

**CONSTITUTION OF THE NORTH CAROLINA ASSOCIATION OF SUPERVISORS IN
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**
Revised March, 2018

Article I: Name and Logo



Transformation through Supervision

The name of the organization is the North Carolina Association of Supervisors in Speech-Language Pathology and Audiology (NCASSPA) and hereafter referred to as NCASSPA. The place in this state where the principal office of NCASSPA is to be located is the City of Raleigh, Wake County, in which the North Carolina Speech-Hearing-Language Association (NCSHLA), of which NCASSPA is an affiliate, is located. The official logo of NCASSPA will be a black butterfly with two faces appearing in its wings. The NCASSPA logo was commissioned to be designed by Lindy Bodkin in 1990 because NCASSPA desired a symbol which represented the spirit and purpose of the organization. The logo was designed with the “thinking that our caring opens the world for a new life for those with whom we work.”

Article II: History, Mission and Purpose

Section I: History

In the spring of 1986, a session for supervisors was held at the North Carolina Speech, Language, and Hearing Association (NCSHLA) convention in Charlotte, North Carolina. At this presentation, the first effort was made to organize a state supervisors’ association. Vicki McCready, a supervisor from the University of North Carolina at Greensboro, and David Shapiro, representing Western Carolina University, chaired the session. Following this gathering, Vicki McCready contacted those who had indicated an interest in organizing a supervisors’ association and proposed that a planning meeting be held. The meeting would also serve as a planning session for a presentation on the topic of supervision at the 1987 NCSHLA convention.

In October 1986 and January 1987 planning meetings of the North Carolina Supervisor’s group were held in Chapel Hill. The outcome of these meetings was the 1987 NCSHLA presentation, “A Supervisors’ Exchange: A Sharing of Forms and Program Descriptions.” Following this presentation given in Winton-Salem, a business meeting was held and the fledgling organization was christened the North Carolina Association of Supervisors in Speech-Language Pathology and Audiology or NCASSPA. Additionally, a resolution for NCSHLA affiliation was passed including the following

conditions: 1) NCASSPA would be granted the opportunity to hold annual meetings at the annual meeting of NCSHLA and have the NCASSPA meeting listed on the convention program, 2) NCASSPA would have the opportunity to use NCSHLA publications, as space is available, to communicate with its members and potential members, 3) NCASSPA would have the opportunity to use NCSHLA facilities, as space is available, for committee or regional meetings at no additional cost to NCASSPA, and 4) NCASSPA would have access to other NCSHLA resources on a case-by-case basis as presented by NCASSPA and approved by NCSHLA.

More than thirty years have passed since the inception of NCASSPA. As reflected in its butterfly logo, the NCASSPA organization has spread its wings of supervisory transformation in many directions. It has examined supervision in different work settings with different generations. It has addressed supervisory responsibilities for SLP Assistants, discussed ways to address difficult communication situations, and considered the impact of the ASHA standards on supervision. In addition, NCASSPA has published a book on the Supervision of SLP-Assistants (2002, LinguiSystems) and conducted a research study on the use of conflict tactics on the supervisory process. The latter was one of the few studies on supervision published in the ASHA Journal of Speech, Language and Hearing Research in February, 1996. Throughout its existence, NCASSPA has remained true to its mission to provide an avenue for professionals to exchange information relevant to the supervisory process and to improve the quality of supervision.

Section II: Mission Statement

The mission of NCASSPA is to promote clinical supervision as a distinct area of practice requiring specific knowledge and skills, while offering resources, opportunities for collaboration, and evidence-based educational activities for the five constituent groups.

Section III: Purpose

A. To provide a forum for the exchange and dissemination of information relevant to supervision and clinical education in Speech-Language Pathology and Audiology.

B. To encourage and implement standards for supervision consistent with the knowledge and skills needed by the following five constituent groups engaged in supervision:

1. Clinical educators of graduate students in university training programs or in externships in off-campus clinical settings;
2. Preceptors of audiology students in the final externship;
3. Mentors of Clinical Fellows;
4. Supervisors of support personnel; and

5. Supervisors of professionals transitioning to a new practice area or re-entering the workforce. (ASHA 2013, ASHA, 2016).

C. To support and encourage research and innovation in the supervisory process.

D. To support and encourage the provision of continuing education experiences for clinical educators, preceptors, mentors, supervisors and supervisees.

E. To develop interprofessional relationships with professionals in allied fields (e.g., Physical Therapy, Occupational Therapy, Nursing, Medical Social Work, etc.) in pursuit of mutual interest.-

Article III: Goals

A. To sponsor an annual meeting of the members of NCASSPA.

B. To advocate for causes or workshops in supervision to be prepared and made available for all constituent groups listed in Article II, Section III, B.

C. To disseminate, on a regular basis, articles and information regarding supervision.

D. To advocate for speakers at the North Carolina Speech Hearing and Language Association (NCSHLA) Annual Convention to address supervision issues.

E. To promote membership in NCASSPA among the five constituent groups engaged in supervision in various settings across NC.

F. To develop task forces as needed to address issues and concerns to the five constituent groups.

G. To recognize outstanding commitment and performance in the area of supervision and/or clinical education through the annual Supervisor of the Year Award.

Article IV: Membership

Section I: Classifications of Membership

The membership of NCASSPA shall consist of three classifications: member, life member, and CFY/SEY associate members.

Section II: Eligibility

A. Members must hold at least a Master's Degree (or equivalent as defined by ASHA) and a Certificate of Clinical Competence from the American Speech-

Language and Hearing Association (ASHA) in Speech-Language Pathology and/or Audiology.

B. Life members are those who, at age 60, having served as active members of NCASSPA for 10 years and having contributed to supervision in Speech-Language Pathology or Audiology, shall be deemed a life member and exempt from dues.

C. CFY/SEY associate members include those who are actively pursuing a Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology.

Section III: Rights and Privileges

A. The rights and privileges of this NCASSPA membership, as defined in Article IV. Section II, A and B, include voting and holding office and shall be afforded to life members and members whose dues are paid for the current year.

B. All members shall receive copies of official publications of NCASSPA and shall receive official notification of all meetings sponsored by NCASSPA.

C. All members shall abide by the Code of Ethics of the American Speech-Language Hearing Association and the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists.

Section IV: Termination of Membership

Membership may be terminated when dues are three months in arrears. A former member may be reinstated by reapplying for membership and being accepted by the Membership Coordinator.

Article V: Dues

A. The dues of NCASSPA shall be recommended and approved by the Executive Committee.

B. Membership shall run from July 1 of one year to June 30 of the next year to coincide with NCSHLA's fiscal membership year.

C. Dues for the following year are payable beginning with the annual meeting.

Article VI: Officers

Section I: Designation

Officers of NCASSPA shall be the President, President-Elect, Secretary, Historian, Treasurer, Membership Coordinator, Convention Liaison, and Newsletter Editor(s).

Section II: Eligibility to Hold Office

All nominees for office shall have held full membership in the organization prior to the time of nomination.

Section III: Duties of Elected Officials

A. President

1. The President shall be the chief executive officer of NCASSPA and shall preside at all regular and executive committee meetings of NCASSPA.
2. The President shall serve a term of two years following the term of President-Elect and shall be elected in the even numbered years.
3. The President shall call emergency meetings of NCASSPA, Executive Committee and/or any committees of NCASSPA, as needed.
4. The President shall appoint a Chairperson of the Committee on Nominations.
5. The President shall appoint additional committee chairpersons as required by NCASSPA.
6. Upon completion of the term of office, the President shall serve as an ex officio member of the Executive Committee for a minimum of one year.
7. In the event that that President-Elect is unable to fulfill the role of President, the President, with Board approval, may serve an additional term, not to exceed, two consecutive terms.

B. President-Elect

1. The President-Elect shall perform the duties of the President in the absence of the President.
2. The President-Elect shall assist the chairperson of all ad hoc committees.

3. The President-Elect shall maintain the NCASSPA website and any other NCASSPA electronic communication modalities or may appoint a committee to do so.

4. The President-Elect shall chair the Supervisor of the Year Committee, select members to serve on the committee, and present the Supervisor of the Year Award at the spring NCSHLA Convention. Guidelines for the selection of Supervisor of the Year are included in Appendix A.

5. The President-Elect shall serve as a Liaison with the Executive Board of NCSHLA in the event that no other NCASSPA member serves on the NCSHLA Board and shall provide information for the NCSHLA Newsletter.

6. After two years as President-Elect, the President-Elect shall assume the duties of President of NCASSPA at term and shall be elected in the even numbered years.

C. Secretary

1. The Secretary shall record and file the minutes of all official meetings of NCASSPA and the Executive Committee.

2. The Secretary shall read and/or present at NCASSPA and Executive Committee meetings the previous meeting's minutes for corrections and acceptance by the present membership and Executive Committee.

3. The Secretary shall be elected for a two-year term and shall be elected in the odd numbered years.

4. The Secretary may serve additional terms with Board approval.

D. Historian

1. The Historian shall keep the archives of the organization.

2. The Historian shall be elected for a two-year term and shall be elected in the odd numbered years.

3. The Historian may serve additional terms with Board approval.

E. Treasurer

1. The Treasurer shall be entrusted with the collection and disbursement of NCASSPA's funds.

2. Disbursements shall be made on the signature of the Treasurer of NCASSPA.
3. The Treasurer shall file any required documents with the Internal Revenue Service and, if applicable, the North Carolina Department of the Secretary of State.
4. The Treasurer shall present an annual report of NCASSPA's financial status and other reports as requested by the Executive Committee.
5. The Treasurer shall be elected for a two-year term and shall be elected in the odd numbered years.
6. The Treasurer may serve additional terms with Board approval.

F. Membership Coordinator

1. Membership Coordinator shall maintain a list of active and past members of NCASSPA.
2. The Membership Coordinator along with the Convention Liaison shall be responsible for a display table at NCSHLA and other relevant meetings for recruitment and information regarding NCASSPA.
3. The Membership Coordinator shall be elected for a two-year term and shall be elected in the even numbered years.
4. The Membership Coordinator may serve additional terms with Board approval.

G. Convention Liaison

1. The Convention Liaison shall coordinate efforts to include NCASSPA meeting(s) and program(s) during the annual NCSHLA convention.
2. The Convention Liaison shall coordinate and execute efforts to have programs sponsored by NCASSPA presented at the annual NCSHLA Convention.
3. The Convention Liaison along with the Membership Coordinator shall be responsible for a display table at NCSHLA and other relevant meetings for the recruitment and information regarding NCASSPA.

4. The Convention Liaison shall be elected for a two-year term and shall be elected in the even numbered years.

5. The Conventional Liaison may serve additional terms with Board approval.

H. Newsletter Editor(s)

1. The Newsletter Editor(s) shall be responsible for distributing a NCASSPA newsletter to the NCASSPA membership at least twice per year.

2. The Newsletter Editor(s) shall publish information through a newsletter including but not limited to articles about supervision, supervisory tips, research, ASHA recommendations, and supervision resources. Copies of the newsletter shall be stored in a digital format.

3. The Newsletter Editor(s) shall edit material submitted for publication by NCASSPA.

4. The Newsletter Editor(s) shall be elected for a two-year term and shall be elected in odd numbered years.

5. The Newsletter Editor(s) may serve additional terms with Board approval.

Section IV: Uncompleted Terms of Office

When any officer is unable to complete the term of office, the Executive Committee shall appoint an officer pro tem to complete the term of office.

Section V: Nominations

A. Any member may submit nominations to the Chairperson of the Committee on Nominations (to be appointed by the President) up to 30 days prior to the Annual Business Meeting.

B. The Committee on Nominations shall present a slate of nominees who are qualified for the position, current members, and willing to serve if elected to the Executive Committee.

Section VI: Elections

A. Elections shall be conducted at the annual spring NCASSPA business meeting held during the NCSHLA Convention as indicated in Appendix Announcements of the election results shall be made at the business meeting and in the following edition of the newsletter.

- B. The Committee on Nominations shall be composed of the Chair and up to four Active members selected by the Chair.

- C. In executing its powers and duties, the Committee on Nominations shall:
 - a. Prepare a slate of nominees, one per vacancy as designated by Appendix B of the Constitution, Election Rubric, or in the event of additional vacancies, and submit to the Executive Committee/Board for approval at least 60 days prior to the Annual NCASSPA Business meeting, which shall be reported in final form to the membership at least 30 days prior to the election. Names of potential candidates shall be solicited from the membership. The responsibility of the committee is to match organization needs and individual strengths to produce a leadership team which will forward the Association's mission and purpose.
 - b. Call for and accept additional nominations from the membership, presented, within the 30 days prior to the election.
 - c. Verify the membership status of nominees prior to presentation to the Executive Committee/Board at the Annual Business Meeting.
 - d. Present the slate of nominees to the membership for approval following the Executive Committee/Board election and call for general vote of approval from the membership.

- D. In accordance with parliamentary procedure, the President shall not vote except in the event of a tie.

- E. The officers of NCASSPA shall assume their duties at the end of the Annual Business Meeting.

Article VII: Meetings

- A. There shall be annual board and business meetings and such other meetings as shall be called by the President.

- B. The annual meeting shall be held in conjunction with the annual convention of the North Carolina Speech, Hearing, and Language Association, which usually is in April. The specific time and place shall be determined by the Executive Committee, who shall notify the membership well in advance of the meetings.

- C. The professional program for the meetings shall be determined by the Convention Liaison in conjunction with the Executive Committee.

Article VIII: Executive Committee/Board

A. The Executive Committee/Board shall be the standing committee of NCASSPA and shall be responsible for meetings, programs, and appointing ad hoc committees as needed.

B. The Executive Committee/Board shall be composed of the following: President, President-Elect, Past President, Secretary, Historian, Treasurer, Membership Coordinator, Convention Liaison, Newsletter Editor(s), appointed chairs of committees, and Board Members at Large.

C. All board meetings shall be open to the two co-founders of NCASSPA as well as previous Presidents at their request. These ex officio members of the Board will not have voting privileges. Board meeting agendas and minutes shall be shared with these particular members by request.

D. Board Member at Large

1. Three Board Members at Large shall be elected by the Executive Committee/Board and membership to serve on the Board of NCASSPA.

2. The Member at Large shall provide leadership to clarify and sustain the mission of NCASSPA.

3. The Member at Large shall represent and promote NCASSPA to the profession.

4. The Member at Large shall provide information, ideas and suggestions from the field to the Board.

5. The Member at Large shall attend Board meetings.

6. The Member at Large shall be elected for a two-year term.

7. The Member at Large may serve additional terms with Board approval.

E. The Executive Committee/Board shall meet at least twice yearly. The first meeting shall be held well in advance of the deadline for submitting proposals for the NCSHLA annual convention, ideally in August or September. The second meeting can be held in the months of January or February, prior to the annual NCSHLA Convention.

F. The Executive Committee/Board shall develop additional ad hoc committees as needed.

G. At least every five years, the Executive Committee/Board shall review and make suggested revisions to this Constitution.

Article IX: Standing Committees

A. Committee on Nominations

1. The President shall appoint the Chair of the Committee on Nominations.
2. The Chair of the Committee on Nominations shall select up to four committee members representing at least three of the five constituent groups of those supervising.
3. The purpose of the committee shall be the nomination of new officers. Duties include developing a slate of officers and presenting them at the NCASSPA Annual Business Meeting, to be held at the NCSHLA Annual Convention.

B. Honors Committee

1. The NCASSPA President-Elect shall hold the position of Chair of the Honors Committee.
2. The previous year's recipient of the Supervisor of the Year Award shall serve on the committee.
3. The committee shall consist of the Chair, the previous year's recipient of the Supervisor of the Year Award and at least three members from the five constituent groups identified in Article II, Section III, B.

Article X: Non-Discrimination

Discrimination on the basis of race, religion, national origin, age, disability, sexual orientation, or gender identity is inconsistent with NCASSPA's purposes and policies and with the professional ethical responsibilities of its members, committees and officers. Membership in NCASSPA as well as all programs and activities of the organization follows the principles and practices of non-discrimination.

Article XI: Rules of Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall constitute the Parliamentary Authority in all matters not covered in the constitution, by-laws, or stated rules of NCASSPA.

Article XII: Finances

A. Earnings and Activities

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two, Section Two hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

B. NCASSPA is organized exclusively for charitable, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any federal tax code.

C. Fiscal Year: The fiscal year shall run from July 1st through June 30th.

Article XIII: Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In witness whereof, we have hereunto subscribed our names this _____ day of _____, 20____ .

Article XIV: Amendments

A. Amendments to this constitution may be made by a simple majority of members present at the annual business meeting.

B. All amendments must have been discussed at a general meeting or published by NCASSPA to the current membership at least 30 days prior to the balloting.

C. Amendments shall become effective at the time of passage or at the time designated for such amendment.

APPENDIX A. SUPERVISOR OF THE YEAR AWARD

Section I: Guidelines

Purpose

The purpose of the North Carolina Association of Supervisors in Speech-Language Pathology and Audiology Supervisor of the Year (SOY) Award is to promote and recognize quality supervision in the state of North Carolina. It is intended to acknowledge individuals in the field who make outstanding and significant contributions to the profession by participating in supervision in speech-language pathology and/or audiology. This award is a lifetime achievement award that may be conferred once.

Criteria

1. At least a Master's degree in speech-language pathology or audiology.
2. Speech-Language Pathology: ASHA certification and NCSHLA membership; Audiology: ASHA Certification OR AAA Fellow Membership and NCSHLA membership for audiology.
3. Minimum of three years of supervisory experience.
4. Active involvement in state or national professional organizations.
5. Outstanding contributions in three of the four following areas:
 - a. Supervision in the area of communication disorders with the type and amount of involvement specified.
 - b. Research relating to the supervisory process.
 - c. Commitment to the supervisory process and its participants (personal development, continuing education in the area of supervision, efforts to encourage supervisees to develop in the area of supervision).
 - d. Leadership within the profession in the area of supervision at the national, state, regional, and/or local level.

Nomination Procedure

Nominations may be made by colleagues, administrators, or supervisees of the supervisor. A letter of nomination must be sent to the SOY Committee by the designated time. The letter of nomination should summarize the accomplishments of the candidate as outlined in the criteria section of this document.

Presentation of Award

The recipient of the award will be recognized and presented with a plaque and gift during the Spring NCSHLA business luncheon. In addition, the honoree will receive free membership in NCASSPA for the following year.

Supervisor of the Year Committee

1. The President-Elect of NCASSPA will chair the Supervisor of the Year (SOY) Committee and will participate as a voting member of the committee.
2. The Committee Chair will appoint the members of the committee and will invite the previous year's recipient of the SOY Award to serve as a committee member.
3. Committee members must be members of NCASSPA and NCSHLA.
4. The committee will consist of three to five members who represent the five constituent groups identified in Article II, Section III, B.
5. The NCASSPA Executive Board will actively solicit nominations for the SOY Award from a variety of work settings across the state.
6. The President-Elect of NCASSPA will present the SOY Award during the Spring NCSHLA business meeting.

Supervisor of the Year Selection Process

1. Nomination forms will be available at the NCASSPA table during both the fall and spring NCSHLA conventions.
2. Nomination forms will be available in the summer and fall issues of the NCSHLA Communiqué, as well as on the NCASSPA website.
3. Nominations will be received by the President-Elect of NCASSPA, who serves as the Chair of the SOY Committee.
4. After the nomination deadline, each committee member will receive a copy of the nomination letters from the Committee Chair.
5. Committee members will review the nominations and rank their choices using the SOY rubric. Committee members will then email their recommendations to the Committee Chair.

6. The Committee Chair will tabulate the votes and report the results to the committee members. In the event of a tie, committee members will vote for one of the two nominees receiving the most votes. The identity of the SOY Award recipient will remain in strict confidence until the announcement at the convention. Only committee members will know the identity of the award recipient. The identity of the award recipient will not be revealed to the nominator of the recipient in advance.

7. The Committee Chair will be responsible for purchasing a plaque and a gift not to exceed \$25.00. The funds for the plaque and the gift will come from the NCASSPA account. The SOY Award will be presented during the Spring NCSHLA business meeting. If the Committee Chair cannot be present to present the award, the NCASSPA President will present the award.

8. As a courtesy to those who took the time and effort to nominate individuals for the SOY Award, the Chair of the Committee should send a letter to each nominator thanking them for their nominations and encouraging them to resubmit their nomination for the next year's competition.

Section II: Guidelines for Nomination Letter

Nomination Overview

1. Nominations for the Supervisor of the Year Award will be made in the form of a letter of nomination by colleagues, administrators, or supervisees of the nominee.
2. The letter of nomination should summarize the accomplishments of the candidate as outlined in the Criteria for Nomination section of these guidelines.
3. The letter of nomination must be sent to the SOY Committee Chairperson by the designated deadline.

Criteria for Nomination

The nominee must meet **all** of the following requirements:

1. At least a Master's degree in speech-language pathology or audiology.
2. Speech-Language Pathology: ASHA certification and NCSHLA membership;
Audiology: ASHA certification or AAA Fellow membership and NCSHLA membership.
3. Minimum of three years of supervisory experience.
4. Active involvement in state and national professional organizations.

The nominee must demonstrate outstanding contributions in **three** of the four following areas:

1. Supervision in the area of communication disorders.
2. Scholarly activity relating to the supervisory process.
3. Commitment to the supervisory process and its participants.
4. Leadership within the profession in the area of supervision at the national, state, regional, and/or local level.

Letter of Nomination

The letter of nomination should include the following information:

1. Nominee's name.
2. Nominee's credentials.
3. Nominee's place of employment.
4. Nominee's years of experience.
5. Nominee's area of ASHA certification.
6. Nominee's involvement in state and national professional organizations.
7. Person submitting the nomination.
8. Description of the area and type of supervision the nominee provides.
9. Description of the type of scholarly activity in supervision in which the nominee engages.
10. Description of the nominee's commitment to the supervisory process and its participants. This description should include such information as personal development, continuing education in the area of supervision, efforts to encourage supervisees to develop in the area of supervision, and quotes from those who have been supervised by the nominee regarding the nominee's supervision style, impact on the supervisee, etc.
11. Description of the nominee's leadership qualities and efforts in the area of supervision in Speech-Language pathology and Audiology.

Section III: Supervisor of the Year Award Evaluation Rubric

Area	Contribution				Score
	0: Not Mentioned	1: Minimal	2: Average	3: Exceptional	
Supervision in the area of communication disorders		3-4 years experience	5-8 years experience	9+ years of experience	
Scholarly activity relating to the supervisory process		1 publication and/or presentation in the past 5 years	2 publications and/or presentations in the past 5 years	3+ publications and/or presentations in the past 5 years	
Commitment to the supervisory process and its participants		<p>Professional Development: 1 activity per three year cycle</p> <p>Continuing Education in Supervision: 1 activity per three year cycle</p> <p>Guidance: Provides the expected supervisory guidance as indicated by quotes from supervisees</p>	<p>Professional Development: 2 activities per three year cycle</p> <p>Continuing Education in Supervision: 2 activities per three year cycle</p> <p>Guidance: Provides extensive supervisory guidance as indicated by quotes from supervisees</p>	<p>Professional Development: 3+ activities per three year cycle</p> <p>Continuing Education in Supervision: 3+ activities per three year cycle</p> <p>Guidance: Provides outstanding supervisory guidance as indicated by quotes from supervisees</p>	
Leadership within the profession in the area of supervision at the national, state, regional, and/or local level		<p>Leadership: Engages in local leadership efforts</p> <p>Mentoring: Encourages colleagues and supervisees to participate in supervisory endeavors</p>	<p>Leadership: Engages in regional and state leadership efforts</p> <p>Mentoring: Mentors 1 colleague in supervisory endeavors</p>	<p>Leadership: Engages in national leadership efforts Receives special recognition for supervisory efforts</p> <p>Mentoring: Mentors 2+ colleagues in supervisory endeavors</p>	
Total Score					

APPENDIX B. ELECTION RUBRIC

Office	Take Office	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
President	Even years	X		X		X		X		X		X
President-Elect	Even years	X		X		X		X		X		X
Secretary	Odd years		X		X		X		X		X	
Historian	Odd years		X		X		X		X		X	
Treasurer	Odd years		X		X		X		X		X	
Membership Coordinator	Even years	X		X		X		X		X		X
Convention Liaison	Even Years	X		X		X		X		X		X
Newsletter Editor	Odd Years		X		X		X		X		X	
Board Member-At-Large 1	Every two years		X		X		X		X		X	
Board Member-At- Large 2	Every two years			X		X		X		X		X
Board Member-At- Large 3	Every two years				X		X		X		X	

* Election of new officers takes place at the Annual Business Meeting held during the NCSHLA Spring Convention

* New officers begin serving immediately following the spring meeting

* Membership will be notified of the slate of candidates in writing at least 30 days prior to the Annual Business Meeting

Office	Take Office	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
President	Even years	X		X		X		X		X		X
President-Elect	Even years	X		X		X		X		X		X
Secretary	Odd years		X		X		X		X		X	
Historian	Odd years		X		X		X		X		X	
Treasurer	Odd years		X		X		X		X		X	
Membership Coordinator	Even years	X		X		X		X		X		X
Convention Liaison	Even Years	X		X		X		X		X		X
Newsletter Editor	Odd Years		X		X		X		X		X	
Board Member-At-Large 1	Every two years		X		X		X		X		X	
Board Member-At- Large 2	Every two years	X		X		X		X		X		X
Board Member-At- Large 3	Every two years		X		X		X		X		X	

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Updated Appendix B 2-18-17