

**OFFICE OF THE PRESIDENT**

**I. PURPOSE**

To provide general leadership and guidance to the Board, committees and general membership in achieving the goals of the Association.

**II. TERM OF OFFICE**

The President serves a one year term beginning January 1 and ending December 31, following his/her election as President-Elect.

**III. HOW APPOINTED**

The President is elected by the general membership, succeeding to the office after serving as President-Elect for one year.

**IV. FINANCING**

The President will prepare an annual budget for the Association and submit it to the Board for their review and approval at the first Board meeting of the year. The President may use the Ad Hoc Budget Committee, as described in this manual, if desired.

**V. DUTIES AND RESPONSIBILITIES**

To ensure that Robert's Rules of Order, Revised edition, shall govern, when applicable, at all Association meetings.

The President appoints Committee Chairpersons with input from the President-Elect and approval of the Board.

Confirms appointments by letter (copy to the President-Elect) with an attached copy of the Committee Chairperson's job description, duties and responsibilities, and a copy of the progress reports regarding activities of the previous Committee Chairperson(s). Unfinished business should be brought to the attention of the new Chairperson.

Sets time, place, and date of the first Board meeting and informs all Officers, Board members, Committee Chairperson(s), and Division Presidents of the meetings. Dates and places of future meetings are usually decided at the first Board meeting.

With the assistance of the Board, sets forth program goals and specific objectives at the first Board meeting.

Writes a President's message for each VRA NEWSNOTES publication which is published at least quarterly.

Assists the President-Elect in arranging the training program, usually held in conjunction with the annual meeting.

Selects recipients for the Don T. Johnston (formerly called the President's) Award, if desired, and notifies the Awards Committee Chairperson(s).

Select recipients and presents Certificates of Recognition, if desired, and notifies the Awards Committee Chairperson(s).

Obtains an annual report from each Committee Chairperson at the end of the year and provides adequate committee reports for distribution at the VRA annual business meeting.

Forwards all incoming mail to appropriate individuals in the Association.

Keeps the President-Elect informed by sending copies of correspondence and reports. Keeps the membership informed of Association activities and provides mechanism(s) that will involve as many members as possible in association activities.

Assess activities and functions of the Association, and identifies needs and directions for Board, Committee Chairpersons, and Association members.

Involves members of private and public organizations in activities of the Association.

In cooperation with the Treasurer, assures that an annual audit of the Association's financial records are made.

Provides guidance for the Officers, Board, and Committee Chairpersons regarding appropriate Association activities. those that are within the realm and responsibility of the Association as approved by the Board and membership.

Provides leadership in the pursuit of goals that will improve the profession of rehabilitation including image, professional improvement, working surroundings, compensation, quality of performance, and general professional enhancement.

Authorizes expenditures within the scope of responsibility granted by the Board and approves non-budgeted expenditures for payment by the Treasurer.

Receives and maintains files from outgoing President for historical purposes, including NRA materials.

Completes and files annual reports with the National Rehabilitation Association.

Maintains permanent records of Minutes, Treasurer's reports, Articles of Incorporation, BYLAWS, approved resolutions of the Association, and a list of all VRA awards recipients, in permanent files. Ensures that the Chapter has adequate insurance and bonding and maintains those files.

Ensures that the Duties and Responsibilities Manual is updated as necessary.  
Ensures that the appropriate event liability insurance forms are filed prior to any VRA sanctioned event.

Serves as a representative of Virginia and voting member of the Mid-Atlantic Regional Board.

## **OFFICE OF THE PRESIDENT-ELECT**

### **I. PURPOSE**

To provide aid and assistance to the President, Officers, Board members and general membership in achieving the goals of the Association.

### **II. TERM OF OFFICE**

The President-Elect serves from January 1 to December 31 following his/her election to the office of President-Elect.

### **III. HOW APPOINTED**

The President-Elect is elected by the general membership, and after serving the one year term, succeeds to the Office of President.

### **IV. FINANCING**

The President-Elect will prepare and submit for approval, a budget for the Annual Training Workshop at the first yearly Board meeting.

### **V. DUTIES AND RESPONSIBILITIES**

The President-Elect serves as Chair of the Annual Program Committee and is responsible for developing and finalizing the Annual Training Workshop. This office aids and assists the President, Officers, and Board members in carrying out their duties and responsibilities as well as other duties as assigned by the President.

In the absence of the President, the President-Elect will preside at board meetings and assume other responsibilities of that office.

Initiates and dates any invoice for expenditures related to his/her responsibilities, prior to sending it to the Treasurer for payment.

Assists in the development of goals and activities of the chapter and is a resource persons to the President in committee appointments.

Serves as the primary VRA liasion for the following committees: Program, Community Alliance, Education, Historian, and Awards:

Presents the President with an appropriate award in appreciation for his/her service to the association at the Annual Training Workshop, Business meeting, or other similar year end event. This activity should be coordinated with the Awards Chairperson.

### **VI. REPORTS**

Recommends to the Board dates, locations and hotels for the annual business meeting and the Annual Training Workshop.

**OFFICE OF THE PAST PRESIDENT**

**I. PURPOSE**

To provide resource leadership to the Board, committees and general membership in achieving the goals of the Association.

**II. TERM OF OFFICE**

The Past President serves a one year term beginning January 1 and ending December 31, following his/her term as President.

**III. HOW APPOINTED**

The Past President is elected by the general membership, succeeding to the office after serving as President-Elect for one year and President for one year.

**IV. FINANCING**

The Past President will prepare and submit for approval by the Board, an annual budget for the operation of the Nominations and Elections.

**V. DUTIES AND RESPONSIBILITIES**

The Past President assists in the development of goals and activities of the chapter and serves as a resource person to the Officers, Board and Committees.

The Past President chairs the Nominations and Elections Committee and oversees all duties and responsibilities of that committee.

The Past President retains possession of the "Honor Roll of Presidents" during this year as Past President. At the conclusion of this term, the Past President updates the plaque and presents it to the outgoing President at the annual business meeting of the Association.

## **OFFICE OF THE SECRETARY**

### **I. PURPOSE**

The purpose of the Office of Secretary is to assist the Officers and Board members of the Association in meeting their clerical needs related to the Association's business matters.

### **II. TERM OF OFFICE**

The Secretary is elected for a term of one calendar year.

### **III. HOW APPOINTED**

The Secretary is elected by the membership.

### **IV. FINANCING**

The Secretary will submit an annual budget request to the President for review and approval by the Board.

### **V. DUTIES AND RESPONSIBILITIES**

The Secretary records minutes of all Board meetings and annual meetings; transcribes the minutes, confers with the President for content and accuracy, and forwards a copy to all Board members, Officers, Committee Chairperson(s) and Division Presidents.

The Secretary is responsible for having adequate copies of the previous year's annual meeting minutes and distributing to the membership present at the current annual meeting.

The Secretary is to distribute a roster of current officers, Board members, Committee Chairperson(s), and Divisional Presidents to the Officers, Board members, Committee Chairperson(s) and Division Presidents through the NEWSNOTES.

The Secretary purchases stationery and supplies for the Association and distributes as requested by Board members, Officers and Committee Chairperson(s).

The Secretary will give all correspondence, minutes, committee reports, and other related documents to the Historian at the end of the calendar year in order to maintain the permanent files of the Association.

The Secretary expedites matters which require clerical attention.

Initials and dates any invoices for position expenditures prior to submitting it to the Treasurer.

Ensures that changes to the VRA policy and procedures manual is updated annually as directed by the President..

## **OFFICE OF THE TREASURER**

### **I. PURPOSE**

The purpose of the Office of Treasurer is to conduct the financial transactions of the Association.

### **II. TERM OF OFFICE**

The Treasurer is elected for a term of two (2) calendar years, beginning January 1 of odd years (i.e., 97, 99, 2101).

### **III. HOW APPOINTED**

The Treasurer is elected by the membership.

### **IV. FINANCING**

The Treasurer will submit an annual budget request for the Treasurer's expenses to the President for review and approval by the Board.

### **V. DUTIES AND RESPONSIBILITIES**

A request must be in writing to the Treasurer for funds to be expended. If these funds are a part of the original committee budget approved by the Board, the Treasurer will make the disbursement without further approval. If the request is not part of a budget, the expenditure must be approved by the President with subsequent notification to the Board at the next Board meeting. All invoices must be approved and dated by the appropriate Committee Chairperson or President prior to submission to the Treasurer for payment. All expenditures must be validated by a receipt for items purchased or services received. It is the responsibility of each Committee Chairperson and/or individual to document expenditures. A report of funds disbursed will be given to the Treasurer no later than December 1. This report will itemize expenditures made and accompany expenditure receipts. All unexpended committee funds will be returned to the Treasurer.

A request for reimbursement will be made in writing to the Treasurer with the appropriate receipt attached. The Treasurer will then follow the same procedure of approval as for any request for funds.

The Treasurer will cooperate with the President to ensure that an annual audit is conducted and recorded by **March 31** each year. The Treasurer may request an interim audit at any time.

The Treasurer will note on the check stubs the amount of the check, to whom written, and for what purpose; and a running total will be kept of the checking account. The Treasurer will maintain a file of requests for refunds, reimbursements and receipts and make them available to the Audit Committee.

The A.R. Dawson Fund, the R.N. Anderson Fund, the Corbett Reedy Fund, the Rehabilitant of the Year Fund, and the Roy Hoover Fund are in an identifiable account. Interest from the account will be deposited upon receipt in the regular VRA account. Annual purchases of plaques and certificates for awards in each category will be made from the regular VRA account. The Awards and Citations Committee selects and purchases the plaques and upon receipt of invoice, approves and forwards it to the Treasurer for payment.

The Treasurer will complete and file forms annually with the State Corporation Commission to maintain up-to-date corporation status. Prior to the filing, forms will be submitted to the President for review.

The Treasurer ensures that federal tax forms are filed yearly.

The Treasurer ensures that US Postal regulations and requirements are met to maintain the VRA Postal Permit.

Each new Treasurer must complete and sign a revised signature card for the checking account. This should be done for all accounts at one time. One or more other signatures should be authorized at this time, usually one of the active officers.

## **VI. REPORTS**

A Treasurer's report is prepared quarterly, and copies provided each Officer and Board member at the Board meetings. An additional report of annual business is prepared for the annual meeting of the Virginia Rehabilitation Association.

The annual audit report is presented to the Board at the meeting following the completion of the audit.

The Treasurer will retain copies of all financial records for five (5) years following the audit, after which time outdated records may be destroyed.

**BOARD OF DIRECTORS**  
**“At Large”**

**I. PURPOSE**

To serve as the Executive Board of the Corporation and the Chapter. To transact the business of the Chapter between Chapter meetings and to serve as a liaison with the National Rehabilitation Association.

**II. TERM OF OFFICE**

The “At Large” Board Members are elected for a term of three (3) calendar years each.

**III. HOW APPOINTED**

These Board Members are elected by the membership at the Annual Business meeting. Voting can occur both via mail and at the Annual Business meeting.

**IV. DUTIES AND RESPONSIBILITIES**

Members are expected to participate in all Board meetings and functions. If an absence is necessary, the President should be notified in writing prior to the meeting and provided an explanation for the absence. Two (2) absences during a calendar year may result in removal from the Board.

Board Members are expected to be proactive in Association Activities, Meetings, and Business, and to participate, lead, assist, advocate and promote. Every Board Member should actively serve on at least one VRA Committee.

Encourage membership and support in all the Divisions.

Assure the financial solvency of the Association.

Become knowledgeable about Robert’s Rules of Order, Revised edition to assure that the business of the Association is conducted democratically and orderly.

**ANNUAL PROGRAM COMMITTEE**

**I. PURPOSE**

The purpose of the Annual Program Committee is to recommend the date and site of the Annual VRA Workshop and to develop and finalize the workshop program, which includes selecting topics, speakers, program format, agenda, fund raising, and printing of the program booklet. The Board is responsible for final approval of the annual workshop program plans.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one calendar year.

**III. HOW APPOINTED**

The Chairperson is the President-Elect of the Association.

**IV. COMPOSITION OF THE COMMITTEE**

The Chairperson is to select other committee members, as necessary.

**V. FINANCING**

An annual budget request is prepared and submitted to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Reports to the Board at each meeting information pertaining to the work of the committee.

Appoints necessary subcommittee chairperson(s); i.e., facility arrangements, registration and reservations, exhibits, publicity, fund raising, hospitality, President's reception, entertainment and other committees that are deemed necessary.

Coordinates with the President and Awards Chairperson to facilitate the awards ceremony.

The Chairperson will maintain a close relationship with the President regarding any and all matters pertaining to the annual program.

Initial and date any invoice for committee expenditure prior to it being sent to the Treasurer.

**VI. REPORTS**

The Chairperson shall submit written and oral reports of progress at each Board meeting. A report is to be submitted at the end of the calendar year setting forth

accomplishments, names and addresses of committee members, and  
recommendations for the next year.

**AUDIT COMMITTEE**

**I. PURPOSE**

This committee is responsible for ensuring that an annual audit of the Virginia Rehabilitation Association's income and expenditures is completed.

**II. TERM OF OFFICE**

The Chairperson and committee serves for a period of one year.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board of Directors.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select one additional member to serve on the committee.

**V. FINANCING**

An annual budget request is forwarded to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Audit the Association's income and expenditures for the year of the committee's tenure.

- Receipts for expenditures shall be dated and initialed by the Treasurer.
- Written explanation of income shall be dated and initialed by the Treasurer.

Recommends appropriate actions to the Board of Directors based on findings of the audit.

Assist other officers and committee chairpersons, when requested, in the planning and preparation of budget requests.

**VII. REPORTS**

The Audit Chairperson shall make a written report on the audit findings to the Board of Directors at the first meeting following **March 31**.

## **AWARDS AND CITATIONS COMMITTEE**

### **I. PURPOSE**

This committee is responsible for the recognition of outstanding individuals and groups who have served persons with disabilities as well as recognition of the achievement of persons with disabilities.

### **II. TERM OF OFFICE**

The Chairperson shall hold the office for one calendar year.

### **III. HOW APPOINTED**

Each Chairperson is appointed by the President with the approval of the Board.

### **IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of four (4) additional committee members.

### **V. FINANCING**

An annual budget request is to be submitted to the President for review and approval by the Board.

### **VI. DUTIES AND RESPONSIBILITIES**

The Chairperson serves as a standing member of the Annual Program Committee.

Serves as liaison between the Association and other groups honoring those who serve people with disabilities.

Informs the Board of awards and citations of their organization that should be acknowledged by the Association. Letters from the Association to those honored will be prepared by the committee for Board approval.

Informs the full membership of the awards and citations to be presented and solicits their participation through the VRA NEWSNOTES and/or special mailings.

Assures that all nominators for awards and citations are current members of the National Rehabilitation Association (NRA) and the Virginia Rehabilitation Association (VRA).

Selects the recipients from those nominated. Provides recipients with copies of the award nomination information.

Informs the President of the committee's selection of recipients for the VRA awards one month prior to presentation of said awards.

Arranges for recipient(s) to be present at the annual workshop for receipt of the award(s), if possible.

Selects the form that the awards and citations will take, if not already established.

Recommends to the Board the addition or deletion of awards and citations. Compiles and keeps a current list of former recipients; a copy of which is to be kept in the permanent records of the Association.

Represents the Board in matters related to regional and national awards.

Submits local award and citation winners for the nomination of appropriate regional and national awards.

Keeps the Board informed of the work of the committee. This can be accomplished by the Chairperson's reports at Board meetings.

Exercises discretion and confidentiality in the handling of all nominations.

Reports to the Board in writing at the end of the year the activities, accomplishments, problems, recommendations, fiscal activities, etc., of the committee.

Involves the President in the work of the committee as an ex-officio member.

Selects and provides an appropriate award to be presented to the outgoing President by the President-Elect at the annual workshop.

Recognizes the efforts of out going officers and Board members by preparing certificates of special recognition for each which shall include the office held and for the period it was held. These certificates should be presented by the President at the Annual Business Meeting.

Initials and dates any invoices for committee expenditure prior to being sent to the Treasurer.

Coordinates with the Public Information Committee, award recipient release of information consent for local media coverage, at least 15 days prior to the Awards function.

**VII. REPORTS**

Brief oral and written reports of progress should be made at each Board meeting. A report is to be submitted at the end of the calendar year setting for the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**BUDGET COMMITTEE**

**I. PURPOSE**

The VRA Budget Committee is an ad hoc committee serving at the will and pleasure of the President, with approval of the Board. It is chaired by the Treasurer and consists of others selected by the Chairperson.

**II. DUTIES**

Duties of the Budget Committee are primarily singular; to present a proposed budget to the President. This budget is developed by the Committee based upon a thorough review of expenditures of the previous year, an analysis of receipts for the previous year and a review of all committee request for the current year.

With above data, the Budget Committee is to project both anticipated receipts and expenditures for the year, by line item and present this proposed budget to the Board, accompanied by any comments and other data necessary to explain the budget. It is the authority of the Board to revise, modify, alter and finally approve the budget at a regular or called Board meeting prior to beginning the new year.

The approved budget serves as the financial guidelines for the Treasurer, providing him/her the authority to expend funds under appropriate categories as approved by the Board in the budget document.

**COMMUNITY ALLIANCE COMMITTEE**

**I. PURPOSE**

The purpose of the Community Alliance Committee is to work toward the goal of unifying Virginia's consumer advocacy groups and organizations concerned with the rights and an improved quality of life for persons with disabilities in the Commonwealth.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one (1) calendar year.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson selects a minimum of one (1) member from the following geographic areas within the state: Roanoke, Staunton (Valley), Northern Virginia, Tidewater, and Richmond (Central).

**V. FINANCING**

An annual budget request is submitted to the President for review and approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

To identify and contact the numerous consumer advocacy groups in Virginia representing the needs of the Commonwealth's citizens with disabilities.

To explore common interests and goals.

To unify forces for greater public understanding of the social and economic gains to persons with disabilities.

To encourage and facilitate a collaborative effort among these groups to add strength towards advancing the cause and awareness of the needs of persons with disabilities.

To develop an improved mechanism for information exchange, greater awareness of mutual organizational objectives and concerns, and utilization of resources and manpower.

To recommend appropriate action to the Board.

To submit news articles for the NEWSNOTES and Public Information Committee reporting committee activity and concerns.

**VII. REPORTS**

Brief oral and written reports of progress will be submitted at each Board meeting. A report will be submitted at the end of the calendar year setting forth the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**CONSTITUTION AND BYLAWS COMMITTEE**

**I. PURPOSE**

The Committee is the keeper of the Constitution and Bylaws and assists the President in ensuring the Association functions in accordance with them.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one(1) calendar year.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson appoints a minimum of two (2) additional committee members.

**V. FINANCING**

An annual budget request is submitted to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Review, maintain and preserve the Constitution and Bylaws.

Determines that all business and procedures pertaining to the function of VRA are in compliance with the Constitution and Bylaws, by reviewing Board meeting minutes.

Accepts for revision all recommendations for changes to the Constitution and Bylaws.

Reviews and, if found feasible, submits revisions to the Board for approval.

Submits to the NEWSNOTES Editor any constitution revisions/additions approved by the Board for inclusion in the preconference edition of the VRA NEWSNOTES for the notification of each member.

Reviews the NRA and VRA Constitutions and Bylaws to ensure that the VRA document is consistent with that of NRA.

Has responsibility for the maintenance and distribution of the current Constitution and Bylaws to the Officers and Board members. Ensures the changes are incorporated into the latest edition of the Constitution and Bylaws prior to leaving office.

Carry out any duties the President, Board and/or membership of VRA deems necessary for the action of the Constitution and Bylaws Committee.

The Chairperson initials and dates any invoices for a committee expenditure prior to it being sent to the Treasurer.

**VII. REPORTS**

Brief oral and written reports of progress will be submitted at each Board meeting. A report will be submitted at the end of the calendar year setting forth the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

## **EDUCATION COMMITTEE**

### **I. PURPOSE**

The Committee is responsible for creating training opportunities for the Virginia Rehabilitation Association members as well as determining existing opportunities and disseminating information regarding both.

### **II. TERM OF OFFICE**

The Chairperson shall hold the office for one(1) calendar year.

### **III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board.

### **IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) additional committee members. Divisional representation is encouraged.

### **V. FINANCING**

An annual budget is to be submitted to the President for approval by the Board.

### **VI. DUTIES AND RESPONSIBILITIES**

The Chairperson serves as a standing member of the program committee for the annual workshop.

Determine appropriate educational opportunities from colleges and universities on an ongoing basis and disseminate these through the VRA NEWSNOTES quarterly.

Coordinates, directs and facilitates educational seminars as approved and directed by the Board.

Works to ensure that VRA sponsored training programs include programs that lead to certification for rehabilitation professionals and recognition at the national level.

Coordinates the certification and accreditation of VRA sponsored programs for CEU, CRC, CIRS, etc.,

Maintains calendar of training and special events for the Association and Chapter Divisions.

**VII. REPORTS**

Brief reports of progress will be made at each Board meeting. A report will be submitted at the end of the calendar year setting forth the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

## **HISTORIAN**

### **I. PURPOSE**

To maintain and update historical records of the activities and involvement of the Association within the state, region and on the national level.

### **II. TERM OF OFFICE**

The term of office will be one (1) year.

### **III. HOW APPOINTED**

The Historian is appointed by the President with the approval of the Board.

### **IV. FINANCING**

An annual budget request is submitted to the President for approval by the Board.

### **V. DUTIES AND RESPONSIBILITIES**

Reviews, maintains and updates the historical records of the Association.

Solicits photos and memorabilia from the membership for inclusion in records and permanent files.

Submits to the NEWSNOTES Editor news worthy items.

Serves as a resource person for Officers, Board Members and Committee Chairs.

### **VI. REPORTS**

Brief written and oral reports of progress should be presented at each Board meeting. A report is to be submitted at the end of the calendar year identifying accomplishments, goals and unfinished business to be carried out by the succeeding Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**LEGISLATIVE COMMITTEE**

**I. PURPOSE**

To interpret to and inform the membership, the Board, Resolutions Committee, and other selected committees of any past, current and/or proposed legislation (federal and state) that would impact the course of rehabilitation of persons with disabilities. To propose legislation to the Board which enhances the lives of Virginians with disabilities. To propose support for legislation that enhances the lives of Virginians with disabilities.

**II. TERM OF OFFICE**

The term of office will be two (2) years. The Vice-Chairperson will succeed the Chairperson if the incumbent and President agree, and the Board approves.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) members to serve in addition to himself/herself.

**V. FINANCING**

The Chairperson shall submit an annual budget request to the President for review and approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Maintain effective communication with agencies and organizations represented by the VRA membership to learn of their legislative needs and proposals.

Maintain a statewide "Legislative Network" of members who are responsible for securing direct phone, mailgram, letter and personal contact with state and federal legislators at appropriate times as determined by the Chairperson or the President.

Keeps abreast of federal and state legislative information - past, present and future.

Seeks approval from the Board on any matter that the committee wishes to pursue.

Recommends appropriate legislative resolutions to the VRA Resolutions Committee.

Arrange and implement a VRA legislative congress for Chapter members and recommend legislative issues to the Board for action and approval.

The Committee is empowered to support legislation not on the General Assembly agenda at the time of the legislative congress, if approved by the President.

Initials, dates and submits budgeted invoices for payment to the Treasurer upon receipt.

## **VII. REPORTS**

Brief written and oral report of progress will be presented at each Board meeting. A report is to be submitted at the end of the calendar year identifying the accomplishments, suggested goals and unfinished business to be carried forth to the following year.

An annual report will also be submitted to the President for the Annual Business Meeting.

**MEMBERSHIP COMMITTEE**

**I. PURPOSE**

To develop, maintain and promote membership in the Virginia Association and to assist the divisions of VRA with membership problems.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for two (2) calendar years. A Chairperson designee may be appointed by the president and approved by the Board by August 1 to assume the chairmanship the following year, assuring continuity and replacement training.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) additional committee members. Committee members are appointed from various geographic areas of the chapter. Inclusion of a Board member is encouraged.

**V. FINANCING**

The Chairperson submits an annual budget request to the President for review and approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Communicates regularly with the office of the National Rehabilitation Association in regard to conducting the membership campaign and other functions of this position.

Acts as liaison between the National Rehabilitation Association and the Virginia Rehabilitation Association in meetings pertaining to memberships.

Secures recruitment materials for the membership campaign and assures that they are properly distributed.

Conducts membership committee meetings to help coordinate and promote the membership campaign.

Keeps appropriate financial and membership records as prescribed by the National Rehabilitation Association and the Virginia Rehabilitation Association.

Initials and dates invoices from committee expenditures prior to being sent to the Treasurer for payment.

Assures that renewal and non-renewal statements are properly distributed.

Assists members, divisional representatives, and non-members with problems which might arise in regard to membership.

Reviews the monthly printout from the national office to check for discrepancies.

Coordinates the issuing of new member certificates.

Promotes and coordinates the membership campaign throughout the Commonwealth.

## **VII. REPORTS**

Brief written and oral reports of progress will be presented at each Board meeting. A report will be submitted at the end of the calendar setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

## **NEWSLETTER EDITOR**

### **I. PURPOSE**

The purpose and responsibility of the VRA NEWSNOTES Editor is to gather, edit and publish timely and appropriate news of and for the Association in a quarterly newsletter entitled , NEWSNOTES.

### **II. TERM OF OFFICE**

The Newsletter Editor serves for a minimum of one (1) calendar year term. It is recommended that this individual serve two (2) or more years whenever possible to ensure continuity of the newsletter. A Co-Editor may be appointed.

### **III. HOW APPOINTED**

The Editor is appointed by the President with the approval of the Board. A Co-Editor, if appointed by the President, must also have the approval of the Board.

### **IV. FINANCING**

The Editor submits an annual budget request, based upon anticipated expenditures for the printing and mailing of the newsletter, to the President for review and approval by the Board.

### **V. DUTIES AND RESPONSIBILITIES**

Identify anticipated deadline and publication dates and make them available to the Officers, Board, Division Presidents, and the Committee Chairpersons.

Solicits news items from across the Association, with particular effort made quarterly to obtain news items from all VRA committees, divisions, officers and Board members.

Develops the "ready for print" newsletter proof, with every effort to present the content in attractive, legible, and news worthy manner. The Editor is fully responsible for the layout and printing of the newsletter with the exception of any editorial comments, which must be approved by the President prior to publication.

Arranges and coordinates the printing of mailing labels with the VRA Membership Chairperson for newsletter mailings to the membership, NRA Office, and other persons as directed by the Board.

All budgeted invoices for newsletter production expenses are initialed and dated by the Editor before being forwarded to the Treasurer for payment.

In conjunction with the Ways and Means Chairperson, the editor solicits advertisements, establish and obtain payment for ads and forward all ad payments to the Treasurer.

**VI. REPORTS**

Brief written and oral reports of progress will be presented at each Board meeting. A report will be submitted at the end of the calendar setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**NOMINATIONS AND ELECTIONS COMMITTEE**

**I. PURPOSE**

The purpose of the Nominations and Elections Committee shall be to select (through nomination and election procedures) the ongoing leadership of the Virginia Rehabilitation Association.

Insofar as possible, the Virginia Rehabilitation Officers and Board of Directors shall be representative of the membership (representative of the various agencies, private companies, professional organizations which are represented in the membership, representative of the various disciplines and occupations in the membership, representative of non-discrimination with regard to ethnic background, age, race, disability and geographic area), and will be representative of the state.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one calendar year.

**III. HOW APPOINTED**

The Immediate Past President will serve as Chairperson.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) additional committee members representing the state.

**V. FINANCING**

An annual budget request is to be submitted to the President for review and approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

The committee shall solicit nominations from the Association membership through the NEWSNOTES and other appropriate media.

The Chairperson will provide to all potential candidates for office and Board the candidate guidelines as passed by the Board on June 9, 1989. The Chairperson will ascertain the candidates willingness to serve if elected and that each candidate minimally meets the appropriate guidelines.

Provides mail ballot for the pre-workshop newsletter to allow all members the opportunity to participate in the election.

Conducts the mail and workshop balloting; counts and certifies the results to the President at the Annual Business Meeting.

The Chairperson initials and dates invoices for committee expenditures prior to being sent to the Treasurer.

The Chairperson prepares the "Honor Roll of Presidents" plaque for presentation to the outgoing President at the Annual Business meeting.

### **VIII. REPORTS**

Brief written and oral reports of progress will be presented at each Board meeting. a report is to be submitted at the end of the calendar year identifying the accomplishments, suggested goals and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

Reports the election results at the Annual Business Meeting.

**PUBLIC INFORMATION COMMITTEE**

**I. PURPOSE**

To promote and disseminate information in a timely manner to the general public regarding the policies and activities of VRA, its divisions and members. Organizational goals and activities which will enhance the life style of person with disabilities will be communicated to citizens of the Commonwealth through the use of multimedia campaigns.

**II. TERM OF OFFICE**

The Chairperson holds the office for one (1) calendar year.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) additional Committee members from a variety of geographic areas within the chapter.

**V. FINANCING**

An annual budget request is to be submitted to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

Promotes VRA by contacting representatives of the media regarding Association activities such as trainings, seminars, Annual Training Workshop, Award Recipients. Promotes and coordinates the utilization of visual displays, brochures, etc., relative to promoting VRA. Informs the newsletter Editor of any special activities for the VRA newsletter.

Whenever possible, makes personal presentations to groups of current and potential members.

The Chairperson initials and dates invoices for all committee expenditures prior to being sent to the Treasurer.

Members of the committee will assist with the gathering of information, development of news release, establishment of working relationships with representatives of the media, monitoring of press coverage, and assistance with follow-up activities where required.

Submits for printing in newspapers and professional journals articles and pictures of chapter functions including awards recipients, annual training workshop, training seminars. Award recipient data will require a signed consent

form for the release of information for public news coverage, coordinated with the Awards Committee.

Submits for printing chapter activities in the news media of other organizations such as NARPPS, NRA, RRTC.

## **VII. REPORTS**

Brief written and oral reports of progress will be presented at each Board meeting. A report will be submitted at the end of the calendar setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**RESOLUTIONS COMMITTEE**

**I. PURPOSE**

The purpose of this committee is to solicit from the membership and other interested organizations and individuals those resolutions which should be presented to the membership of the Virginia Rehabilitation Association for consideration.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one (1) year.

**III. HOW APPOINTED**

The Chairperson is appointed by the President with the approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The Chairperson is to select a minimum of two (2) additional committee members.

**V. FINANCING**

An annual budget request is to be submitted to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

The basic charge given to the Resolutions Committee is to solicit, draft, and present resolutions which will provide guidelines for action for the Virginia Rehabilitation Association. Ensure that resolutions are properly filed with the Virginia Rehabilitation Association Secretary and Historian.

Committee progress will be reported to the Board in writing for informational purposes at least **10 days prior to the annual Business meeting.**

Resolutions should be presented in writing to the membership at the Annual Business Meeting. The Committee is also responsible for preparation of a resolutions expressing thanks and appreciation to the Annual Program Committee, Facility, and participants, on behalf of the association when appropriate.

The Chairperson initials and dates invoices for committee expenditures prior to being sent to the Treasurer.

**VII. REPORTS**

Brief written and oral reports of progress will be presented at each Board meeting. A report will be submitted at the end of the calendar setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.

**WAYS AND MEANS COMMITTEE**

**I. PURPOSE**

To raise funds for VRA and support fund raising efforts of the NRA at the national and regional level as necessary.

**II. TERM OF OFFICE**

The Chairperson shall hold the office for one (1) calendar year.

**III. HOW APPOINTED**

The Committee Chairperson will be appointed by the President with the approval of the Board.

**IV. COMPOSITION OF COMMITTEE**

The committee Chairperson shall select two (2) or more additional committee members.

**V. FINANCING**

An annual budget request will be presented to the President for approval by the Board.

**VI. DUTIES AND RESPONSIBILITIES**

The committee shall be responsible for raising funds for VRA and for the coordination and support of fund raising efforts of NRA. This may include serving as liaison between the state chapter and the national association in the raising of funds at the national level; this may also apply at the regional level.

The Chairperson of this committee will submit reports to the VRA NEWSNOTES for publication reporting on projects of the committee.

To coordinate fund raising efforts with the VRA Program Committee and assist with the NEWSNOTES ads, program ads and exhibitor fund raising efforts.

To coordinate fund raising events with VRA Divisional Ways and Means Committees in order to avoid duplication.

**VII. REPORTS:**

Brief written and oral reports of progress will be presented at each Board meeting listing project(s), progress, and expenditures to date. A report will be submitted at the end of the calendar setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the Annual Business Meeting.