

**MISSISSIPPI  
AMERICAN ASSOCIATION ON  
INTELLECTUAL AND DEVELOPMENTAL DISABILITIES**

**OPERATIONS MANUAL**

*July 2003*

**Statement of Purpose**

The Mississippi American Association on Intellectual and Developmental Disabilities Operations Manual is a compilation of information and resources designed to guide officers of the Association in performance of their duties. It is not intended to be inclusive of all the information available to officers and committee chairs and should be viewed as a dynamic, changing document. Please offer any suggestions for changes in this manual to the State Chairperson.

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## **Mississippi American Association on Intellectual and Developmental Disabilities**

The Mississippi American Association on Intellectual and Developmental Disabilities is an affiliate of the American Association on Intellectual and Developmental Disabilities and the Southeastern Region of the American Association on Intellectual and Developmental Disabilities. The Mississippi American Association on Intellectual and Developmental Disabilities is subject to the Constitution and Bylaws of both the Southeastern Region and the American Association on Intellectual and Developmental Disabilities.

All operations of the Mississippi American Association on Intellectual and Developmental Disabilities are overseen by the Executive Committee. The Executive Committee consists of:

- Chairperson
- Chairperson-Elect
- First Vice Chairperson
- Immediate Past Chairperson
- Secretary
- Treasurer
- Editor
- Membership Chairperson

A simple majority of committee members shall constitute a quorum for the transaction of business.



## **Chairperson**

The Executive Officer of the MSAAIDD shall be the Chairperson. The Chairperson is elected by the members to serve a three year term beginning with First Vice-Chairperson, succeeding to Vice Chairperson and then becoming Chairperson. The responsibilities of the Chairperson are as follows:

- To prepare the agenda for and preside at any business meeting of MSAAIDD and at meetings of the Executive Committee.
- To preside over the MH/MR Joint Conference Executive Meeting in conjunction with the President of the Mental Health/Mental Retardation Council.
- To appoint a Membership Chairperson and an Editor to serve during the Chairperson's term of office.
- To appoint professional consultants, Executive Committee Members, and any other Members for the purpose of assisting in the development and growth of activities in the State during the Chairperson's term of office.

In the event of the absence or temporary disability of the Chairperson, the duties of the Chairperson shall devolve successively upon the Vice Chairperson, the First Vice-Chairperson, the Secretary, and the Treasurer.

## **Vice Chairperson**

The Vice Chairperson is the second office in succession. The responsibilities of the Vice Chairperson are as follows:

- To serve as the Program Chairperson of the annual MH/MR Joint Conference
- To appoint the members of the local arrangements committee.
- To work closely with the local arrangements committee and to appoint subcommittees as necessary to successfully conduct an annual conference.
- To establish a theme for the annual conference.
- To coordinate with the Editor a call for papers to the membership for the annual conference.
- To establish tracks for concurrent sessions.
- To secure a keynote speaker for the opening session.
- To work with DMH Central Office Staff in securing appropriate CEU's for keynote and concurrent sessions.
- To coordinate room set-up and other needs, i.e. Audio-visuals, etc for speakers.
- To coordinate session moderators with the Chapter Membership Chairperson.
- To coordinate evaluation forms and door prizes with appropriate local arrangement committee members.
- To coordinate travel and accommodation arrangements for speakers.
- To coordinate gift baskets and banquet decorations.
- To arrange for evaluation report of overall conference, individual sessions, and poster presentations.
- To present conference protocols to the Chairperson for final approval prior to the annual meeting.
- To secure and present the recognition plaque for the Chairperson to be presented at the annual meeting which is held at the close of the MH/MR Joint Conference.
- To serve as Chairperson of the Region in the absence of the Chairperson

In the event that the Vice Chairperson shall not serve out the full term for any reason, the officer next in line will succeed to the unexpired remainder of the term.

### **First Vice-Chairperson**

The First Vice-Chairperson shall prepare to succeed to the offices of Vice Chairperson and Chairperson. The responsibilities of the First Vice-Chairperson are as follows:

- To serve as Co-Chairperson of the Program Committee for the MH/MR Joint Conference and assist the Vice-Chairperson in anyway with the Program design.
- To organize the Poster Session at the MH/MR Joint Conference.
- To coordinate the Moderators for Presentations with current Membership Chairperson.
- To assume responsibility for T-shirt design for annual MH/MR Joint Conference.
- To assist with local arrangements and decorations for the annual MH/MR Joint Conference.
- To coordinate and sign hotel contract for the Annual Conference. Final dates and site are approved by the Executive Committee.

In the event the First Vice-Chairperson shall not serve out the full term for any reason the current Vice-Chairperson and Chair will assure these duties are accomplished.

### **Immediate Past Chair**

The Immediate Past Chair of MSAAIDD is a part of the Executive Committee for the State. The responsibilities of the Immediate Past Chair are as follows:

- To submit to the membership a call for nominations for the annual Paul D. Cotton Leadership Award.
- To present the Paul D. Cotton Award at the annual awards banquet.
- To submit to the membership a call for nominations for offices of First Vice-Chairperson, Secretary, and Treasurer.
- To coordinate the presentation for the Paul D. Cotton Award and the election of officers with appropriate committees.

### *Secretary*

The Secretary of MSAAIDD is an officer of the Association and is elected for a one year term. The responsibilities of the Secretary are as follows:

- To handle all correspondence of MSAAIDD appropriate to the office, including notifying Executive Committee members of upcoming meetings and mailing handouts and materials of those meetings to all members of the Executive Committee.
- To take minutes of all MSAAIDD business meetings and Executive Committee meeting, and to distribute the minutes to all Executive Committee members prior to the next meeting
- To take minutes of the MH/MR Joint Conference Executive Committee Meetings on a rotating basis with the Mississippi Community Mental Health/Mental Retardation Council Secretary.
- To maintain a Secretaries Notebook of current and previous operations of the office, the constitution and bylaws, mailing lists, and prior minutes with all reports attached.

In the event the Secretary shall not serve out the full term for any reason, the Chairperson will appoint someone to fulfill these duties.

## **Treasurer**

The Treasurer of MSAAIDD is an officer of the Association and is elected for a one year term. The responsibilities of the Treasurer are as follows:

- To set up a new account in the name of the Mississippi American Association on Intellectual and Developmental Disabilities. The Treasurer will ask the Chairperson to write a letter to the bank in June with changes required in July.
- To maintain the current accounting system.
- To prepare a Treasurer's Report for the annual business meeting, as well as all MSAAIDD meetings during the year.
- To prepare a Treasurer's Report for National AAIDD.

In the event that the Treasurer shall not serve out the full term for any reason, the Chairperson will appoint someone to fulfill these duties.

## **Editor**

The Chairperson shall appoint an Editor. The responsibilities of the Editor are as follows:

- To be responsible for the timely publication, prints, and distribution of the MH/MR Joint Conference Program and Call for Papers & Posters.
- To prepare and make the Executive Committee aware of approaching timelines regarding the MH/MR Joint Conference; i.e. presentation timelines, CEU timelines, conference announcements, conference program timelines, moderator assignment timelines, registration timelines, assignment of awards, and other assignments.

In the event that the Editor shall not serve out the appointed term for any reason, the Chairperson will appoint someone to fulfill these duties.

## **Membership Chairperson**

The Membership Chairperson is appointed by the MSAAIDD Chairperson for a one year term. The responsibilities of the Membership Chairperson are as follows:

- To coordinate membership activities and information with the chapter, and the SEAAIDD and national membership chairs.
- Insure that a membership campaign for recruitment and retention of AAIDD membership is developed and implemented within the chapter.
- Arrange for an AAIDD membership table to be set up at activities of the Chapter; especially the MH/MR Joint Conference.
- Solicit and assign moderators for concurrent sessions at the MH/MR Joint Conference. Communicate with moderators regarding duties and assigned sessions. Provide a listing of moderators to the Editor, Registration Committee, and CEU Coordinator.

In the event that the Membership Chairperson shall not serve out the appointed term, the Chairperson will appoint someone to fulfill these duties.

### **MH/MR Joint Conference Executive Committee**

The officers of the Mississippi American Association on Intellectual and Developmental Disabilities serve along with MH/MR Council and Association of Behavioral Healthcare Management officers on the Joint Conference Executive Committee.

## **Local Arrangements Committee**

The Local Arrangements Committee works in close association with the MSAAIDD Vice Chairperson in planning for the MH/MR Joint Conference. The duties of this committee are as follows:

- To determine the conference agenda and hotel arrangements for large group sessions and concurrent sessions with the Vice Chairperson.
- To determine meal and break functions.
- To coordinate entertainment events and any special outings offered to conference participants.
- To coordinate announcements, hotel reservation information, directions, special event registration, etc. with the Editor.
- To coordinate meal functions (as necessary), decorations, and entertainment for the Opening Session, Awards Banquet, T-Shirt Breakfast/Closing Session.
- To coordinate evaluation forms, door prizes, etc. with session moderators through the Membership Chairperson.

## **Nominations and Elections**

The Nominations and Elections Committee shall be comprised of the two most recent available Past-Chairpersons and three members appointed by the Chairperson. The Immediate Past Chairperson of MSAAIDD continues to serve on the Executive Committee as Chairperson of this committee. The responsibilities of the Nominations and Election Committee are:

- To seek from the membership nominations for First Vice Chairperson, Secretary and Treasurer through a Call for Nominations.
- To prepare a slate of candidates for the positions of these elective offices and conduct an election by mail ballot.
- To prepare a written report on the outcome of the election to the Executive Committee and to the membership of MSAAIDD at the annual business meeting at the close of the MH/MR Joint Conference.

## **Professional Division Chairpersons**

To represent the major scientific and professional interests of the members, the Mississippi American Association on Intellectual and Developmental Disabilities shall be organized into the following professional divisions:

- Administration
- Communication
- Community Services
- Education
- General
- Gerontology
- Legal Process & Advocacy
- Leisure & Recreation
- Medicine & Nursing
- Nursing
- Nutrition and Dietetics
- Occupational and Physical Therapy
- Psychology
- Religion
- Social Work
- Vocational Rehabilitation

Division Chairpersons are appointed by the Chairperson for a one year term. The responsibilities of the division chairpersons are as follows:

- To serve as moderators for concurrent sessions during the annual MH/MR Joint Conference.
- To encourage membership in AAIDD with other professionals in the field.
- To solicit workshops and poster presentations for their division for the MH/MR Joint Conference.
- To represent MSAAIDD at the state and regional levels.
- To communicate with the Chairperson information regarding current issues, trends, training needs, etc.
- To communicate to other professionals in the field information about the MH/MR Joint Conference and other MSAAIDD activities.

## Awards

The Paul D. Cotten Leadership Award is presented by the Mississippi American Association of Mental Retardation each year to a Mississippian who has demonstrated exemplary leadership in the field of services for persons with mental retardation. The award recipient is selected from the membership of the Mississippi Chapter of the American Association on Intellectual and Developmental Disabilities based upon nominations from the members. (See duties of Past Chairperson).

The award is named for Paul D. Cotten, Ph.D. Dr. Cotten is a noted pioneer in the provision of services to persons with mental retardation in Mississippi. He was born in McComb, MS and earned undergraduate, masters, and doctorate degrees from the University of Southern Mississippi. He completed post-doctorate work at Columbia University, the University of Alabama, and the national Center for Deaf-Blind Youths and Adults. Dr. Cotten began his career in the field of mental retardation utilizing his music training to work in the field of music therapy. He held positions in Louisiana and Mississippi. In 1971 he was named Director of Ellisville State School. During the period of 1974 – 1981 he concurrently served as Director of the Division of Mental Retardation within the Department of Mental Health. In 1984 he was named as Director of Boswell Regional Center until his retirement in 1992. Throughout years of service, Dr. Cotten maintained a teaching career and a strong involvement with issues related to aging. Dr. Cotten is the recipient of a number of awards and honors for his service to the field of mental retardation, including Fellow Status in the American Association on Intellectual and Developmental Disabilities.

### *Timelines*

<b>Item</b>	<b>Responsibility</b>	<b>Week</b>	<b>Month</b>
<b>Presentations</b>			
“Call for Presentations” draft completed <i>includes CEUs A/B Forms from DMH</i>		2	April
“Call for Presentations” to printer		3	April
“Call for Presentations” mailed		1	May
Presentation response deadline		2	June
Final selection of presentations		1	July
Presenters informed of selection		2	July
Keynote speaker selection finalized <i>With Biography and Photograph</i>	Joint Committee	2	July
Presenter schedule finalized		3	August
Presenters sent schedule information		1	Sept
Poster presenters sent schedule information		1	Sept
<b>CEUs</b>			
Return of CEU A/B forms from presenters deadline	To DMH	2	August
CEU application form (for attendees) developed	DMH	3	Sept
CEU application form (for attendees) to printer	DMH	1	Oct
CEU evaluation forms (for moderators) assembled	DMH	2	Oct
<b>Conference Announcement</b>			
Conference announcement draft completed		3	July
Conference announcement to printer		1	August
Conference announcement mailed		3	August
<ul style="list-style-type: none"> <li>To prior year attendees–labels from person responsible for prior year registration</li> <li>To each MSAAIDD member – labels from national office</li> <li>Batch with cover letter to MH/MR facility directors</li> <li>Batch with cover letter to private facility directors</li> <li>Batch with cover letter to DMH facility directors</li> <li>Announce at DMH facility directors meeting</li> </ul>			
<b>Conference Program</b>			
Advertisers – Mail flyer			
Conference program draft completed		1	Sept
Conference program proofing	Joint Committee	2	Sept
Conference program to printer		4	Sept
<b>Golf Tournament</b>			
Registration Deadline		1	Sept

**Moderators**

Moderators selected	2	Sept
Moderators receive instructional letter	1	Oct

**Registration**

Registration database set-up	1	Sept
Name tag set-up	3	Sept
Deadline for pre-registration (2 weeks before conference)	Joint Committee	2 Oct
Name tags complete	3	Oct

**Awards**

Paul D. Cotten Award – MSAAIDD	AAIDD Past Chair
Kinloch Gill Award – MH/MR Council	MH/MR Council Past President
Bradley Sanders Award – ABHM	ABHM Past Chair
James Stubbs Award – Joint Conf. Comm.	Bo Chastain
Commissioners Award	Community MH/MR Commissioners

**Other Responsibilities**

- Banquet, Reception, Breakfast menus selected
- Reception entertainment
- Banquet entertainment
- Banquet table decorations
- Banquet tickets printed
- T-shirt designed/printed
- Door prized, purchased, door prize emcees selected-James Dunaway responsible  
Each Executive Committee member should bring a door prize
- Vendor recruitment
- Vendor door prize cards printed
- Vendor door prize purchased
- Box for door prize ticket stubbs and Box for vendor door prize cards