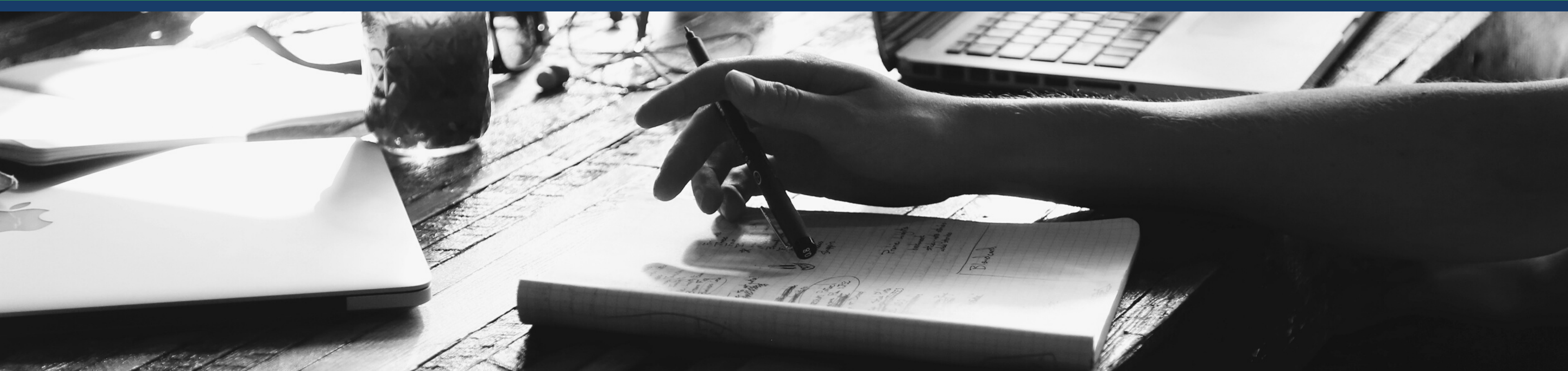




APHASIA ACCESS

VOLUNTEER MANUAL

January 2021





Thank You...

Your service WILL make a difference.

On behalf of our Board of Directors, and the entire Aphasias Access community, thank you for volunteering to serve our organization this year. We are committed to making sure that your experience is a meaningful one, on both a personal, and a professional, level.

Our volunteers are the heart of Aphasias Access. Without each one of us, our organization would not be able to achieve its mission. Together we will build on past successes, and chart a course forward that continues to advance our cause.

This manual is meant to share some key information to help you navigate your volunteer experience and maximize your impact on our community. Please reach out with any questions and let us know if we can be of assistance.

Many thanks for volunteering...I am looking forward to working with you.

Elizabeth Hoover, Ph.D., CCC-SLP, BC-ANCDS

President

Guiding Principles:

We believe that volunteer service should...

1.

STRENGTHEN KNOWLEDGE about our organization and aphasia care in general.

2.

STRENGTHEN SKILLS on a personal, and professional, level that will benefit both YOU and APHASIA ACCESS.

3.

STRENGTHEN CONNECTIONS with Aphasia Access over time that could lead to additional service (including Board) opportunities.

General Purpose:

Aphasia Access' Committees are meant to...

1.

FACILITATE the work that needs to be done in between board meetings.

2.

MAKE RECOMMENDATIONS to the board on key strategic and operational questions.

3.

ASSIST STAFF in the day to day operations of the organization.

OUR SIGNATURE PROGRAMS INCLUDE...



LEADERSHIP SUMMIT

Held in odd-numbered years, Aphasia Access' Leadership Summit brings together colleagues from throughout North America for networking, knowledge exchange, and to talk through pressing challenges in aphasia care.



RESOURCE EXCHANGE

At Aphasia Access' heart is helping members on the front lines of aphasia care. Our Resource Exchange initiative empowers members to share tips, tricks, and programs so that others can put the concepts into play with minimal adjustments.



SPEAKERS SERIES

Aphasia Access welcomes international thought leaders in both research and community-based programs to share what's on their mind in a series of intimate conversations.

HOW APHASIA ACCESS IS STRUCTURED...

THE BOARD

Aphasia Access is governed by a Board of Directors. The Executive Committee of the Board (officers) manages affairs in between Board meetings.

COMMITTEES

The work of the Board is supported by a number of volunteer-led committees and task-forces. Additional task-forces and work groups are appointed as needed by the Board.

APPOINTMENTS

Chairs and committee members are appointed by the President after Board consultation.

OPERATIONS

Day-to-day operations handled by a management firm (TVD Associates, Inc.). Todd Von Deak serves as Aphasia Access' Executive Director

2021 Committees & Their Chairs

Please reach out with any
questions or ideas...



JESSICA WELSH & JODI MORGAN

welshj@newpaltz.edu & jodi.morgan@brooksrehab.org

Academic Modules

Creating turn-key resources for teachers.



KATHRYN SHELLEY

kathryn@ahasiawtx.org

Development

Securing resources to take our mission forward.



KATARINA HALEY

katarina.haley@med.unc.edu

Education and Research

Working with the academic community.

2021 Committees & Their Chairs

Please reach out with any
questions or ideas...



MELINDA CORWIN & KATHRYN SHELLEY

melinda.corwin@ttuhsc.edu & kathryn@aphasiawtx.org

E-learning

Developing an online portal to train the front lines.



GAYLE DEDE & JERRY HOEPNER

gayle.dede@temple.edu & hoepnerjk@uwec.edu

Leadership Summit

Guiding the program for our signature event



CHALEECE SANDBERG & SARAH WALLACE

cws18@psu.edu & wallaces@duq.edu

Membership

Growing our community and expanding its value.

2021 Committees & Their Chairs

Please reach out with any
questions or ideas...



KATIE STRONG & ELLEN BERNSTEIN-ELLIS

acarney@bu.edu

Podcasts

Fostering dialogue by leading *the Aphasia Access Conversations series*.



ANNE CARNEY

acarney@bu.edu

Resource Exchange

Facilitating ongoing knowledge exchange.

“

Every Contribution Matters...Especially Yours...

**“START WHERE YOU ARE. USE
WHAT YOU HAVE. DO WHAT
YOU CAN.”**

ARTHUR ASHE

”

Types of Service...

A variety of volunteer opportunities have been established in recognition of interests and needs of busy professionals who wish to contribute. There are:

- **Standing Committee(s).** One-year commitment, renewable term
- **Ad hoc Taskforce(s).** Varied length commitment, short-term project, or research.
- **Independent Project(s).** Varied commitment, one-person project, or research.
- **Mentoring Role(s).** Varied length commitment to fulfill periodic needs



How We Operate

All groups meet virtually (conference or video call).

- Groups will identify a person responsible for minutes. Minutes should be shared within 10 days of the meeting with the group (with a copy to the Executive Director). We suggest you set the day and time for the next meeting at the conclusion of the proceeding while the group is together.
- Meeting frequency varies by type of volunteer service.
- Volunteers are encouraged to share feedback with their chair, or our President on ways service can be meaningful on a personal level.

Our Ask of You...

Is simple and straight forward...

- Maintain a current membership during your service
- Complete a conflict of interest and disclosure statement
- Participate in all meetings
- Review relevant material prior to meetings
- Accept and complete special assignments when possible
- Promote involvement by participating and being an advocate
- Respond promptly to correspondence and requests
- Immediately inform staff and leadership if your circumstances change that impact your service





[HTTP://WWW.APHASIAACCESS.ORG/VOLUNTEER-DOCS/](http://www.aphasiaaccess.org/volunteer-docs/)
YOUR ONLINE RESOURCE

We have crafted a web page with key resources to support being a volunteer. Online, you will find our bylaws, committee charges, and job descriptions, along with other governing docs, not to mention project resources and articles on key topics for volunteers (think finances). Throughout the year, if we can add anything that would be helpful, let us know.

This is a work in progress!

Key Contacts

**Ready for questions, to
share resources, or to
work through
challenges...**



LIZ HOOVER, PRESIDENT

Boston University
President@Aphasia Access.org



TOM SATHER, VICE PRESIDENT

University of Wisconsin, Eau Claire
sathertw@uwec.com



MELINDA CORWIN, TREASURER

Texas Tech University Health Science Center
melinda.corwin@ttuhsc.edu



TODD VON DEAK, EXEC. DIRECTOR

tvondeak@AphasiaAccess.org



JESSICA CAMPBELL, OPS DIRECTOR

jcampbell@AphasiaAccess.org

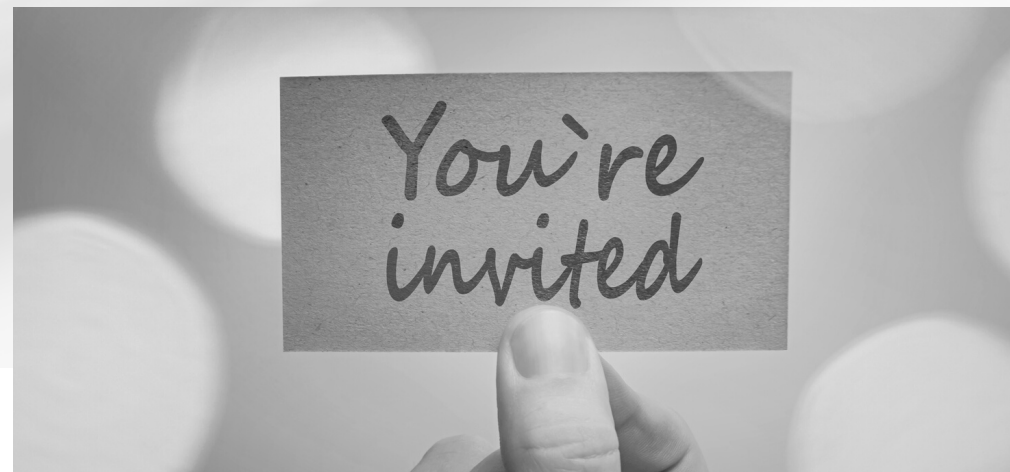
THREE THINGS YOU CAN DO...



SHARE

Leverage Your Social Media

Aphasia Access is on Facebook, LinkedIn, and Twitter. Every time you share one of our posts, you are helping to get the word out, likely to someone who has never heard of us.



INVITE

Make Personal Asks

Nothing is more powerful than a personal ask or invite from a colleague. When you join us for an event, try to bring a friend along.



OBSERVE

Be a Talent Scout

The more people actively engaged in our community, the stronger it is. Current volunteers are the best sources for recruiting additional support, which we can always put to use. Know someone who wants to get involved - have them reach out or let us know and we'll see if they are interested in getting involved.

Thank You...

WE ARE LOOKING FORWARD TO THE YEAR AHEAD...

Together, there is no doubt that Aphasia Access will have a strong year and truly make an impact, both personally and professionally on our members, along with the community that we serve.

Throughout the year, please do not hesitate to reach out whenever we can be of assistance. Whether you have an idea that you think could be transformational, or experiencing a challenge that could be lighter if shared, we look forward to hearing from you.

The biggest asset of any association is its people. With involved members, so much is possible...and without, so little. Our community, along with the industry we serve, is better off because you are taking an active role in its future. For that, you have my thanks.

All the Best

Todd Von Deak, MBA, CAE

Executive Director





We're Excited for the Year Ahead...

APHASIA ACCESS

Moorestown, NJ

PHONE NUMBER

888-859-8832

EMAIL ADDRESS

help@AphasiaAccess.org