

**OHIO SCHOOL PSYCHOLOGISTS ASSOCIATION  
OPERATIONS MANUAL**

Revised, November 2008

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Throughout the body of this Operations Manual, the Ohio School Psychologists Association will be referenced as “the Association.”

**Chapter I                   PURPOSE**

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

1.                   To *advocate* for the educational and mental health needs of students, 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 Executive Board, 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 Executive Board, 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 Association office. Formal application for membership will be completed and returned to the Association Business Manager. The Membership Services 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 Association 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, 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 Association Executive Board.

## **Chapter IV ORGANIZATIONAL UNITS**

### **A. Offices:**

1. President
2. President-elect
3. Immediate Past President
4. Treasurer
5. Treasurer-elect
6. 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 of *The Ohio School Psychologist*, who shall be a non-voting member of the Executive Board. The Editor is responsible for the regular and timely publication of *The Ohio School Psychologist*. 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 Ohio School Psychologist*. The Editor also participates in the National Association of School Psychologists' Newsletter Editor's Network, implements the Advertising Policy of *The Ohio School Psychologist* (see Appendix A), assigns duties to any associate editors, maintains appropriate mailing permits and postage funds, and advises the Treasurer of the financial status of *The Ohio School Psychologist*.

The President shall appoint an Historian of the Association, who shall be a non-voting member of the Executive Board. The Historian shall partner with the Membership Services Committee to facilitate the gathering, storing, and sharing of historical items and information related to the Association. The Historian shall disseminate information about the history of the Association to members through convention programs, submissions to *The Ohio School Psychologist*, and other means, as appropriate.

The vacating of the position of Editor or Historian shall be confirmed by a majority vote of the Executive Board.

## **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 the Association. 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 Association 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 Association 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 Association 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. 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 Association 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 the Association at regional or national conferences will abide by the following

guidelines. (This section excludes the designated accounts for the President and President-elect at events for the National Association of School Psychologists (NASP)).

1. All air, train or bus transportation will be arranged by the Association Business Manager. If specialized or unique itineraries are required, Association 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 Association representative.
2. Lodging will be paid in full when representing the Association 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 30 days prior to the Spring Conference Executive Board Meeting.
- 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, Treasurer-elect, and Secretary. The President, President-elect, Treasurer-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 Treasurer-elect shall assume the office for the remainder of the term.

1. If less than eight (8) months of the term remains, the Treasurer-elect shall also succeed to the office for the following term.
2. If eight months or more remain in the term, a special election shall be held to fill the office of Treasurer-elect. This new Treasurer-elect shall succeed to the office of Treasurer for the following 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 Association positions or delegate this role to other Association members or officials. Information concerning Association positions or policies which the Association 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 the Association 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;
9. work with the President-elect to establish a functional communication network among all regional affiliates of the Association to ensure that each of these affiliates is meeting their respective responsibilities as outlined in Chapter IX, Section C of this Operations Manual.

**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. be an ex-officio member of all committees of the Association;
4. participate with the President in the supervision of all paid employees;
5. assist the President, as assigned, in the appointment of committees and the supervision of selected committee activities;
6. consult regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office;
7. work with the President to establish a functional communication network among all regional affiliates of the Association to ensure that each of these affiliates is meeting their respective responsibilities as outlined in Chapter IX, Section C of this Operations Manual.

**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 Association monies according to established fiscal policies and for proposing changes whenever necessary.

**E. OSPA Treasurer-elect shall:**

1. be a voting member of the Executive Board;
2. be responsible for consulting with the current Treasurer to gain a working knowledge of the procedures necessary to execute the duties of the Office of Treasurer;
3. serve as a member of the Fiscal Advisory Committee (FAC).

**F. OSPA Secretary shall:**

1. be a voting member of the Executive Board;
2. be responsible for recording accurately the events and information at official Association 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, Treasurer-elect), 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.

## **Chapter X**

### **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 20<sup>th</sup> and July 20<sup>th</sup> 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 students, the professional standing of school psychologists and/or the stated purposes of the Association; and communicate with legislative chair(s) at least twice per month.
- c) Submit a written report of activities to the Association's 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 the Association'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 the Office for Exceptional Children, Ohio Coalition for the Education of Children with Disabilities, Ohio Psychologists Association, and other professional associations as necessary.

**2. Business Manager shall:**

- a) Manage the Association 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 and Spring Conference Committees 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 the Association 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 Mandatory Continuing Education (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. Committee members must be members of the Association. 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. The vacating of the Chair of a Standing Committee shall be confirmed by a majority vote of the Executive Board;
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 Membership Services Committee and the Executive Board).

### **A. Awards Committee**

#### **Composition:**

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

#### **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 *Clyde Bartlett Distinguished Service Award*;
2. To recommend to the Executive Board nominees for *the R.A. Horn Honorary Life Membership*;
3. To recommend to the Executive Board the annual recipient(s) of the *F. Peter Gross Best Practices Award*;
4. To recommend to the Executive Board the annual recipient of the *Ohio 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 the National Association of School Psychologists' School Psychologist of the Year award to the award recipient. Send information to the Editor of *The Ohio School Psychologist* regarding nominations for Spring awards.
- Sept.: Make arrangements for certificates, plaque, booklet, etc. Obtain current list of committee members. Prepare remarks to be made at award presentation.
- Oct/Nov: Distribute nomination forms at Executive Board meetings. Present awards at Friday luncheon of Fall Conference; all nominees are recognized for their achievements; table reserved on Friday for each nominee/region. Hold committee meeting during scheduled time at the Fall Conference – advise committee members to distribute nomination forms at regions. Send copies of the nomination form to County Educational Service Centers and members of the Inter-University Council.
- Dec./Jan: Receive nominations and request additional information, as needed. Schedule awards selection meeting.
- Feb./ Meet and choose recipients to be recommended to the

- March: Executive Board. Attend Executive Board meeting and make recommendations for awards.
- March: Notify award recipients. Determine who will present the *Clyde Bartlett Distinguished Service Award* to the recipient. Notify recipients that they will be a guest of the Association at the banquet, but their guests (except for spouse of award 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 *Clyde Bartlett Distinguished Service Award*, certificates for *R. A. Horn Honorary Life Membership*, and plaque for *F. Peter Gross Best Practice 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 the *Ohio School Psychologist of the Year Award*.
- May: Hold committee meeting (optional) at spring conference. Committee member or chair makes brief introduction of each award recipient: *R. A. Horn Honorary Life Membership* and *F. Pete Gross Best Practice Award* committee member or chair introduces the presenter for the the *Clyde Bartlett Distinguished Service Award* recipient. Give information about award recipients to the Editor of *The Ohio School Psychologist*. Write nominator(s) thank you letters.

## **B. Crisis Committee**

### **Composition:**

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

### **Purpose:**

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

### **Function:**

1. To gather information about crisis prevention, intervention, and postvention and making this information available to Association members;
2. To provide a supportive network of professionals to increase knowledge and skills in a crisis situation;
3. To increase collaboration with regional/state teams in preparation for possible response to a region/state crisis;

4. To provide on-site crisis assistance.

## **C. Fall Conference Committee**

### **Composition:**

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

### **Purpose:**

1. To provide opportunities to school psychologists for professional growth and development, as well as networking;
2. To promote and provide professional development and training opportunities (e.g., speakers/presenters Association conferences) for Association members and other guests. This may be done in collaboration with other professional organizations (e.g., the Ohio Inter-University Council for School Psychology);
3. To collaborate with the Spring Conference Committee to align professional development activities with the long-term strategic vision of the Association's Executive Board;
4. To coordinate continuing education credit, as needed, for Association members.

### **August**

1. Get a list of committee members from the Association office. If all regions are not represented, contact regional Presidents.
2. Contact speakers to confirm details, such as handouts, etc.
3. Contact Office of Exceptional Children to confirm speaker, date and time.

### **September**

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

### **October**

1. Stay in contact with Association 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.

### **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 *The 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 Association office by middle of August. Generally takes three weeks to print.
2. Submit article promoting fall conference to *The Ohio School Psychologist*.

## **D. Fiscal Advisory Committee (FAC)**

**Composition:**

The committee shall consist of the President, President-elect, Immediate Past President, Treasurer, Treasurer-elect, 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 the Association. Make recommendations for contract personnel by August;
4. To provide the Executive Board 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;
7. To periodically establish a task force for purposes of conducting an internal review/audit of the Association finances. This task force must include no fewer than two non-Executive Board Association members. The task force may recommend a professional audit 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, as well as advising legislative bodies on the profession of school psychology and the positions of this Association.

**Function:**

1. To develop a legislative platform based on goals and of the Association members;
2. To increase committee members' understanding of the legislative process;
3. To increase political awareness and activism at the regional/state/federal level (e.g., writing letters, attending hearings, meeting legislators);
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 collaboration with any legislative networks in order to enhance communication between the legislative committee and the Association membership;
7. 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 Services 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. To assist current members with various services provided by the Association.

1. To encourage school psychologists, students, interns, retirees, and affiliates to become members of the-Association;
2. To provide information about the Association to those who are eligible but may not yet be members;
3. To assist regional affiliates in their efforts to increase membership;

4. To work cooperatively with the Office of Exceptional Children and Inter-University Council (IUC) to increase Association membership;
5. To review the applications for membership and ensure that prospective members meet the qualifications for the category for which they are applying.

**Function:**

In conjunction with the Association staff, this committee shall assume several duties related to recruiting and retaining members:

1. To obtain a list of non-renewing members and send them a letter (by mid-November) encouraging their continued membership in the Association;
2. To contact the Office of Exceptional Children to obtain the names of intern school psychologists at the beginning of each year and invite those individuals to join the Association;
3. To contact the Ohio State Board of Psychology by December 10<sup>th</sup> to get obtain list of licensed school psychologists in the state of Ohio and send those individuals invitations to join the Association;
4. To obtain a list of IUC members from their representative and invite them to join the Association;
5. To contact regional affiliate Membership Committee Chairs and/or regional Presidents requesting that regional affiliate membership lists be sent to the Business Manager by November 1<sup>st</sup> of each year;
6. To submit names of potential members to the Association office so that membership materials can be mailed to them;
7. To review new applications for membership prior to Executive Board meetings to ensure that members meet the qualifications for the category for which they are applying;
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 the Association office);
10. To send membership news to Editor of *The Ohio School Psychologist*;

In conjunction with the Association staff, this committee shall assume several related to managing issues related to the Association's Code of Ethics:

1. To provide information to school psychologists who have questions regarding issues of professional ethics and conduct, and to publicize the Association's Code of Ethics to the membership;

2. To review the Association's Code of Ethics on a periodic basis.

In conjunction with the Association staff, this committee shall assume several related to managing issues related to research within the Association:

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, submissions to *The Ohio School Psychologist*, 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 Association membership.

Procedures for requests for research involving wide participation of Association members

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.

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 Association office;
- c. At its discretion and with approval from the Association Executive Board, the 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 committee and/or Executive Board. Under no circumstances shall the researcher(s) be provided with 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.

In conjunction with the Association staff, this committee shall assist with issues related to Association Historian:

1. To facilitate, as appropriate, the gathering, storing, and sharing of historical items and information related to the Association;
2. To disseminate information about the history of the Association to members through convention programs, submissions to *The Ohio School Psychologist*, and other means, as appropriate.

#### **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 member backgrounds and the backgrounds of others that comprise the diverse population served by the Association, 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 a liaison with the National Association of School Psychologists (NASP) Multicultural Affairs Committee and Legislative Committee(s) and the Association. Through these relationships, 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 to determine training needs of school psychologists in working with students from culturally diverse groups;
3. To provide resources for all school psychologists to work more sensitively and effectively with students 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 the Association 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, for inclusion in the minutes, the results of elections and other mail ballots;
3. To submit recommendations for appointed positions, such as vacancies on the Ohio State Board of Psychology Licensing Board;
4. To solicit at least two nominees for President-elect, Treasurer-elect and Secretary;
5. To solicit at least two nominees from the regional affiliates for each regional representative position. The Executive Board may accept the single nomination or may conduct an additional search for candidates, when the committee is unable to secure two nominees for each position;
6. To accept write-in nominees upon receipt of written petition of 10% of Association members who are entitled to vote for an office. These write-in nominees must be received by the committee by March 1.

**Function:**

**Procedures for Selection of Nominees and Conducting Mail Ballots:**

1. The committee, in cooperation with the Association office, will send an up-to-date list of Association members to regional Presidents by November 15<sup>th</sup> of each year. Included with this list will be a letter of reminder to regional Presidents about the need to recruit candidates for statewide offices and regional representatives, as well as the applicable deadlines regarding eligibility for regional representative positions on the Executive Board. Both full members and interns who are members of both the Association and their regional affiliate 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 Association-regional membership timelines and impact on elections is included in *The Ohio School Psychologist*.
3. The committee shall select nominees for the offices of President-elect, Secretary, and Treasurer-elect. Selection shall be based on input from regional affiliates, committee members, and from Executive Board members.
4. The committee shall solicit nominees for regional representatives from regional affiliates by contacting the Presidents of regional affiliates and requesting names of an appropriate number of nominees based on

requirements outlined in the Executive Board section of this Operations Manual.

5. If a regional affiliate's membership drops below the number required for maintaining their current number of representatives on the Executive Board, the regional affiliate will maintain their current representation until the next election during which that regional affiliate 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 affiliate (for regional representatives). An appropriate cutoff date for return of the vitae shall be established by the committee and the Association 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 Association office until the designated time for counting the ballots.
3. At least three Association 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 that 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 Ohio School Psychologist*.
8. If a regional representative is elected to a statewide office, e.g., President-elect, Secretary, Treasurer-elect, 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 Association 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 Association 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 affiliates 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 the Ohio 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 Association 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 affiliates 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 Ohio Inter-University Council in School Psychology. Nominees must be current Association 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. OSPA Scholarship Committee**

### **Composition:**

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

### **Purpose:**

To provide oversight duties for the Executive Board with regard to the maintenance and administration of the OSPA Scholarship Program.

1. To increase awareness of the scholarship program with Association members, students and faculty from Ohio school psychology training programs, and the general public;
2. To provide information to the aforementioned parties about eligibility for the scholarship, relevant deadlines for applications and general guidelines for the selection process;
3. To assist with the selection of the winner(s) of the scholarship. The Chair of this committee shall serve on the committee that selects the scholarship winner. The Chair shall ensure the member on the selection committee. This person shall be the Immediate Past President. If this person is unavailable, then it shall be the President-Elect. If neither of these two is available, the committee Chair shall nominate a person to serve on the committee for one scholarship cycle. This nomination shall be subject to approval by the Executive Board. In an emergency situation, where this position is suddenly vacant and none of these three parties are available to serve, the committee Chair shall select an Association member that may serve for one scholarship cycle, subject to the approval of no fewer than two Elected Officers of the Executive Board.

## **J. Private Practice Committee**

**Composition:**

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

**Purpose:**

To address the professional needs of Association 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 submit articles to *The Ohio School Psychologist* about issues impacting the private practice of school psychology.

**K. Public Relations and Community Services 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 students.

**Function:**

1. To provide a link between the public and the profession and practice of school psychology using such media as radio, Internet, television public service announcements, and news releases;
2. To promote the involvement of the Association in a variety of community service initiatives and activities that serve to promote the general welfare of Ohio students;
3. To send news releases on behalf of any Association award winners;
4. To contact legislators and write news releases about Ohio School Psychologists Day;
5. To maintain copies of all correspondence, agendas, meeting notices, minutes, news release forms, committee objectives, and radio, Internet, and television public service announcements in the committee chairs' notebok which is passed from one chair to the next;

6. To promote and maintain the sale of professional literature and items designed to enhance positive perceptions inside and outside the practice of school psychology;
7. To secure a document from the current Governor of Ohio proclaiming School Psychologist Day on a date selected by the committee.

## **L. Spring Conference Committee**

### **Composition:**

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

### **Purpose:**

1. To provide opportunities to school psychologists for professional growth and development, as well as networking;
2. To promote and provide professional development and training opportunities (e.g., speakers/presenters Association conferences) for Association members and other guests. This may be done in collaboration with other professional organizations (e.g., the Ohio Inter-University Council for School Psychology);
3. To collaborate with the Fall Conference Committee to align professional development activities with the long-term strategic vision of the Association's Executive Board.;
4. To coordinate continuing education credit, as needed, for Association members.

### **August**

1. Get a list of committee members from Association office.
2. Meet with co-chairperson and the Business Manager to decide plan of action for year (optional).

### **September**

1. Submit committee goals to Association office.
2. Hold 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 have been received by contacting members from regional affiliates. 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 Association Business Manager about new committee members periodically. Sometimes new committee members are added.
  4. Send letters to Ohio Inter-University Council for School Psychology members and college professors in school psychology to elect presenters for mini-presentations. Obtain an updated list from the Association office.
  5. Send “Call for Papers” to *The Ohio School Psychologist* asking for Association 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 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 the Association Business Manager. Use previous years’ program brochures as guides.
2. Check with the Association 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 Association 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, or Immediate 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 assist 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 Association Executive Board for approval.

### **February**

1. The Association office and Business Manager will take care of mailing the program brochures.
2. If it is desired that the National Association of School Psychologists (NASP) sponsor a hospitality suite at the conference, contact the Association's NASP Delegate.
3. Obtain a list of each major and mini-workshop presenter's audio-visual needs and any copies of handouts they wish the Association 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 Association will reproduce for a presenter.
4. Develop an evaluation form for the conference.

### **March**

1. The Business Manager and Association office are responsible for the following:
  - a) mailing out all conference material/brochures
  - b) Sending the presenters a letter giving them their room assignments and listing their AV needs. 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 Association 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 and Community Services Committee on conference publicity.
4. Contact Awards Committee regarding arrangements for the recipient(s) of any Association awards. This can be done through the Association 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 expectations of each committee member in terms of what they are 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 Executive Board meetings.

## **M. Technology Committee**

### **Composition:**

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

### **Purpose:**

To promote the incorporation of technology into professional practice, facilitate electronic communication, and disseminate information to Association members, potential members and/or the general public.

### **Function:**

1. To manage the Association website and listserv.

2. To advise the Association in selecting appropriate equipment, software, and other technological support services.
3. The Chair of this committee shall be identified as the Association's webmaster and listserv moderator. Portions of these duties may be delegated by the Chair to committee members.