Orientation and Mobility Division

Policies and Procedures Manual

Adopted March 14, 2019

Table of Contents

[OFFICERS AND THEIR RESPONSIBILITIES 2](#_Toc533066278)

[A. CHAIR 2](#_Toc533066279)

[B. CHAIR-ELECT 2](#_Toc533066280)

[C. IMMEDIATE PAST CHAIR 3](#_Toc533066281)

[D. SECRETARY 3](#_Toc533066282)

[E. TREASURER 4](#_Toc533066283)

[F. DISTRICT DIRECTORS 4](#_Toc533066284)

[TERM OF OFFICE 4](#_Toc533066285)

[REMOVAL OF EXECUTIVE COMMITTEE MEMBERS, COMMITTEE CHAIRS & VACANCIES 5](#_Toc533066286)

[A. REMOVAL OF DIVISION OFFICERS FOR NONPERFORMANCE 5](#_Toc533066287)

[B. REMOVAL FOR LAPSED DIVISION MEMBERSHIP: 5](#_Toc533066288)

[C. REMOVAL FOR INAPPROPRIATE USE OF DIVISION MEMBERSHIP INFORMATION: 5](#_Toc533066289)

[D. VACANCIES: 5](#_Toc533066290)

[MEETINGS 6](#_Toc533066291)

[A. Biennial Meetings 6](#_Toc533066292)

[B. Special Meetings 6](#_Toc533066293)

[C. Quorum 6](#_Toc533066294)

[D. Parliamentary Procedure 6](#_Toc533066295)

[COMMITTEES AND THEIR RESPONSIBILITIES 7](#_Toc533066296)

[A. EXECUTIVE COMMITTEE 7](#_Toc533066297)

[B. STANDING COMMITTEES 7](#_Toc533066298)

[C. AD HOC COMMITTEES 11](#_Toc533066299)

[OPERATIONAL POLICIES AND PROCEDURES 11](#_Toc533066300)

[A. AWARDS 12](#_Toc533066301)

[B. COMMITTEES 17](#_Toc533066302)

[C. FISCAL 17](#_Toc533066303)

[D. NOMINATION AND ELECTION PROCEDURES 18](#_Toc533066304)

[E. LOGO 19](#_Toc533066305)

[F. SCHOLARSHIP 19](#_Toc533066306)

[APPENDICES 21](#_Toc533066307)

[APPENDIX A: Blasch Scholarship Form 22](#_Toc533066308)

[APPENDIX B: Division Project Plan 24](#_Toc533066309)

[APPENDIX C: Division Budget Worksheet 25](#_Toc533066310)

[APPENDIX D: Division Activity Plan 26](#_Toc533066311)

[APPENDIX E: Two-Year Timeline 27](#_Toc533066312)

This manual is to assist officers, committee chairs, district directors and others in the following of AER Orientation and Mobility Division policies and procedures. Any part of the Policies and Procedures Manual may be changed at any time as needed with a majority vote from the Orientation and Mobility Division Executive Committee.

## OFFICERS AND THEIR RESPONSIBILITIES

### A. CHAIR

1. Shall serve on the AER Board of Directors.

2. Shall serve on the AER Council of Division Chairpersons.

3. Shall be invited to attend AER-LIFT when offered.

4. Shall serve as Chair of the Division’s Executive Committee.

5. Shall provide District Directors with updates of Division activities to present to local and regional Orientation and Mobility groups.

6. Shall preside at all membership meetings of the Division.

7. Shall set the agenda for meetings of the Division in cooperation with the Chair-Elect.

8. Shall appoint members of the Division’s committees, including the chair of each committee, with the exception of Nominations Committee chair, which is an elected position. Shall serve as an ex-officio member to all committees.

9. Shall work with the chair of each committee of the Division to develop goals and a work plan that reflect the items listed in the current Division Five-Year Strategic Plan.

10. Shall present the Division Activity Plan and Division Budget for approval to the AER finance committee and AER office.

11. Shall obtain the approval of the Division’s Executive Committee for expenditures not included in the Division Activity Plan and or Division Budget and then also request approval from the AER finance committee and AER office.

12. Shall preside at the election of the Division officers if such election takes place during the international conference.

13. Shall present an annual report to the Division membership, and an end of term report to the membership at the Division business meeting during the AER International Conference; the report should address the current Division Five-Year Strategic Plan.

14. Shall begin revising the current Division Five-Year Strategic Plan with the Executive Committee two years before the current plan expires, so that there will be time to formulate a new plan, have it available for public comment, and a division vote before the current plan expires.

15. Shall send copies of annual and end of term reports, and all official incoming and outgoing correspondence to the Secretary.

16. Shall present the Newcomer Hill Service Award during the business meeting at the end of the term (award details listed in the Awards section of this document).

### B. CHAIR-ELECT

1. Shall succeed the Division Chair.

2. Shall serve as an assistant to the Division Chair.

3. Shall work with the Division Chair to set agendas for Division meetings.

4. Shall serve as Acting Chair at Division meetings in the absence of the Chair.

5. Shall serve as a member of the Division Executive Committee.

6. Shall serve on the AER Council of Division Chairpersons.

7. Shall be invited to attend AER-LIFT when offered.

8. Shall chair the Division’s Professional Issues Committee.

9. Shall chair the AER International Conference Division Program Committee.

10. Shall serve on AER’s International Conference Committee.

11. Shall work with the Division Awards Committee Chair to plan the Division award presentations and the Division Awards Reception.

12. Shall plan Division Past Chairs’ breakfast to be held during the AER International Conference.

13. Shall send copies of all official incoming and outgoing correspondence to the Secretary.

### C. IMMEDIATE PAST CHAIR

 1. Shall serve as a member of the Division Executive Committee.

2. Shall assist the Chair, as requested, in orienting to the responsibilities of the office.

 3. Shall serve as a member of the Division Awards Committee.

 4. Shall serve as a member of the Division Finance Committee.

 5. Shall serve on the AER Council of Division Chairs.

 6. Shall be invited to attend AER-LIFT when offered.

7. Shall provide the Division Chair with the name, contact information, and job duties for the previous committee chairs so that information can be passed along to the new committees.

8. Shall send copies of all official incoming and outgoing correspondence to the Secretary.

9. Shall review the Orientation and Mobility Division Policies and Procedures Manual at least one time per biennium and make appropriate recommendations for changes to the Executive Committee.

10. Shall ensure that all members of the Executive Committee and Committee Chairs receive a current copy of the Orientation and Mobility Division Policies and Procedures Manual.

### D. SECRETARY

1. Shall serve as a member of the Division Executive Committee.

2. Shall be prepared to call the meeting to order if president/chair and the president-elect/chair-elect are not present.

3. Shall record all decisions made by the Executive Committee.

4. Shall prepare and report the minutes of Division business meetings.

5. Shall ensure minutes of Division and Executive Committee meetings are properly reviewed, corrected as necessary, officially approved, and posted on Division website.

6. Shall carry out the correspondence of the Division.

7. Shall maintain a record of incoming and outgoing correspondence.

8. Shall maintain and distribute current contact information list of all Division Executive Committee Officers, committee chairs and committee members, in coordination with the Chair.

9. Shall maintain the Division Policies and Procedures Manual.

10. Shall oversee the preparation of a Division letterhead for the new term, and subsequent production of Division stationery to be distributed to Executive Committee members and committee chairs.

11. Shall monitor the Division website, in collaboration with the Communications/Media Committee, and facilitate updates with the AER office.

12. Shall ensure that all appropriate material be transferred to a cloud based Resources and Archives folder/location that is accessible by Division members.

13. Shall transmit the Division records to the successor at the end of the term of office.

14. Shall provide current copy of the Division Policy and Procedures Manual to all Division Executive Officers, committee chairs, and committee members at the beginning of each new term.

### E. TREASURER

1. Shall serve as a member of the Division Executive Committee.

2. Shall serve as Chair of the Finance Committee.

3. Shall maintain a record of Division income and expenditures paid by the AER Central Office.

4. Shall present a summary report of Division receipts and assets at the Division business meeting at the AER International Conference.

5. Shall prepare a report of income and expenditures for all regularly scheduled Executive Committee meetings.

6. Shall send original Division financial records to the secretary at the end of the term.

7. Shall ensure that all members of the Executive Committee and Committee Chairs receive a current copy of the Orientation and Mobility Division Activity Plan and Division Budget on a yearly basis upon approval by the AER Board of Directors.

### F. DISTRICT DIRECTORS

 1. Shall serve as a member of the Division Executive Committee.

2. Shall attend local and regional Orientation and Mobility group meetings, as possible, and report on news and events in the district to the Division Chair as well as relay an update from the Division Chair to interested Orientation and Mobility groups when appropriate.

3. Shall be a resource for Orientation and Mobility Division members who have concerns or questions within their district.

4. Shall assist the Nominating Committee to locate appropriate candidates for Division officers and succeeding District Director from their district.

5. Shall send copies of all official incoming and outgoing correspondence to the Division Secretary.

6. Shall be invited to serve on the Program Committee for Division Conferences and/or AER International Conference planning.

## TERM OF OFFICE

1. The term of office for all officers and District Directors shall be two (2) years and shall commence at the end of the Division business meeting held at the AER International biennial conference.

2. The same person may not hold two offices nor an office and a District Director concurrently.

3. The Secretary and Treasurer may serve two (2) consecutive terms in their respective offices. After a hiatus of two years, officers shall be eligible for reelection to the same office.

4. District Directors shall be eligible to serve three (3) consecutive terms. After a hiatus of two years, directors shall be eligible for reelection to the same office.

## REMOVAL OF EXECUTIVE COMMITTEE MEMBERS, COMMITTEE CHAIRS & VACANCIES

### A. REMOVAL OF DIVISION OFFICERS FOR NONPERFORMANCE

1. Any of the Division officers may be removed for not carrying out his/her duties by action of the AER Board of Directors, provided that written notice by certified mail of removal is given to the Division officer so removed.

2. Such action shall be brought before the AER Board by the Division Chair, with written documentation.

3. Prior to such an action being taken, the Council of Divisions Chair (CDC) shall notify the division officer of the charge(s) in writing by certified mail and request resignation. (AER Policies and Procedures Manual 4.7)

### B. REMOVAL FOR LAPSED DIVISION MEMBERSHIP:

1. Any of the Division officers, District Directors, committee chairs, or committee members may be removed for having lapsed Division membership.

2. The Orientation and Mobility Division membership committee chair will review membership status of officers, District Directors, committee chairs, and committee members quarterly and notify any individual with lapsed Division membership.

3. Those individuals will be given seven business days to renew their membership before future action will be taken by the Orientation and Mobility Division chair.

### C. REMOVAL FOR INAPPROPRIATE USE OF DIVISION MEMBERSHIP INFORMATION:

1. Misuse of Division membership information such as addresses, phone numbers and emails may result in removal of the offending Orientation and Mobility Division Executive Committee member.

2. Division membership information may not be used by Orientation and Mobility Executive members for any reason other than the business of the Orientation and Mobility Division, the AER strategic plan and Orientation and Mobility Division goals.

3. The Division Chair must be copied on official business of the Division.

4. Examples of misuse of information include but are not limited to sending emails for sales not related to the Orientation and Mobility Division, contacting division members with information about groups outside of the association without permission, disparagement of the association or division.

5. The Orientation and Mobility Executive Committee will discuss and vote on the nature of the offense and determine if the recommendation to remove the offender will be forwarded to the AER Executive Committee.

### D. VACANCIES:

1. In the event of a vacancy in the office of Chair, the Chair-Elect shall serve the remainder of the term as Acting Chair and, upon completion of said term, shall assume the office of Chair in normal order.

2. In the event of a vacancy in the office of Chair-Elect, there shall be no replacement until the biennial election of officers at which time there shall be elected a Chair and a Chair-Elect.

3. In the event of a vacancy in both the offices of Chair and Chair-Elect, another officer selected by the Executive Committee shall assume and perform the duties of Chair until the biennial election.

4. In the event of a vacancy in the offices of Secretary or Treasurer, the Executive Committee may appoint a replacement from its own body or the general membership of the Division for the remainder of the term.

5. If the Immediate Past Chair is unable to serve for any reason, no vacancy shall be deemed to have occurred.

6. The Executive Committee will appoint a member from a particular district to fill vacancies occurring among the District Directors. A Director appointed to fill a vacancy shall hold office for the remainder of the term of the Director replaced.

## MEETINGS

### A. Biennial Meetings

1. The Executive Committee shall set the agenda for business meetings of the Division membership biennially which shall normally be held during the international conference of AER or other professional meetings.

2. The purpose of the business meetings shall be to conduct the business of the Division with the free participation of all individual members.

### B. Special Meetings

1. The Executive Committee may call special meetings of the Division members at any time.

2. The Executive Committee shall entertain and approve with a 2/3-majority vote a request from any member or group of members for a special meeting of the Division membership.

3. The Members will be notified of said meeting at least 30 days in advance through electronic notification and the Division website.

### C. Quorum

1. No business of the Orientation and Mobility Division shall take place without a quorum present.

2. A quorum for an Executive Committee meeting shall be constituted by the presence of a majority of the currently occupied seats on the Executive Committee.

3. A quorum for Division business meetings and special meetings shall be constituted by the presence of one tenth (1/10) of Division members.

### D. Parliamentary Procedure

1. The Orientation and Mobility Division shall be governed in all of its meetings by parliamentary law as contained in Robert’s Rules of Order, Revised.

2. Upon opening of membership meetings, the Chair shall announce the name of the person who has agreed to serve as parliamentarian.

## COMMITTEES AND THEIR RESPONSIBILITIES

The Orientation and Mobility Division shall establish an Executive Committee, standing committees and ad hoc committees.

### A. EXECUTIVE COMMITTEE

1. Shall be comprised of the five (5) elected Division officers: Chair-Elect, Chair, Past Chair, Secretary, Treasurer, and six (6) District Directors.

2. Shall be chaired by the Division Chair.

3. Shall communicate with all Executive Committee members and provide each with the opportunity to participate in called meetings of the Committee including teleconference meetings.

4. Shall hold regularly scheduled meetings at least quarterly. Regular meeting dates will be publicized on the Division website to the Division membership at least 30 days prior to the meeting. Division members may request Agenda items, and attend said meeting to discuss their Agenda item, so long as the request is submitted at least 10 working days prior to the meeting and the item is approved by Executive Committee Officers.

5. Shall exercise, by majority vote, all powers of management of the Division. Votes may take place via e-mail or teleconference. Abstentions, proxy votes and absentee votes are permissible.

 6. Shall call special Executive Committee meetings as needed.

7. Shall review, revise, and approve with majority vote the Division Activity Plan and Division Budget proposed for the Division by the Finance Committee each year. The approved Division Activity Plan and Division Budget must be submitted to the AER Finance Committee by September 1st.

8. Shall approve, by majority vote, any single expenditure exceeding $500 that was not included in the Division Activity Plan and Division Budget.

9. Shall approve, by majority vote, the use and wording of ballots to the membership.

10. Shall communicate with and seek input from appropriate Division committee(s) where possible before making decisions.

11. Shall appoint a Treasurer or a Secretary in case of a vacancy, and in case of a vacancy of both the Division Chair and Chair-Elect, shall appoint another officer to serve as Division Chair until the next biennial election.

### B. STANDING COMMITTEES

1. The standing committees will be: Awards, Communications/Media, Continuing Education, Finance, Membership, Nominating and Elections, Professional Issues, and Program.

2. Committee members must be members of the Orientation and Mobility Division. Ideally, each committee shall include members from diverse geographical areas as well as diverse professional experiences.

3. Committee Chairs and members are eligible to serve additional terms, when reappointed by the successive Division Chairs.

#### 4. Archives Committee

a. Shall oversee the maintenance of non-current Orientation and Mobility Division business and committee records.

b. Shall oversee the maintenance Orientation and Mobility Division presentation materials made available by presenters.

 c. Shall continue to actively recruit new materials for the Archives.

#### 5. Awards Committee

a. Shall solicit nominations for Orientation and Mobility Service Awards.

 b. Shall include the Past Chair.

c. Shall include committee members from a wide variety of geographical areas and professional perspectives. Committee members who are nominated for a Orientation and Mobility Division award shall either withdraw from the committee, or ask that they not be considered for the award.

d. Shall respect confidentiality of the nominations as well as confidentiality of any discussion of nominees leading to the selection of recipients.

e. Shall encourage nominations when nominations are not forthcoming, but committee members shall not themselves write any letters of nomination or support.

f. Shall select award recipients from the nominations received through a committee vote following a discussion and review of the letters of nomination and support.

 g. Shall participate in planning and the facilitation of the awards ceremony.

 h. Shall procure a plaque or other award for award recipients.

#### 6. Communications/Media Committee

a. Shall be comprised of up to five (5) members and a committee chair appointed by the Division Chair.

 b. Shall recommend and review the effectiveness of communication tools

and methods, such as a Web site, listserv, phone conferencing, E-mail blasts, newsletter, and social media.

c. Shall support communication tools and methods used by the officers and committees to inform the Division membership of Division business and activities in a timely manner.

d. Shall ensure acceptable accessibility of communication tools and products.

e. Shall reinforce and follow communication guidelines and etiquette per AER practice.

f. Shall monitor the Division Web page and or Web site quarterly to ensure an accurate listing of the Division Executive Committee Officers, District Directors, and Committee Chairs.

g. Shall monitor the Division website for quarterly updates to include posting meeting minutes and other Division business.

#### 7. Continuing Education Committee

a. Shall conduct needs assessments of Division membership to determine priorities for continuing education topics.

b. Shall evaluate proposed topics and curricula, and recommend those that the committee approves to AER’s Continuing Education Committee by working with the assigned AER committee representative.

c. May develop outlines of seminars/webinars that would meet the needs of Division members and recommend presenters as requested to the assigned AER committee representative.

 d. Shall assist the AER staff with the ACVREP CE program approval application process.

#### 8. Environmental Access Committee

a. Shall monitor and provide Division members with information about changing government regulations regarding environmental modifications and trends in transportation engineering design which affect access to the built environment for persons who are blind and visually impaired.

b. Shall encourage discussion of access issues within the Division and, when appropriate, encourage the Division to develop or approve resolutions or position papers regarding access issues.

c. Shall work to foster communication and mutual understanding between Orientation and Mobility specialists, traffic engineers and planners, transportation engineers, architects, and persons with visual impairments.

#### 9. Finance Committee

 a. Shall be chaired by the Treasurer.

b. Shall have three members: the Past Chair, the former Treasurer, and a member at large.

c. Shall draft a Division Activity Plan and Division Budget according to the AER fiscal policies and procedures and submit the Division Activity Plan and Division Budget to the Division Executive Committee by August 15.

#### 10. Strategic Plan Committee

a. Shall be chaired by the Division Chair.

b. Shall include the Past Chair and Chair Elect.

c. Shall meet quarterly before each quarterly Executive Committee meeting, and subsequently provide an update to the Executive Committee.

d. Shall begin preparing a new Strategic Plan two years before the current plan expires and recommend a new plan to the Executive Committee for approval before the current plan expires.

#### 11. Membership Committee

a. Shall work to maintain existing membership by following up with lapsed members to inquire why they have not renewed their Orientation and Mobility Division membership and encourage them to rejoin.

b. Shall communicate with key persons such as District Directors and Chapter Presidents, to assist in the recruitment of new Orientation and Mobility Division members in specific locations and populations.

 c. Shall review membership status of officers and committee members quarterly and notify any individual with lapsed. Division membership and the Orientation and Mobility Division Chair.

#### 12. Nominating and Elections Committee

 a. Shall be comprised of five (5) Division members elected by the Division membership.

 b. Shall select by a vote of the committee a chair from the committee’s members.

c. Shall follow procedures outlined in the Orientation and Mobility Policies and Procedures Manual under “Nomination and Election Procedures”.

 d. Shall notify the membership of positions to be filled.

e. Shall seek nominations from the membership to fill positions for Secretary, Treasurer, Chair-Elect, District Directors, succeeding Nomination Committee members and, in the event of a vacancy in the office of Chair-Elect, a new Chair, following timelines specified in Appendices.

f. Shall verify the membership status of the candidates seeking Division positions.

g. Shall add to the ballots any important issues or topics that have been approved by the Division Executive Committee and require membership vote.

h. Shall work with the AER staff to coordinate the ballots, following timelines specified in Appendices.

#### 13. Professional Issues Committee

 a. Shall be chaired by the Chair Elect.

b. Members shall be selected when the committee is asked to work on a project or on an issue to develop or review a submitted position paper. If the committee is asked to work on several projects or issues concurrently, members may be selected to work on either one or several of those projects or issues.

c. If at the end of a member’s term, a project is partially completed, the Chair-Elect may decide to extend the individual’s committee membership until the end of the project, offer the member another term or terminate the individual’s committee membership and assign the project to newly appointed committee members.

d. Shall organize Division efforts to influence legislation and administrative rulings that are of importance to the field of Orientation and Mobility.

e. Shall develop Division position papers and/or review position papers that are submitted by Division members that address issues of professional concern that are of importance to the field of Orientation and Mobility and submit to the Division membership for input and approval.

 f. If the Division Chair appoints an Ad Hoc Committee to develop a position paper, the Ad Hoc Committee reports directly to the Division Chair.

g. Shall coordinate the review every 5 years of accepted position papers to determine their current relevance. The committee shall recommend that the position paper be kept as is, revised or rescinded.

(1) If the recommendation is to keep the paper as is, no further actions shall be taken.

(2) If the recommendation is to revise, the committee will make the revisions and submit to the Division membership for input and approval.

(3) If the recommendation is to rescind, the committee shall write up the justification for rescinding and submit to the Division membership for input and approval to rescind.

h. The committee shall seek input and approval by the Division membership by:

(1) submitting prepared drafts of a new position paper, a revised position paper, and a position paper recommended for being rescinded to a publication that is available to all Division members such as an email blast.

(2) inviting comments, criticisms, and suggestions from the Division members allowing a minimum of 30 calendar days for responses.

(3) considering Division members’ input before submitting a position paper for a vote of the Division members.

(4) publishing a position paper with the recommendation to approve, revise or rescind.

(5) disseminating a ballot to all members requesting a “yes” or “no” vote on the recommendation to approve, revise or rescind a position paper, allowing a minimum of 10 working days for the voting period.

(6) requiring a “yes” vote of two-thirds of the votes cast by the Division members to approve, revise or rescind a position paper.

(7) submitting the position paper to the AER Board for approval prior to final dissemination. (AER Policies and Procedures Manual 14.6)

 (8) distributing and publicizing an approved or revised position paper.

#### 14. Program Committee

 a. Shall be chaired by the Division Chair-Elect.

b. Shall be comprised of the District Directors and other members appointed by the Program Committee Chair and Division Chair.

c. Shall review submissions of Orientation and Mobility Division presentation proposals for the AER International Conference.

d. Shall oversee the scheduling of conference sessions with the AER International Program Committee to ensure a balanced program for the Division members.

e. Shall recruit facilitators for conference sessions and inform them of their duties as facilitators.

#### 15. Scholarship Committee (Donald Blasch)

a. Shall consist of members who are from a wide variety of geographical areas because decisions made by this committee affect individuals and may be influenced by geographical and/or professional perspectives.

b. Shall annually award one or more scholarships in the amount of $1000 each to individuals who are enrolled in or accepted for admission to an AER approved university in Orientation and Mobility personnel preparation program. The number of scholarships to be awarded shall be determined by the Division’s Executive Committee and included in the Division Activity Plan and Division Budget.

c. Shall make sure that the brochures that describe the scholarship program are up to date and that they are freely accessible via the internet.

### C. AD HOC COMMITTEES

The Division Chair, in response to membership requests or to meet the needs of the Division, may appoint ad hoc committees. These committees are created to perform a specific task and are dissolved when the task is completed and the final report is given. Joint committees may be established with other AER Divisions or with other organizations to address issues of mutual concern.

## OPERATIONAL POLICIES AND PROCEDURES

### A. AWARDS

1. Timely announcement soliciting nominations shall include the names of all the committee members, as per timelines in Appendix C.

2. Nominations and letters of support shall be made by members of the Orientation and Mobility Division with a letter of up to two pages in length. The number of letters submitted shall not influence the decision one way or the other.

3. The committee chair shall:

a. Send notification to those who submit letters of nomination or support to let them know the letters were received.

b. Be certain that all appropriate papers for nominations are received and criteria are met for each nominee.

c. Inform individuals of the committee’s decision in the following order:

 i. persons who nominated those not selected

ii. nominees who were not selected (unless those who nominated them don’t wish them to know they were nominated, in which case they will not be informed)

 iii. nominees who were selected to receive awards and those who nominated them

4. Send the nomination and support letters to the nominees, unless there is objection from those who nominated them.

5. Announce the award recipients at least 30 days prior to the biennial AER International Conference and make an announcement of the award recipients at the Division business meeting at the conference.

6. Procure plaques or another type or award for each award recipient. If a plaque is presented, it should include, as a minimum, the name of the Orientation and Mobility Division, the name of the award, the name of the award recipient, and the date.

7. Organize, together with the Chair of the Program Committee, the presentation of awards and a reception for the award recipients at the AER International Conference. If desired, a booklet may be produced, within approved Division Activity Plan and Division Budget guidelines, to distribute at the awards presentation. People who nominated the award recipients may be asked to present the award or to suggest who will present the award.

8. Submit a record of the ceremonies and the speeches of presentation and acceptance to the Archives Committee.

9. Destroy remaining letters of nomination and records regarding the selection of the award recipients.

 10. Send a record of the wording of the plaques to the succeeding committee chair.

11. Lawrence E. Blaha Award is given every two years.

##### Selection Criteria:

1. The individual must have at least ten years of experience in the field of blindness and must have distinguished himself or herself in activities related to orientation and mobility such as:
2. contributing to the body of knowledge/literature
3. excelling in a leadership manner in the provision of Orientation and Mobility services
4. has recruited or otherwise impacted on the decision of a large number of individuals to enter the field of orientation and mobility,
5. has served in a "mentor capacity" to a significant number of Orientation and Mobility professionals.
6. The achievements being recognized must have had a significant impact upon the field of orientation and mobility.
7. The individual must have been an Orientation and Mobility Division member and an Orientation and Mobility Specialist during the majority of their contributions to the field, unless retired or out of the field (administration).
8. Nominations and letters of support shall be made by members of the Orientation and Mobility Division with a letter of up to two pages in length. The number of letters submitted shall not influence the decision one way or the other.

##### History:

The Lawrence E. Blaha Award was initiated in 1968 to honor people who have shown exemplary behavior in the field of Orientation and Mobility, made outstanding contributions to the profession, and shown dedication to serving people with visual impairments. It is the highest honor that the Orientation and Mobility Division can bestow. Each recipient of this award is the Guardian of Sir Francis Campbell’s Cane until it is passed along to the next award recipient. The handle of the cane was used by Sir Francis Campbell, and can be seen in a photograph of him that is displayed in The C. Warren Bledsoe Orientation and Mobility Archives.

This award was named in honor of Lawrence Blaha who was a pioneer in the field of Orientation and Mobility. He is remembered for his wit, athletic abilities, philosophy, technical skill and his high standards. He was an educator whose ideas are remembered and continued through this award. In 1948, he began his career working with people with visual impairments at the Central Blind Rehabilitation Center for Visually Impaired and Blinded Veterans, VA Hospital, Hines Illinois. He was one of a group of six individuals chosen for training to become the original Orientation and Mobility specialists at Hines. In 1961, he joined the faculty of Western Michigan University; from 1964 until his sudden death, he was Director of the Orientation and Mobility program at California State College, Los Angeles. The first Lawrence E. Blaha Award was given to him posthumously in 1968.

Sir Francis Campbell, whose cane handle is passed along to award recipients, was an American expatriate who was knighted by King Edward VII. Campbell was born in Tennessee and accidentally blinded before he was six. He was educated at the Tennessee State Institute for the Blind and at the University of Tennessee. Campbell taught music at the Perkins School for the Blind. At Perkins, he was involved in early efforts to teach orientation and mobility.

##### The names of past recipients of the Lawrence E. Blaha Award:

1968 Lawrence E. Blaha, posthumously

1969 Dr. Richard E. Hoover, MD

1972 W.G. Debetaz

1973 Stanley Suterko

1975 Russell C. Williams

1977 Donald Blasch

1979 John D. Malamazian

1981 John R. Eichorn, Ed.D.

1983 Leicester W. Farmer

1984 C. Warren Bledsoe

1986 Walter G. Olenek

1988 Richard L. Welsh

1990 Hugo Vigoroso

1992 Everett "Butch" Hill

1994 Berdell "Pete" Wurzburger

1996 William Wiener

1998 Bruce B. Blasch

2000 Gala Saber Brooks

2002 Billie Louis Bentzen

2004 Dona Sauerburger

2006 Steve LaGrow

2008 Janet Barlow

2010 Eileen Siffermann

2012 Richard Long

2014 George Zimmerman

2016 Sandra Rosen

2018 Rod Kossick

12. Orientation and Mobility Citation of Excellence for Direct Service is given only when a worthy nominee has been nominated.

##### Selection Criteria:

1. The individual must be in direct service the year preceding the AER International Conference teaching orientation and mobility to either children or adults for a period of 5-10 years.
2. The individual must be an Orientation and Mobility Division member and be a Certified Orientation and Mobility Specialist.

##### History:

The Orientation and Mobility Citation of Excellence for Direct Service was established in 1985 to present "to a younger member of the profession, to encourage Orientation and Mobility specialists whose present excellent teaching records already foreshadow promising careers in our profession" (1996-97 Division newsletter). It continues to be awarded to recognize individuals who have made significant contributions to the profession during the first ten years of their career in Orientation and Mobility and to encourage these individuals to continue their promising careers in our profession.

##### Past Recipients of the Orientation and Mobility Citation of Excellence for Direct Service:

1986 Peggy Madera, Judy Davidhizar-Holmes

1988 Joani Levy Myers

1990 Judy Hayes

1992 Bonnie Dodson-Burk, Darick Wright

1994 Carol Otten, Colleen Calhoon

1996 Sharon O'Mara Maida

1998 Mary Konigsfeld-Wejrowski

2000 James Scott Crawford

2002 John E. Clare

2004 Julie Hapeman

2008 Danene Fast

2006 None

2010 Marcia Vickroy

2012 Shannon Cuniak

2014 Not awarded

2016 Raychel Callary

2018 Mary Ball-Swartwout

13. The Sandy Kronick Distinguished Service Award is given only when a worthy nominee has been nominated.

##### Selection Criteria:

1. The individual must have had at least ten years experience in the field of blindness with the majority of professional career in direct service teaching Orientation and Mobility to visually impaired people; and have demonstrated distinguished service by doing one or more of the following;
	1. extend beyond the usual job requirements by using talents and expertise to enhance the field of Orientation and Mobility
	2. initiate innovative or unique programs
	3. serve as a mentor to other Orientation and Mobility specialists
	4. present at local, regional, or international conferences
	5. publish work in a professional journal

b. The individual must have been a longstanding member of the Orientation and Mobility Division (majority of career) and be a Certified Orientation and Mobility Specialist unless retired or out of the field (administration).

c. The individual must exemplify the standards outlined in the Orientation and Mobility Code of Ethics.

#####  History:

The Sandy Kronick Distinguished Service Award was established in 1994 to recognize professionals who demonstrate distinguished service in Orientation and Mobility through a long-term commitment in direct service. The award was named after Sandy Kronick because of his lifelong commitment and dedication to teaching Orientation and Mobility to visually impaired people. He taught Orientation and Mobility in Oregon until his sudden death in May 1993. The first Sandy Kronick Distinguished Service Award was given to him posthumously and accepted by his wife, Bethanne Kronick, at the 1994 AER International Conference in Dallas. Sandy Kronick was chosen as the first recipient of this award because of his lifelong dedication to teaching orientation and mobility, while continuing to be actively involved with numerous professional activities and committees.

Mr. Kronick was a very active member of AER, especially during his last ten years. He was instrumental in forming the Oregon AER Chapter and served as its president. He served on several international committees and had just completed his term as AER’s Northwest Regional Rehabilitation Representative at the time of his death.

The establishment of this award is fitting tribute to Sandy Kronick and to all the countless other Orientation and Mobility specialists who forego promotions or higher paying career changes in order to continue doing what they know and love best, namely teach Orientation and Mobility. The award will be given only when a worthy recipient is determined.

##### Past Recipients of the Sandy Kronick Distinguished Service Award:

1994 Sandy Kronick, posthumously

1996 Kathleen Newman

1998 Richard Russo

2000 Lukas Franck

2002 William P. McCloskey

2004 Vince Fazzi

2006 Laura Park-Leach

2008 None

2010 Pat Zeinstra

2012 Gene Bourquin

2014 Lea Ann Myers and Tom Rotunno

2016 Marjorie Wood

2018 Chris Tabb

14. Newcomer Hill Service Award

Listed in the Officers and Their Responsibilities section as a responsibility of the Chair, as it is given by the chair.

##### Selection Criteria:

The recipient of the Newcomer Hill Service Award is selected by the outgoing Division Chair in recognition of major contributions to the Division during the previous two years. The award is presented during the Division business meeting at each AER International Conference.

##### History:

This award was initiated in 1992 by Bruce Blasch, who was then Division Chair. The award is named after two past Division Chairs, James Newcomer (1985-88) and Everett “Butch” Hill (1988-90). Both Newcomer and Hill served the Division with commitment and dedication, and were exemplary models of professionalism for all orientation and mobility specialists. This award is given to individuals who emulate their professional dedication.

##### Past Recipients of the Newcomer Hill Award:

1992 Susan S. Simmons

1994 Dona Sauerburger

1996 William Wiener and Elga Joffee

1998 Karyl Loux

2000 Eileen Siffermann

2002 William Wiener

2004 Lynn Gautreauz and George Tully

2006 Julie Hapeman

2008 Sandra Stirnweis

2010 Marjie Wood

2012 Dona Sauerburger

2014 Eileen Siffermann

2016 Kevin Hollinger

2018 Susan Langendonk

### B. COMMITTEES

1. At the beginning of the term, each committee chair shall obtain information and materials concerning the committee from the predecessor.

2. At the end of the term, each committee chair shall pass along committee information and materials that are current to the successor and, except where noted (for example the Awards Committee), shall give important materials which are no longer current to the Archives Committee in a prompt and timely fashion.

3. Each year, as the Finance Committee begins to develop the Division Activity Plan and Division Budget, each committee shall submit to the Finance Committee in a timely manner a request for an amount to be included in the Division Activity Plan and Division Budget for that committee. This request shall be based on that committee’s past expenditures and other items included in previous Division Activity Plans and Division Budgets, as well as anticipated needs. Requests for Division Activity Plans and Division Budgets that differ significantly from past requests and expenditures shall be accompanied with justification.

4. Each committee shall provide the Division Chair and Secretary with a current list of its members, minutes of its meetings, and proposals that it makes.

5. A committee progress report shall be submitted prior to the AER International Conference for publication.

6. The committee chairs also shall each send copies of all official incoming and outgoing correspondence to the Secretary.

7. Committee members are required to maintain an active Division membership to continue to serve on any Division committee.

### C. FISCAL

1. The $10 Orientation and Mobility Division membership fee for an AER member selecting the Orientation and Mobility Division beyond there three selections included with annual AER membership dues, shall be collected at the same time that AER dues are paid.

2. All funds (Division dues, donations, ad fees and fundraising monies, etc.) received and maintained by the AER Central Office should be reported to the Division Treasurer and Division Chair at least quarterly. This includes all restricted funds specific to the Orientation and Mobility Division.

3. During Division Activity Plan and Division Budget preparation, the Division Treasurer shall solicit requests from committee chairs, District Director and officers for funds to be included in the Division Activity Plan and Division Budget for their committee or position.

4. The proposed Division Activity Plan for the following year shall be submitted to the Division Executive Committee along with any justifications for significant changes by August 15.

5. Once the proposed Division Activity Plan and Division Budget have been approved by the Division Executive Committee, it shall be submitted to the AER Executive Director or the AER Treasurer by September 1.

6. All requests for reimbursement of an approved expenditure shall be sent to the Division Treasurer. All expenditures require a receipt for reimbursement. The Treasurer shall keep a copy of the receipt and send the original to the AER Finance Officer, who shall send the check to the person requesting reimbursement.

7. The Division may accept gifts or donations from interested individuals or groups for the general purpose of the Division or special projects in accordance with AER general policies and procedures.

8. The Division Treasurer shall request income/expenditure quarterly reports from the AER Finance Officer.

9. All proposed fundraising activities shall be approved by the Division Executive Committee. A final report of the fundraising project should be submitted to the Division Treasurer for inclusion in the biennial financial report.

10. The Division Treasurer shall follow the following procedural guidelines for submitting reimbursement requests from Environmental Access Committee (EAC) members for attending events and activities the AER Orientation and Mobility Division Executive Committee has approved for reimbursement via the submitted budget and activity plan, and that has also been approved by the AER Board:

1. An initial round of reimbursements, based on availability of funds approved from AER and or donations for EAC activities, for registration fees that will remain open for six weeks from the close of “early bird registration”.
2. A second round of reimbursements, based on availability of funds approved from AER and or grants and donations for EAC activities, to occur within six weeks of the close of the event to cover expenses incurred for travel, lodging, and meal expenses

### D. NOMINATION AND ELECTION PROCEDURES

1. In the second year of every biennium, the voting membership of the Orientation and Mobility Division shall elect a Chair-Elect, a Treasurer, a Secretary, District Directors, succeeding Nominating Committee, and in the event of a vacancy in the office of Chair-Elect, a new Chair. Each position shall be a two-year term. The Chair is succeeded by the Chair-Elect and becomes the Past Chair.

2. Publish a call for nominations no later than February 1, in the second year of every biennium in a publication that reaches the entire Division membership.

3. Nominate at least one individual (preferably two individuals) for each office for the upcoming election and procure letters of acceptance from those individuals.

4. Effort should be made to locate broad geographic and work-related representation, working with current officers and District Directors.

5. Nominees must be members of the Orientation and Mobility Division and a graduate of a university Orientation and Mobility program.  Preferences will be given to those nominees who are active as practitioners, supervisors of Orientation and Mobility Specialists or faculty in a university program training future Orientation and Mobility Specialists.

6. Work with the AER office to prepare a ballot with the names of all nominees and a short biographical sketch of each no later than March 15, in the second year of every biennium.

7. The candidate receiving the plurality of votes (the most) cast for each elective a position shall become the holder of the position at the final business meeting of the Orientation and Mobility Division held at the AER International Conference in the even numbered years, or on July 1 in the event that there is no conference that year.

8. In the event of a tie vote in the election for any office, lot shall thereon decide the election. Lot refers to a random drawing from the names of tied candidates by the Nominations Committee chair, witnessed by another Division Member or AER Staff.

9. The election results shall be given by AER’s central office to the Division Chair, who shall first inform the candidates of the results, then announce the election results to the Executive Committee and Chair of the Nominating Committee, and publish the results as per the timelines found in Appendix C.

### E. LOGO

The Orientation and Mobility Division has a logo which is used on its letterheads, newsletters, and other places to indicate the Orientation and Mobility Division. The logo shall be updated on an as needed basis.



### F. SCHOLARSHIP

#### THE DONALD BLASCH SCHOLARSHIP

The Orientation and Mobility Division sponsors an annual scholarship competition for students enrolled in an AER approved Orientation and Mobility personnel preparation programs. The scholarship recognizes the vital contributions of the late Donald Blasch to the profession of orientation and mobility during his long tenure at Western Michigan University.

1. Application forms and brochures describing the scholarship program and the application deadline of March 15 shall be sent to Orientation and Mobility personnel preparation programs, and an announcement of the scholarship shall be made.
2. Applicants must be accepted for full, unrestricted enrollment (not probationary status) or must be enrolled (part time or full time) in an AER approved Orientation and Mobility personnel preparation program on the date the scholarship application is signed.
3. Applications are to be sent to the scholarship committee chair postmarked by the deadline of March 15.
4. All Orientation and Mobility students enrolled in an AER approved Orientation and Mobility personnel preparation program are encouraged to apply.
5. If the applicant is accepted for enrollment in an Orientation and Mobility personnel preparation program, but has not yet begun classes, the award will be made when the student actually begins classes. Individuals who have been accepted for enrollment but have not yet matriculated must do so within one year of the date their Blasch scholarship application was signed.
6. An application form (see below) must be completed in full and signed by each applicant. Electronic applications with electronic signatures or faxed signature pages are accepted. Paper applications also are accepted by mail or fax. Blank application forms are available from the AER office, and from Orientation and Mobility university program staff. Note: PLEASE PUT THE WORD "BLASCH" IN THE SUBJECT LINE OF ALL CORRESPONDENCE ABOUT THIS SCHOLARSHIP.
7. Applications will be judged by the Division’s scholarship committee. Individuals will be evaluated for the scholarship based only on the information included in the application packet. Following completion of judging, the scholarship committee chair will submit the committee’s recommendation to the Division chair by May 1st and announce the name(s) of the recipient(s).
8. Selection will be primarily based on applicants’ variety and extent of experience (paid or unpaid) in human services endeavors, their leadership work and leadership potential, and commitment/passion for the field of Orientation and Mobility as reflected in the 200-word essay and in the letters of reference. Financial need is not a criterion for selection.
9. An alternative recipient shall be selected in case the selected recipient is unable to meet the requirements of the awarded scholarship.
10. The individuals selected for the scholarship shall receive an unrestricted award of $1,000.00.
11. The Division's scholarship committee chair will notify the winners before June 30by phone. Individuals who apply and are not selected will also be notified by the Division’s scholarship committee chair via email.
12. Upon verification of enrollment in an AER approved Orientation and Mobility university program, the Division Treasurer shall arrange for the scholarship check to be sent to the recipient. Award checks payable to the student will be issued prior to July 15 of each year.
13. The recipient must be willing to have his or her name, a brief bio, and a photograph published in AER publications in association with the award.

## APPENDICES

## APPENDIX A: Blasch Scholarship Form

AERBVI Orientation and Mobility Division

DONALD BLASCH SCHOLARSHIP

Application Form

2017-02 Revision

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Are you a member of AER? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you currently enrolled in a college or university program in orientation and mobility, or accepted for enrollment?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Which AER Orientation and Mobility program do you attend/plan to attend?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Describe briefly your undergraduate and graduate academic achievements, particularly those that reflect your leadership abilities and potential (include awards, citations, scholarships, etc.)

Describe briefly your paid and volunteer experiences related to health, human services, education and related fields (include clubs, organizations, offices held in blindness or other organizations, creative projects, etc.) Emphasize positions that reflect your leadership abilities and potential.

All materials received by the scholarship chairperson will become the property of the committee and will not be returned to the applicant.

In addition to my signed application form, I have enclosed the following items to complete the application process:

* **Essay** – answering the question, “Why I have chosen to enter the field of orientation and mobility.” The essay should be no longer than 200 words and should provide evidence of your leadership potential and your commitment to the field of orientation and mobility.
* **Two letters of recommendation** – that includes *at least one from a current college or university professor that documents your enrollment or acceptance for enrollment in the Orientation and Mobility program*. Letters of recommendation should mention the applicant’s leadership potential and commitment to the field.

I hereby apply for an AER Orientation and Mobility Division Scholarship. I agree to abide by the decision of the scholarship committee.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Application forms must be completed in full and signed by each applicant.

Application submission is as follows:

* ***Electronic submissions are preferred***. These should be emailed to [ENTER SCHOLARSHIP CHAIR'S NAME] at [ENTER SCHOLARHSIP CHAIR'S EMAIL], with the subject heading of, “**Donald Blasch Scholarship Application**.” Applications for the scholarship must be received by the chair of the committee by **March 15th, (enter current year)**.
* Paper applications will be considered if they are received by the committee chairperson by ***March 18th,* (enter current year)*.*** *Incomplete applications or applications that are not received by* ***March 18th,* (enter current year)** *will not be considered, regardless of postmark date.* The address for paper submissions is as follows:

[ENTER SCHOLARSHIP CHAIR'S

MAILING ADDRESS]

## APPENDIX B: Division Project Plan



AER Division Project Plan

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Year:

Major Goals of the Division for the Next Fiscal Year:

a. Strategic Plan Reference:

b. Strategic Plan Reference:

c. Strategic Plan Reference:

Proposed Activities for the Next Fiscal Year:

(List each activity separately and include a brief explanation and an estimated timeline).

a. Strategic Plan Reference:

b. Strategic Plan Reference:

c. Strategic Plan Reference:

Submit this project plan with your proposed Division Activity Plan and Division Budget to an AER staff member by September 1.

## APPENDIX C: Division Budget Worksheet

|  |  |  |
| --- | --- | --- |
| **EXPENSES** | **Budget Proposal** | **Description** |
| TELEPHONE |  |  |
| POSTAGE |  |  |
| PRINTING |  |  |
| OFFICE SUPPLIES |  |  |
| IT SERVICES  |  |  |
| \*AWARDS / SCHOLARSHIPS |  |  |
| PROFESSIONAL SERVICES  |  |  |
| SHIPPING |  |  |
| COMMITTEE ACTIVITIES |  |  |
| OTHER |  |  |
| **TOTAL EXPENSES** |  **$**  |  |

Assumptions:

Conference Calls: $.04/minute/person (Telephone)

Broadcast emails: $.05/message (IT Services)

Division Website Maintenance: $150/year (IT Services)

Webinar speaker fees: $100/speaker/Webinar (Professional Services)

Committee Activities: Division-related Conference Registrations

\* Not related to the AER International Conference

## APPENDIX D: Division Activity Plan

**AER Division Activity Sheet**

**Year:**

**Division Name: Orientation & Mobility**

**Submitted by:**

|  |
| --- |
| **1st Quarter (January-March)** |
| Environmental Access Committee members attend Transportation Research Board Meeting (travel & lodging expenses paid for by Polara donation)NewsletterDivision Email Blast to membershipDistrict Direct Email Blast to membershipUpdate/add to websiteWatercooler SessionWiki Subscription Fee SOMA table registration Purchase O&M Division banner for vender tables Ask question about phone conferencing (freeconferencecall.com)Purchase Dropbox Account  |
| **2nd Quarter (April-June)** |
| NewsletterDivision Email Blast to membershipDistrict Direct Email Blast to membershipUpdate/add to websiteWatercooler SessionWiki Subscription FeeBlasch Scholarship ($2,000) |
| **3rd Quarter (July-August)** |
| NewsletterDivision Email Blast to membershipDistrict Direct Email Blast to membershipUpdate/add to websiteWatercooler SessionWiki Subscription FeeDivision reception at July conference |
| **4th Quarter (September-December)** |
| NewsletterDivision Email Blast to membershipDistrict Direct Email Blast to membershipEnvironmental Access Committee members registration to attend Transportation Research Board Meeting Early Bird by Nov. 30th Update/add to websiteWatercooler SessionWiki Subscription Fee |

## APPENDIX E: Two-Year Timeline

**Timeline for Orientation and Mobility Division Activities**

**First year of term (commences after the business meeting at the International Conference):**

August 15 Division Treasurer submits the proposed Division Activity Plan and Division Budget for the following year to the Division Executive Committee, along with any justifications for significant changes

September 15 Division Chair submits the proposed Division Activity Plan and Division Budget for the following year to the AER Executive Director or the AER Treasurer

September 30 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

September 30 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

December 31 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

December 31 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

February 1 Application forms and brochures describing the scholarship program sent to O&M personnel preparation programs in accessible format(s)

March 15 Applications sent to the scholarship committee

March 31 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

March 31 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

June 30 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

June 30 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

June 30 Executive Committee Members, District Directors, and committee chairs submit end of term summary, including financial records, to Division Chair

August 15 Division Treasurer submits the proposed Division Activity Plan and Division Budget for the following year to the Division Executive Committee, along with any justifications for significant changes

September 1 Division Chair submits the proposed Division Activity Plan and Division Budget for the following year to the AER Executive Director or the AER Treasurer

September 30 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

September 30 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

December 31 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

December 31 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

**Second year of term:**

February 1 Nominating Committee shall solicit nominations for all applicable Division positions from the entire membership, pursuant to policies established by the Division Executive Committee

February 1 Award committee will publish an announcement soliciting nominations for Division Awards

March 8 Election ballots, approved by the Nominations Committee, shall be prepared.

March 15 Election ballots shall be distributed to all voting Division members with a 45-day voting period

March 31 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

March 31 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

May 1 Results of election will be shared with division membership

May 1 Results of Blasch Scholarship to be announced by the Scholarship Committee Chair

June 1 Award committee notifies award recipients

June 30 Division Treasurer requests income/expenditure quarterly report from AER Financial Officer

June 30 Division Membership Committee chair requests Division membership lists from AER office staff and verifies Division membership status of officers and committee members

July 1 Division Treasurer will contact Division officers and committee chairs to request them to submit Division Activity Plan and Division Budget requests with plans and justifications of expenditures

July 15 Scholarship award checks payable to the student will be issued