

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 succeeds to this office/position after having been elected and serving as President-Elect for one year.

IV. FINANCING

The President will prepare an annual budget for the Association in collaboration with the Treasurer and submit it to the Board for their review and approval at the first Board meeting of the year. Additionally, 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. Preference should be given to senior class Board members as the designated Committee Chairpersons as appropriate.

Confirms appointments by email and/or letter (copy to the President-Elect) with an attached copy of the Committee Chairperson's job description, duties and responsibilities, policy and procedures manual 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 and should be posted in the NewsNotes as well as website calendar.

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 and utilizes the VRA website for other important and timely messages to the membership.

Plans for the VRA Annual Business meeting, usually held in conjunction with the Collaborations Conference.

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).

Presents Certificates of Appreciation to outgoing Board members and Committee Chairpersons, 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.

Ensures all incoming mail is directed 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, utilizes and provides mechanism(s) that will involve as many members as possible in association activities, i.e. website.

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

Ensures utilization of the NewsNotes and website, www.vra.org, to keep the membership informed.

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

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

Provides guidance for the Officers, Board, and Committee Chairpersons regarding appropriate Association activities, those 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 environment, 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.

Completes and files annual reports with the National Rehabilitation Association. Maintains a copy for the VRA permanent records.

Ensures the maintenance of 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.

Receives and maintains files from outgoing President and Secretary for historical purposes, including NRA materials. The archiving of these records will be coordinated with both the Secretary and Historian.

Ensures that the Duties and Responsibilities Manual is reviewed annually and updated as necessary.

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

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, ascends to the Office of President.

IV. DUTIES AND RESPONSIBILITIES

The President-Elect serves as a VRA representative to the Collaborations Conference Steering Committee.

This officer 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 person to the President in committee appointments.

Serves as the primary VRA liaison for the following committees:
Communications and Membership (Awards, Website, NewsNotes) and Historian.

Presents the President with an appropriate award in appreciation for his/her service to the association. This activity should be coordinated with the Awards Chairperson.

VI. REPORTS

Prepares and submits Collaborations Conference Committee reports at VRA board meetings.

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 serves as a VRA representative to the Collaborations Conference Steering Committee.

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

The Past President serves as the primary VRA liaison for the Education and Legislative Committees.

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 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. This activity should be coordinated with the Awards Committee Chairperson(s).

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 support needs related to the Association's business matters.

II. TERM OF OFFICE

The Secretary is elected for a term of one (1) 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.

IV. 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, Mid-Atlantic and/or NRA representatives, and others as requested.

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, Mid-Atlantic and/or NRA representatives, and others as requested.

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

The Secretary reviews, maintains and updates the historical records of the Association in collaboration with the Historian. Historical files should be converted to .pdf format and saved to the VRA external drive as well as the backup external drive.

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., 2013, 2015, 2017).

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 for and/or reimbursement 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.

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 maintain a file of the amount of the check, to whom written and for what purpose, requests for refunds, reimbursements and receipts and make them available to the Audit Committee.

The A.R. Dawson Award, the R.N. Anderson Award, the Corbett Reedy Award, the Distinguished Achievement Award, and the Roy Hoover Award and the Don T. Johnston Award 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 Committee selects and purchases the Virginia Rehabilitation Association plaques and upon receipt of invoice, approves and forwards it to the Treasurer for payment.

The Treasurer will ensure that as the VRA Fiscal Agent that all forms are complete and filed annually with the State Corporation Commission to maintain up-to-date corporation status. Prior to the filing, forms will be submitted to the President and/or designee for review.

The Treasurer ensures that federal tax forms for contractors (i.e. legislative advocate, webmaster) are filed yearly.

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.

Ensures that the Chapter has adequate insurance and bonding and maintains those files. Ensures that the appropriate event liability insurance forms are filed prior to any VRA sanctioned event.

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 Virginia Rehabilitation Association. To transact the business of the 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 general membership.

IV. DUTIES AND RESPONSIBILITIES

Members are expected to participate in **all** Board meetings. 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.

COMMUNICATIONS AND 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. It is recommended that this individual serve multiple years whenever possible to ensure continuity of the membership activity.

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. The subcommittees of this committee consist of: Awards, NewsNotes, and Website.

V. FINANCING

The Chairperson submits an annual budget request to the President for review and approval by the Board. This request includes reports from the subcommittees as well.

VI. DUTIES AND RESPONSIBILITIES

Communicates regularly with the office of the National Rehabilitation Association in regard to conducting an active membership campaign. And receiving timely reports regarding current VRA membership.

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.

Reviews from National Rehabilitation Association and maintains a list of Virginia members. Maintains a list of email addresses and mailing lists for distribution of information, website updates and NewsNotes.

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

Works in partnership with NRA to ensure renewal reminders and renewal acknowledgements are sent to members as appropriate.

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

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 year 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.

AWARDS COMMITTEE

I. PURPOSE

This subcommittee of the Communications and Membership 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 (1) calendar year.

III. HOW APPOINTED

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

IV. COMPOSITION OF THE 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 Communications and Membership Committee Chair, who will include it as part of the budget submitted to the President for review and approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

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

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

Assures that all nominators for awards 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 awards celebration for receipt of the award(s), if possible.

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

Notifies the NewsNotes Editor and Website Coordinator of award recipients and presentations for publication of the information.

Recommends to the Board the addition or deletion of awards.

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 winners for the nomination of appropriate regional and national awards.

Exercises discretion and confidentiality in the handling of all nominations.

Involves the President and/or designee in the work of the committee as an exofficio member.

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

Recognizes the efforts of outgoing 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.

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

VI. REPORTS

Brief oral and written reports of progress should be given to the Communications and Membership Committee Chair for presentation 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 Communications and Membership Committee Chair for the Annual Business Meeting.

NEWSLETTER EDITOR

I. PURPOSE

The purpose and responsibility of this subcommittee of the Communications and Membership Committee 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 also 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, handling and mailing of the newsletter. The budget request is submitted to the Communications and Membership Committee Chair, who in turn submits to the President for the development of the full association budget.

V. DUTIES AND RESPONSIBILITIES

Present the content of the NewsNotes in an 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.

Establish submission deadlines and quarterly publication dates and broadcast for availability to the Officers, Board, Division Presidents, Committee Chairpersons, and posting to the website calendar.

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. More broadly, news will be solicited from a wide variety of rehabilitation partners, programs and agencies.

Coordinate efforts to assure that the NewsNotes will be sent out during the first or second week of January, April, July, and October.

Deliver a CD with the final draft of the NewsNotes to the printer-(currently Kinkos) and then proof the copy before authorizing the final printing.

Coordinate with the Treasurer and printing vendor to establish an association account.

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

Arrange and coordinate the preparation and mail handling, including application of labels and postage.

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 necessary.

Submit the NewsNotes in electronic format to the VRA WebMaster or website coordinator for posting in a timely manner.

In conjunction with the Ways and Means Chairperson, the editor solicits advertisements, and requests that a billing for payments be sent out by the Treasurer.

VI. REPORTS

Brief oral and written reports of progress should be given to the Communications and Membership Committee Chair for presentation 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 Communications and Membership Committee Chair for the Annual Business Meeting.

WEBSITE COORDINATOR

I. PURPOSE

The purpose and responsibility of this subcommittee of the Communications and Membership Committee is to gather, edit and provide timely and appropriate news of and for the Association as well as the Rehabilitation community at large for the WebMaster to post on the VRA website, www.vra.org.

II. TERM OF OFFICE

The Website Coordinator serves for a minimum of one (1) calendar year term. It is recommended that this individual serve multiple years whenever possible to ensure continuity of the website and ease of working with the Webmaster.

III. HOW APPOINTED

The Website Coordinator is appointed by the President with the approval of the Board.

IV. FINANCING

The Website Coordinator submits an annual budget request, based upon anticipated expenditures for the web hosting and monthly maintenance fees of the WebMaster based upon current rates, trends and patterns of usage. The budget request is submitted to the Communications and Membership Committee Chair, who in turn submits to the President for development of the full association budget.

V. DUTIES AND RESPONSIBILITIES

Acts as liaison between the VRA Board and the Webmaster.

Solicits news articles and information from across the Association and the broader Rehabilitation community. In conjunction with the NewsNotes Editor, particular effort is made to obtain news items from all VRA committees, divisions, Officers and Board members i.e., Call for Nominations, Call for Awards, Training Announcements, Board Meetings, other calendar events.

Ensure the posting of the quarterly NewsNotes and maintenance of web archives for past editions of NewsNotes.

Directs the addition and removal of information to/from the website via the Webmaster.

Regularly monitors the website for accuracy of information in partnership with the Officers and Committee Chairs;

Notifies membership of updates to the website via email at significant intervals including posting of the NewsNotes, training announcements, call for nominations, papers, etc.

Sign off on/approve bills as submitted by the Webmaster and route to the Treasurer for payment. This affords an opportunity to monitor the expenditures in relationship to the overall budget as well as allowing for the monitoring of the information flow.

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

VI. REPORTS

Brief oral and written reports of progress should be given to the Communications and Membership Committee Chair for presentation 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 Communications and Membership Committee Chair 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

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

Represents VRA on the Collaborations Conference Training Program Committee when possible.

Maintains calendar of training and special events for the Association and Chapter Divisions and ensures posting of these dates in the NewsNotes and website.

Submits articles for inclusion in the quarterly NewsNotes and posting on the website Training page at <http://www.vra.org/ngw/training.shtml> through the website coordinator.

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 a minimum of one (1) year to ensure consistency and continuity of the work.

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 working in collaboration with the Secretary. Historical files should be converted to .pdf format and saved to the VRA external drive as well as the backup external drive. Records to be archived include but are not limited to: organizational documents, constitution & bylaws, policy manual, duties and responsibilities, Treasurer's reports, annual membership meeting minutes, yearly Board meeting minutes, correspondence, NewsNotes, etc.,

Hardcopies of the most recent five years records should be maintained and stored in the VRA file cabinets, currently housed at the Resources for Independent Living in Richmond, so that they are easily accessible to the Officers, Board members and Committee Chairs. This will facilitate continuity of activities, actions, procedures and provide greater consistency.

Solicits and collects photos, scrapbooks, annual collaborations booklets and other memorabilia from the membership for inclusion in records and permanent files, currently housed at Resources for Independent Living in Richmond.

Submits to the NewsNotes Editor newsworthy items.

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

VII. 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 Virginia Rehabilitation Association 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 that 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.

Preference should be given to a senior class (third year) Board member.

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.

Serves as liaison with legislative advocate for VRA. Negotiates and oversees contract for legislative advocate, currently David Williams.

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.

Submits articles for inclusion in the quarterly NewsNotes and posting on the website Governmental page at <http://www.vra.org/ngw/governmental.shtml> through the website coordinator regarding work of the committee and legislative activity.

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.

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 (1) 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 ascertain the candidate's willingness to serve if elected and that each candidate minimally meets the appropriate guidelines.

Provides mail and/or e-mail ballots for the newsletter to allow all members the opportunity to participate in the election.

Conducts the mail and/or e-mail 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.

VII. 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.

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 Collaborations 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.

BUDGET COMMITTEE
(Ad hoc)

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 requests 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.

CONSTITUTION AND BYLAWS COMMITTEE
(Ad hoc)

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.

AUDIT COMMITTEE
(Ad hoc)

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 (1) calendar 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**.

COMMUNITY ALLIANCE COMMITTEE
(Ad hoc)

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.

PUBLIC INFORMATION COMMITTEE
(Ad hoc)

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, and 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
(Ad hoc)

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) 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.

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 resolution 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.