

***NEBRASKA HEARING SOCIETY***  
***BOARD OF DIRECTORS***  
***DUTIES***  
***(REVISED 2005)***

**PRESIDENTIAL DUTIES FOR 2 YEAR TERM**

Preside at all meetings of the Society and the Board of Directors, and perform generally all the duties usually performed by the Presidents of like Associations and Societies

Prepare agendas for Board Meetings and Seminars

Assist NHS Board of Directors in establishing dates of upcoming NHS Educational Seminars

Assist in the selection and securing of meeting places for each Educational Seminar and Board Meeting

Secure speakers for educational programs, of the Society sponsored Continuing Educational Seminars and apply for approval of CEU hours with the International Hearing Society, AAA, St. of NE, KS, IA, SD, MO, etc..., prepare and send in hours to AAA, post seminar.

Submit list of current Society officers to State of NE Licensure Board, NE Department of Health, International Hearing Society, and all other applicable Societies and Organizations, work and communicate with such Societies and Organizations

Communicate with NE Licensure Board and with NHS attorney

Appoint and oversee special committees as needed

Recommend changes in NHS by-laws for approval by NHS membership

Review duties of Board Members and update as needed, see each member is sent a copy and have approved by majority vote.

Appoint a Nominating/Ethics Committee at the end of the 2<sup>nd</sup> year term, the committee shall prepare a slate of officers and directors for presentation to the Society for election of new Board Members as needed and the committee

will represent NHS and perform ethical duties patterned after the IHS Ethics committee, sometimes performing duties cognizant of the law.

Oversee elections at the end of the 2 year term

### **VICE PRESIDENTIAL DUTIES FOR 2 YEAR TERM**

The Vice President shall perform all the duties of the President in case of an absence or disability of the latter

Assist NHS Board of Directors in establishing dates and locations of upcoming NHS Continuing Education Seminars

Assist President in presiding at meetings and at the Educational Seminars

Develop registration forms for membership renewals and for seminar registration

Order paper and envelopes as needed

Secure mailing labels or list of NE dispensing licensees by October and provide the President, Treasurer, and Secretary a copy of the list

Send out registrations for NHS membership and for the spring educational seminar, 8 weeks prior to the seminar.

Recommend changes in the NHS by-laws for approval by the NHS membership

Secure plaque for outgoing President on election year

### **TREASURER DUTIES FOR 2 YEAR TERM**

The Treasurer shall receive and have charge of all funds of the Society and shall deposit it to the credit of the Society in a bank approved by the Board of Directors. The Treasurer shall keep proper records showing all moneys received and disbursed by him or her. He or she shall promptly pay all bills incurred by the Society. He or she shall prepare a statement of the financial condition of the Society at each regular meeting and at such other times as shall be required of him or her. Both the Treasurer and the President shall sign the checks

Obtain a signature card so Treasurer and President can sign checks

Compile a list of the paid NHS memberships

Compile a list of the registered seminar attendees as needed

Order yearly stickers for upcoming year membership renewals and other supplies as needed

Prepare seminar registration packets with information such as agendas, membership cards, yearly stickers, speaker handouts, NHS by-laws, name badges, minutes of membership meetings, treasurer's report, blue official IHS attendance cards, etc..., and have ready at the registration table at the seminar, have extras ready for late registrations

Assist at the registration table at the NHS sponsored educational seminars

Prepare membership cards with member's names, including President's signature on cards

Prepare new member certificates, obtaining President, Vice President, Treasurer, and Secretary signatures to be presented at the seminar

At the end of the 2<sup>nd</sup> year term have checkbooks and accounts audited

### **SECRETARIAL DUTIES FOR 2 YEAR TERM**

Record the minutes of all the proceedings of the NHS and its Board of Directors, preparing a typed proper record

Prepare minutes of all board meetings and mail to all Board Members following the meeting and have copies available at future Board meetings for Board Members

Prepare minutes of the NHS membership meetings and give a copy to the Treasurer to include in the registration packets given at the seminar

Copy seminar speaker's handouts for seminar attendees as needed and bring to the seminar, have extra copies available

Develop a form for a sign in sheet for each session to be used at the seminar for documentation of CEU hours each person attending, with a place for their name typed alphabetically, phone number and for them to sign their name, and a box to mark IHS and/or AAA

Have all attendees hand you the blue IHS official attendance card before they leave the seminar, with their current address and social security number

Conduct correspondence on behalf of the Society as requested by Board Members

Assist Treasurer in preparing registration packets as needed before the seminar and assist at the registration table at the seminar

Assist NHS Board of Directors in establishing dates and locations of upcoming NHS Seminars

Send upcoming seminar information to all applicable trade journals, The Hearing Review, The Hearing Journal, Advance for Audiologists, The Hearing Professional, etc... Send this by May for next year's seminar

Compile CEU hours for all NHS seminar attendees, complete the proper form for IHS and submit to IHS as soon as possible after seminar. The President will send in CEU hours for AAA.

### **DIRECTOR DUTIES FOR 2 YEAR TERM**

Develop registration forms for potential exhibitors for the upcoming seminar and mail or fax out, follow up to ensure a good representation of exhibitors

Solicit donations for drawings and raffles from hearing aid manufacturers and supply companies

Assist NHS Board of Directors in establishing dates and locations of upcoming seminars

Assist at the seminar with lightening, heating/air conditioning, speakers, microphones, equipment, etc... as needed

Assist at the general membership meeting with the drawings and/or raffles and send proper thank-you notes to exhibitors or manufacturers directly after the seminar

Take pictures during seminar and have developed to put in photo album

### **DIRECTOR AT LARGE DUTIES FOR 2 YEAR TERM (The past President automatically becomes Director at Large)**

Act as an advisor to the NHS Board and General Membership

Attend Board Meetings and General Membership Meetings

Any duties or functions requested by the President

Recommend changes to NHS by-laws for approval by NHS Membership

Assist NHS Board of Directors in establishing dates of upcoming NHS educational seminars

Assist at the seminar as needed

### **DUTIES FOR THE ENTIRE BOARD FOR 2 YEAR TERM**

Establish dates and locations of upcoming Society sponsored educational seminars and assist at the educational seminars as needed

Establish and get approval for credit hours offered for upcoming Society sponsored educational seminars

Appoint a Delegate each year to attend the NHS at the International Hearing Society's annual conference

Any duties or functions requested by the President, complete tasks as requested in a timely manner

Recommend changes in NHS by-laws for approval by NHS Membership

Assist the President in appointing a Nominating/Ethics committee