have strong professional credentials.
2. When possible, the political party of nominees for positions on the State Board of Psychology and the Governor's political party should be the same.

3. When possible, nominees for positions on the State Board of Psychology should have been active in political circles or have influential contacts in the governor's political party.
4. Nominations for the State Board of Psychology should be selected in cooperation with Inter-University Council in School Psychology.
5. When possible, names of candidates for the State Board of Psychology shall be presented to the Executive Board for approval. If the Executive Board does not convene before the nomination must be made to the Governor, the President and committee chair or co-chair should confer.
6. The Committee will request that nominees for the State Board of Psychology position submit his/her vitae to the President. The President will forward the vitae along with his/her letter of nomination to the Governor's office.
7. Executive Board members and committee members should be asked to send letters to the Governor endorsing OSPA candidates for positions on the State Board of Psychology.

Procedures for Selection of Nominees for the School Psychology Licensure Examination Committee

1. The Committee shall select nominees for positions on the School Psychology Licensure Examination Committee. Nominations shall be based on input from regional associations through committee members and from input from Executive Board members.
2. Nominations of more than one for the School Psychology Licensure Examination Committee should be selected in cooperation with the Inter-University Council in School Psychology. Nominees must be current OSPA members.
3. When selecting nominees for the School Psychology Licensure Examination Committee, consideration should be given to whether the individual leaving the Examination Committee is a university trainer or a field-based practitioner. When possible, the nominee should hold the same type of position as the individual leaving the Examination Committee.

4. When possible, names of candidates for the School Psychology Licensure Examination Committee shall be presented to the Executive Board for approval. If the Executive Board does not convene before the nomination must be made to the State Board of Psychology, the President and committee chair or co-chair should confer.
5. The Committee will request that the nominee for the School Psychology Licensure Examination Committee position submit his/her vitae to the President. The President will forward the vitae along with his/her letter of nomination to the State Board of Psychology.
6. Members of the Examination Committee must be trainers or practitioners who are either licensed as school psychologists or licensed as psychologists and are also currently certified (licensed) as a school psychologist.

I. Planning and Development Committee

Composition:

The committee shall consist of the President-elect (chair), two past-residents, and two voting members of the Executive Board. In addition, participation shall be open to one additional representative from each region. The chairperson will organize the committee and recruit participants.

Purpose:

To identify and investigate issues related to the Association's effectiveness and efficiency in fulfilling its stated purpose and the needs of its members. The committee shall recommend to the Executive Board appropriate actions concerning such issues.

Function:

1. To advise the Executive Board of trends and issues in school psychology, and, accordingly, to develop and maintain the long-range plan based on projections of the future of school psychology and the implications for Ohio's school psychologists. The plan shall be updated at least every five years. In years where the plan is updated, revisions will be submitted to the Executive Board no later than the March meeting;
2. To develop and recommend to the Executive Board annual goals which are in keeping with the long-range plan and which

provide direction for planning in each organization unit and committee. Goals for the upcoming fiscal year will be presented to the Board no later than the Spring meeting;

3. To recommend to the Executive Board the appropriate committee for research into trends and issues pertinent to the annual Association goals, and to assist committees in development of objectives, activities, and budgets consistent with the annual goals and long-range plan;
4. To carry out short term assignments of the Executive Board;
5. To review the Constitution, Operations Manual, Regional President's Handbook, Position Papers, and other documents of the Association periodically, as required by Article X of the Constitution;
6. To recommend Constitutional changes to the Executive Board in a timely manner so that adequate notice may be given to the membership for voting purposes.

J. Private Practice Committee

Composition:

The committee shall consist of at least one (1) member from each region.

Purpose:

To address the professional concerns of members in private practice.

Function:

1. To survey the membership periodically regarding the need for information and resources about private practice;
2. To educate the membership about the establishment and maintenance of private practice;
3. To write articles for The Ohio School Psychologist about those issues impacting the private practice of school psychology.

K. Professional Ethics and Standards Committee

Composition:

Each region will be invited to appoint at least one (1) member. A quorum consists of a majority of appointed committee members. Additional members may join the committee by request or invitation.

Purpose:

1. To educate school psychologists and the general public about principles of ethical and professional conduct for school psychologists;
2. To provide information to school psychologists who have questions regarding their own professional ethics and conduct;
3. To perform other duties as charged by the President and Executive Board.

Function:

1. To identify and investigate issues related to the public and private practice of school psychology in the areas of:
 - a) Training, certification, and licensure. An individual appointed by the President of the Association serves as an ex-officio member of the Professional Ethics and Standards Committee, assuming responsibility for identifying, investigating, and apprising the committee of training and certification issues.
 - b) Ethics, standards, and professional conduct.
 - c) Legal concerns and activities.
2. To investigate allegations of unethical conduct by a member, according to procedures established by the Executive Board (Appendix B);
3. To interpret the Code of Ethics of the Association and report specific interpretations to the membership;
4. To review the Code of Ethics on a periodic basis;

5. To administer the Legal Assistance Fund according to procedures established by the Executive Board (see Appendix C).

L. Professional Growth and Development Committee

Composition:

The committee shall consist of at least one (1) member from each region.

Purpose:

This committee will identify and provide support to meet the needs of the OSPA Executive Board and membership in the areas of professional growth and development.

Function:

1. The Professional Growth and Development Committee will plan, coordinate, arrange for continuing education credit, and sponsor professional development workshops and seminars as needed in areas of interest to OSPA members.
2. The Professional Growth and Development chairperson and committee will work with the OSPA office and Executive Board as well as consult with the Ohio Department of Education in areas that impact the professional development, continuing education, and training of school psychologists.
3. This committee will consult as needed with the Spring and Fall Conference committees concerning themes and speakers for future OSPA conferences designed to meet professional development needs.
4. The Professional Growth and Development Committee chairperson will be the OSPA liaison to the Ohio Inter-University Council for School Psychology.

M. Public Relations and Publications Committee

Composition:

The committee shall consist of at least one (1) member from each region.

Purpose:

To increase public awareness of the role and function of school psychological services, special education opportunities, and promote an awareness of the physical and emotional needs of children. This committee is also responsible for coordinating the development and dissemination of publications of the Association.

Function:

1. To provide a link between the public and the profession and practice of school psychology using such media as radio and television public service announcements, and news releases;
2. To keep the membership informed and involved in public relations activities through articles in The Ohio School Psychologist newsletter;
3. To provide a photographic record of the events and people involved in OSPA for the newsletter and the historian;
4. To send news releases on winner of Bartlett Award and Honorary Life Membership;
5. To contact legislators and write news releases in references to Ohio School Psychologists Day;
6. To maintain copies of all correspondence, agendas, meeting notices, minutes, news release forms, committee objectives, and radio and television public service announcements in the committee chairs' notebook which is passed from one chair to the next.
7. To promote and maintain the sale of professional literature and items designed to enhance positive perceptions inside and outside the practice of School Psychology.
8. To secure a document from the current governor of Ohio proclaiming School Psychologist Day on a date selected by the Public Relations and Publications Committee.

N. Technology and Research Committee

Composition:

The committee shall consist of at least one (1) member from each region.

Purpose:

To promote the incorporation of research into professional practice.

Function:

1. To facilitate, as appropriate, research by members and other appropriate groups as related to professional practices;
2. To encourage the incorporation of empirically based research into professional practices, and disseminate information to members through convention programs, OSPA newsletter entries, and other means, as appropriate.
3. To coordinate the research activities (including surveys) of other committees, Executive Board, and all requests to gather information from the OSPA membership.

Procedures for requests for research involving wide participation of Association members

1. Consistent with the fourth stated purpose of the Association as outlined in Chapter 1 (page 1), the Association will evaluate requests for research that involve active participation of Association membership.
2. When these requests involve the solicitation of data from Association members via questionnaires, interviews, or other methodology, the following guidelines shall be observed:
 - a. The researcher(s) may request names and preferred mailing addresses of Association members in order to offer opportunities to participate in research.
 - b. All proposals for research shall be directed in writing to the OSPA office.
 - c. At its discretion and with approval from the Association Executive Board, the Research Committee

may exercise limits on the number of requests that may be approved in any one fiscal year.

- d. The researcher(s) of an approved study, upon approval, shall be sent mailing labels of those Association members invited to participate. The Association may require a fee of \$100 for these labels. Additional fees may be required, depending on the nature of the proposed study, as determined by the Research Committee and/or Executive Board. Under no circumstances shall the researcher(s) be given an electronic database of Association members.
- e. The researcher(s), as a condition of approval of research activity, may be required to submit an article for publication in *The Ohio School Psychologist*. This article may include the purpose, methodology, results, and discussion of the study.

O. Fall Conference Committee

Composition:

The Committee shall consist of at least one (1) member from each region.

Purpose:

To provide opportunities to school psychologists for professional growth and development, as well as networking.

August

1. Get a list of Fall Conference Committee members from OSPA office. If all regions are not represented, contact regional presidents.
2. Contact speakers to confirm details, such as handouts, etc.
3. Contact Department of Special Education to confirm speaker, date and time.

3. September

1. Committee meeting to decide job responsibilities for conference (registration, doors, tickets, hospitality).
2. Contact OSPA office at intervals to keep track of details.

4. October

1. Stay in contact with OSPA office regarding registration, etc.
2. Purchase food/beverages for hospitality suite.
3. Finalize plans with hotel. Check function sheets carefully for errors.
4. Send contracts to speakers for next years conference.

5. Conference

Usually last week of October, first week of November.

1. Work at registration desk and other jobs as needed.
2. Committee meets during conference to tally evaluation sheets, handle situations as they come up and discuss speakers for two years from now.
3. Confirm site selection for three years from date.
4. Develop conference topics, speaker lists for two years from date.

November

1. Thank you letters to speakers, hotel, others involved.
2. Submit article to Ohio School Psychologist on success of conference.

January/February

1. Contact potential speakers for two year hence. Determine availability, topics, fees, etc.

March

1. Decide on speakers for two years hence and send them letters of confirmation.

April

1. Contact publishing companies to solicit displays, table rental and donation of “freebies” for next Fall.

June

1. Meet with hotel to do function sheets and plan menus.

July

1. Put together conference brochure. Have it printed and to OSPA office by middle of August. Generally takes three weeks to print.
2. Submit article promoting Fall Conference to Ohio School Psychologist.

P. Spring Conference Committee

Composition:

The Committee shall consist of at least one (1) member from each region.

Purpose:

To provide opportunities to school psychologists for professional growth and development, as well as networking.

August

1. Get a list of Spring Conference Committee members from OSPA office.
2. Meet with your co-chairperson (if you have one) and the Business Manager to decide plan of action for year (optional).

September

1. Submit committee goals to OSPA office.
2. Have your first committee meeting. (This may be done in summer).
 - a) Bring to first committee meeting past program brochures and a list of topics of interest for the forthcoming conferences which you have received by getting in touch with members from your region. Also, use the evaluations from the previous conference for ideas.

- b) Have committee members bring a list of topics from each of their regions to the first meeting.
 - c) Select major speakers to contact – many have been decided on the year before.
3. Check with OSPA Business Manager about new committee members periodically. Sometimes new committee members are added. Generally you are notified, but it is good to check.
 4. Send letters to IUC members and college professors in school psychology to elect presenters for mini-presentations. Obtain an updated list from the OSPA office.
 5. Send “Call for Papers” to newsletter asking for OSPA members who might like to be a presenter at the conference.

October/November

1. Have second committee meeting. This is usually held at the Fall Conference.
2. Discuss confirmed major workshop speakers and brainstorm for others, if needed.
3. Discuss suggestions for mini-workshop presenters. (May be done earlier).
4. Have “Call for Papers” at registration desk at Fall Conference.

December (usually Saturday)

1. Have a third committee meeting at the hotel which will be the site of the conference. Discuss with the Director of Sales at the hotel the following: menus, room assignments for presenters, and floor plans. Get the names of rooms assigned to each presenter for your program mock-up. Ask about audio-visual rentals from the hotel.
2. Review/select mini-workshops. Summarize information on mini workshops for brochure.

3. Begin to work on the program brochure mock-up. Business Manager types draft of brochure.

January (usually Martin Luther King Day)

1. Program is typed by OSPA Business Manager. Use previous years' program brochures as guides.
2. You will need to check with the OSPA President-elect to determine if she/he wants to have a breakfast with the regional presidents or presidents-elect. This will need to be scheduled. Check with all OSPA committees to see if any will need special meeting rooms at the conference or if any are planning special meals, for example, a legislative breakfast, past president lunch. Work with the Business Manager on scheduling these special meetings.
3. Proof the brochure several times.
4. Get program copy to printer. The Business Manager will help you with this. Plan on the printer taking three weeks for the material to be printed.
5. Visit the proposed conference sites for the following year and decide on a site to submit to the OSPA Executive Board for approval.

February

1. The OSPA office and Business Manager will take care of mailing the program brochures.
2. If you want NASP to sponsor a hospitality suite at the conference, contact the OSPA representative to NASP.
3. Get a list of each major and mini-workshop presenter's audio-visual needs and any copies of handouts they wish the OSPA office to reproduce. Get the list of AV equipment and order the equipment. It may be helpful and economically prudent to limit the number of pages OSPA will reproduce for a presenter.
4. Make up an evaluation form for the conference.

March

1. The Business Manager and OSPA office are responsible for the following:

- a) mailing out all conference material/brochures
- b) you send the presenters a letter giving them their room assignments and listing their AV needs as you know them. The office will send brochures to all major and mini-presenters. Please provide the office with their names and addresses.

April

1. Collect handouts the presenters wish to have reproduced. It is easier to have presenters send their handouts to the OSPA office. The materials will need to be reproduced this month.
2. Make a list of AV needs and rooms in which they will be needed at the hotel.
3. Contact the Public Relations Committee on conference publicity.
4. Contact Awards Committee regarding arrangements for Bartlett recipient. This can be done through the OSPA office.
5. Schedule workers for the conference.

May

1. The conference begins the first week of May.
2. Send all bills to the Business Manager.
3. Complete notebook entries and return notebook to the Business Manager.

Throughout the Year

1. Keep copies of everything: correspondence, agendas, minutes, etc.
2. Inform committee members of meetings by mail. Include in your notice what you expect each committee member to bring to the next meeting and include a sample agenda, if possible.

3. Have the minutes of each meeting written and distributed to the members as soon as possible after the meeting. Include in the notebook.
4. Come prepared to each meeting with agenda and outlines of what will be discussed.
5. Attend board meetings.

Q. Crisis Committee

Purpose:

To facilitate student and staff psychological well being, in order to enable schools to resume normal activities after a crisis, which would maximize educational performance.

Function:

1. Gathering information about crisis prevention, intervention, and postvention and making this information available to OSPA members.
2. Providing a supportive network of professionals to increase knowledge and skills in a crisis situation.
3. Increasing collaborative involvement in regional/state teams in preparation for possible response to a region/state crisis.
4. To provide on-site crisis assistance.”