



THE VOICE FOUNDATION
ADVISORY BOARD MEETING
Friday, May 29, 2015, 6:45 a.m.
The Westin Philadelphia Hotel
Director's Room

Thanks to Martha Howe for her help in taking the minutes.

In Attendance: *(Please make corrections, as our list was misplaced)*

Shaheen Awan; Jean Abitbol; Mara Behlau; Michael Benninger; Thomas Carroll; Molly Erickson; Mary Hawkshaw; Abdul-latif Hamdan; Christian Herbst; Shigeru Hirano; Norm Hogikyan; Michael Johns; Gwen Korowin; Joan Lader; Charles Larson; Jeannette LoVetri; Nicholas Maragos; David Meyer; Claudio Milstein; Michael Pitman; Lisa Popeil; Adam Rubin; Lucille Rubin; Maria Russo; Robert Sataloff; Ronald Scherer; Donna Snow; Nancy Solomon; Jan Svec; Stem Ternstrom; Harvey Tucker; Edwin Yiu

Attachments:

1. Page 9: Feedback -New Investigator's Forum taken from Happy Thanksgiving email in 2014.
2. Page 10: List of Local and International Chapters
3. Pages 11 - 15: Committee Charters and Charges

Meeting called to order by Dr. Johns at 7:00 a.m.

Introductions around the room

• **Welcome and Introduction: (Johns)**

- Welcome to new AB members.
 - Shaheen Awan, Joan Lader
- Symposium **registration** is up for the joint meeting. *(UPDATE: 490 Registrations)*
- Our biggest **goal from last year**
 - structure, organization and wheels on the ground for the committees.
 - Better communication.
 - ***On the Form we used for the committee reports, the fields don't expand, so that will be improved.***
 - Accelerate our time line, look at what happened, set goals, and report on the follow-through. In January, the chairs and committees set goals to get things going so that things don't slip away once we go back to our daily schedule.
 - ***We will meet and have an update every three months, and try and keep the timeline active.***

- **Website committee: David Meyer**
 - MJ: Big progress here over the year. (*Maria and website company did the following*):
 - Developed an **automatic membership listing** with a powerful search function
 - Made **improvements to visual design and user experience** of the website, as well as integrating brand identity of the foundation.
 - **Mobile/tablet optimization**
 - DM: The website was changed over because it was clunky, not easy to interface with, and had the links to German porn.
 - No money for webmaster. We have a lot of content, a lot of videos and professionally made recordings, but it is expensive to edit them professionally.
 - We are also looking at NATS' Vocabedia, a website of edited, stringently vetted material. The information on it is solid and reputable.
 - Put **Tutorials on the TVF** website that were recorded
 - Would people be able to download them? / no, not legally,
 - Motion: MJ recommendation to the BoD to make the content available
 - **Agreed**
 - DM: Recommend that Deirdre Michaels (NATS chairperson) be included in this committee to have the connection to NATS.
 - RTS: There are at least 3 or 4 of us who are permanently on the committee: David, Ron, Ingo, and I, so we don't need to worry so much about continuity. Perhaps this will be reciprocal, and NATS will send someone to us.

- **Molly Erickson: New Investigators Forum:**
 - This year there were a lower number of submissions, so I want to encourage students to vie for presentations. We have a student from a medical background, but we have a conflict with the IAP meeting.
 - RTS: We've been doing this for a while, if you want to write an editorial on the New Investigator Forum, this would provide good exposure.
 - MRusso: and we have Rahul - Rahul: Yes, I won it 15 years ago
 - MErickson: *We could do an overview, historical, who has won and where they are now.*
 - *See attachment page 9 from Nov. 2014 email*
 - RScherer: Perhaps they could get free registration
 - RTS: We will consider
 - MErickson: That would be a nice perk. One student couldn't come because of visa problems, I would appreciate comments on her paper. Sometimes we have 3 or 5 good students. It would be nice to see the pool increase. Some students are nervous, and we need to get the message across that we are a friendly bunch, so they aren't scared to come before us.
 - RTS: *Is that an official recommendation of reduced tuition for the following year when they present?*
 - MErickson: They get a voucher

- **International Chapters: Abdul Hamdan**
 - We are working on establishing more chapters, with many attempts being made in various Eastern countries.
 - Similar organizations were a problem, and trying to find someone to take the lead.
 - We have gone through the legal and governmental recommendations to establish them.
 - Financial IHC: International Humanitarian fees are substantial.
 - **Because of these constraints, in countries where there are already organizations to link to it would be better to use them as a base to build upon.**
 - INDIA: We are underrepresented in India. They have their own very strong organizations. (general consensus that it would be good to affiliate with something there)
 - RTS: Excellent idea. Let's ask *Jaypee Publishing to help*
 - ?: I don't recall presentations from India. We've had posters, but they tend to not return. *RTS: They are offered papers and posters, but don't show up.*
 - It is a financial consideration, the exchange is not helpful.
 - ***Rahul: I go there every year, and would be happy to help.***
 - AH: Identify certain tools. We have the backbone, but need the resources.
 - ?: Is the goal of international chapters to create a nucleus of people to come here, or to create symposia there in addition to this? I'm unclear about local chapters and international chapters -- what is the goal?
 - RTS: Both. To provide support for people to have ongoing meetings and develop interdisciplinary meetings.
 - AH: To enhance the comprehensive approach -- there is always a gap in these countries between vocal scientists, doctors, clinicians and teachers. These bring everyone together.
 - RTS: With the local chapter, they get access to each other that they wouldn't normally have.
 - AH: Today we (Beirut) have 20 members, and a good interdisciplinary mix. I have sent letters of intent to Syria, although perhaps this is not a good time.
 - RTS: We have a fellow coming [to PENTA] from Beirut, and that is a sign that something good is happening over there.
 - MJ: Local meetings are good, as the local chapters get people connected.
 - ?: Maybe it helps the interdisciplinary model of care reach more broadly. What is the metric for success? MJ: Membership is a goal, and then it is hard to rate or score the educational value of the activities.
- ***Maria, please send a list of local and international chapters to the Board.*** [see page 10]
It would be a nice idea if when we are traveling to stop by and say hello to the local chapter. That would be very good for the chapters, help spread the gospel, strengthen the local chapter, etc.
- Would it be good to have an international meeting on a smaller scale? Maybe move it every five years or so?

- RTS, MBehlau: It would be better to support other existing groups' meetings, avoid TVF financial loss and loss of attendance at meetings.
 - Send different representatives to international meetings to represent TVF?
 - China (Jack Jiang)
 - Argentina (Claudio Milstein)
 - Sweden: National Voice Forum (Ternström?)
 - Others?

H: We are finding a way to have research in common with other countries

- **Maria Russo: Local Chapters**
 - Bank accounts are up and running.
 - Wrote codified steps for establishing the chapters -- a roadmap for potential chapters and uploaded it to our website.
 - Current active local chapters in Atlanta, Chicago, Milwaukee and Seattle/Northwest
 - Chapters in process: Boston, North Texas, S. California
- **Donna Snow: Presentation Outreach**
 - **Raising awareness:**
 - There are 149 first-time attendees
 - *Broadening the Circle: The Formative Years and the Future of The Voice Foundation* written by Martha Howe
 - World Voice Day events by Jeanie LoVetri and TVF, among others
 - **Expanded Coaching** to include posters, and that was very successful.
 - Many presenters worked on accent reduction or modification,
 - TVF office is offering it when people register and say they are presenting or ask any questions.
 - 2016 will include more alignment work -- Alexander and Feldenkreis
 - It seems that about a half way into the coaching session, people relax and feel more comfortable
 - Add a Q/A portion of the coaching?
 - MaraB: This year you did a wonderful job with my students. And being coached for posters make them feel very important. Congratulations!
 - Lucille has been active and successful in promoting workshops on acting and presentation.
 - **Online audio pronunciation guide** project for the website: Voice, speech, and medical terms pronunciation guide, with the terms listed, and a written as well as an audio guide. (Google isn't that clear) That will be done by fall.
 - Done in both female and male voices
 - *So please send Diane Gaary [dgaary@aol.com] any words that seem to be problem words*
 - RTS: Native English speakers also have problems, especially ones who have taken upper level courses with non-English speakers
 - RCS: This is a great idea. Please include medical/anatomical terms

- **Adam Rubin: Young Physicians Committee**
 - The goal was to encourage more participation in the younger crews. Over the past few years there has been some success.
 - **Panel discussions** are important. We would like to get the multi-disciplinary audience involved more in these panels.
 - We worked on defining what "Young" means, = in practice less than 15 years.
 - **Young Laryngologist Study Group** (very successful), around 20 participants this year.
 - We got out letters to Fellowship directors we want to target, and to laryngologists we have missed, who aren't Fellows.
 - We also want to target international young laryngologists, and develop a strategy for multi-[missed it]
 - There is a huge **Twitter club** that we could join and explore, and potential international collaboration.
- **Norm Hogikyan: New Investigators Sataloff Award, Winner, Stephanie Misono, MD**
 - There were 6 papers, 5 of which were very good
- **Rahul Shrivastav: Hamdan International Presentation Award - winner Anna Rumbach, PhD**
 - Conflict between the diversity of applicants -- do we value more the quality of the work or broadening the international aspect?
 - RTS: Do you want new people or quality of work?
 - AHamdan: Both. The money is to help them cross over. I want to encourage international speakers,
 - RTS: I don't want to give an award to non-award-worthy work.
- **Shaheen Awan: Student Presentation Award Committee: Winner Matthew Schloneger, PhD**
 - New Award sponsored by Abdul-latif Hamdan
 - **Criteria:** background of their role in the paper, we had 14 applications, many of them very strong, narrowed to the top 5, and during the Symposium the committee members are doing the second judging. Unlike the poster judging, because we have both poster and aural, things are spread out. One of our finalists is on Sunday, so we had to make arrangements to see it early.
 - We are judging by quality, some are posters, some are oral presentations.
 - The criteria? It did not include residents. It can be medical students, must be students.
 - The committee wanted to send out letters to all the finalists. (Maria sent it out)
 - MBehlau: those letters are as important as winning
 - We are looking to see the poster or the presentation a month ahead of time to be able to judge. That will make things smoother for next year.

- Maybe we should judge the papers and award the prize the next year? No, on the spot is better. A year later is too late.
 - **David Meyer: Re: Gareth Nair Award** -- all the papers are on Sunday -- so we will borrow your idea and have them put their presentation on You Tube so we can judge ahead.
 - *We should have the full material within a month of the Symposium to judge.*
 - RTS: The time of presentation is not set in stone. We could have moved it. (But there is also a problem with having the judges around when the paper is presented)
 - RTS: We can award the Nair Award the day before, or at the end of the whole thing
- **International Outreach Committee**
 - MJ: R Baken is no longer on this committee, so the position is open. We are looking for a new chair. [Claudio Milstein, new Chair]
 - Rahul: Define the role a bit better?
 - MJ: *Could each chair of the committee articulate your charge, so we have a defined list of charges for each committee?* There is so much discussion of international outreach.
 - *Maria: Will send out committee charges from 3 years ago, that could be reviewed*
- **Tom Murry (read by MJohns): Symposium Recommendations Committee:**
 - The important things are the length and the cost of the meeting.
 - The length of the papers -- how long should they be? Shorter papers would shorten the whole thing?
 - MJ: Shorten to 10 minutes?
 - Behlau: Some of the papers were short, I had to fill in questions.
 - RTS: Were you thinking everything, or the medical? It strikes me as easy except for basic science. We need more time to get methodology.
 - Molly: 10 minutes works well if everyone knows what you're talking about. Otherwise it is useless. You need some background about why some of the questions need to be presented.
 - **Results of polling the 8 people in the committee:**
 1. *ENT and Pedagogy should not be separated. Make the whole Symposium shorter, by mixing things together by theme, grouping medical, SLP etc.*
 - (General agreement)
 2. The key is you need to shorten the meeting. It is a monetary problem for everyone to afford the meeting
 3. Getting everyone involved in social events, people feel priced-out by the Gala -- this is a general emotional feeling. If we want to mix it together, they need to be able to afford it. *When it is wrapped into the cost, then it is supported by the organization.*
 - As an alternative, what about heavy hors d'oeuvres, and not the sit-down dinner?
 - Maria...I have investigated this and oddly, it is even more expensive!
 - What gets people into PEVOC? Not a sit-down.
 - It is hard to honor guests in a stand-up situation.

- Maria: We get this large amount off meeting space by paying for it through food and beverage.
- Over 75 people came to the Book Launch, and we'll have another reception after the Master Class.
 - Maria: It was very well advertised in a huge poster outside registration, in emails, Facebook, Twitter and LinkedIn
 - MJ: The cheaper part before is better.
 - It's the first time the Master Class is on Saturday night (*Over 150 attendees, very well-attended reception.*)
 - MJ: Poster session is another event that ends up in the bar
- RTS: We combined the two Galas when we came to Philly -- the people who give money enjoy talking to the scientists and the special guests.
- Behlau -- **The University will not pay, when it is billed separately. So it [gala] needs to be included in the fee.**
 - RTS: We will create an inclusive category in our registration options for Non-physicians.

The Gala is such a great event when it is more informal. It's so good to see people sing more informally -- people want to sing. Perhaps as you reconfigure?

RTS: I just came up with an idea, and we'll work on it.

- **Meeting adjourned at 8:10am (Johns)**

Next Meeting: June 3, 2016, 6:45am

From Maria: THANK YOU FOR YOUR TIME AND EFFORTS IN 2014 - 2015 and for your work in the upcoming year!

Good Ideas left over from 2014...

- Possibly a panel or breakout session for "**How do you survive the storm?**"
- **Topic for next year:** Problems on the job that singing teachers have -- maybe scenarios
 - Should we send out a **questionnaire** of what the problems are?
 - Put non-performers on **center stage** at AVA for experience?

TASKS:

- **Adam R** Set up the Twitter Group, inform possible members.
- **Maria** Committee reports form, the fields need to be able to expand.
- **Johns, et.al** Committee chairs will meet and have an update every three months, and try and keep the timeline active.
- **Committee chairs** articulate (update) your charge, so we have a defined list of charges for each committee?
 - **DONE Maria:** Send out the committee charges from 3 years ago, that could be reviewed. Also include in the report.
- **Maria** Make tutorials available on the website
- **New Investigator:** Is that an official recommendation of reduced tuition for the following year when they present?

- We could do an historical overview of who has won and where they are now. **See Attachment**
- **RTS, Rahul:** International Chapters: TVF and established Indian organizations.
 - RTS: ask Jaypee Publishing to help get in there.
- **DONE Maria**, please send a list of local and international chapters to the Board?
- **EVERYONE** Please send Donna any problematic terms for the online pronunciation guide. (Include medical and anatomical terms in the guide.)
- Hamdan Awards: Student Presentation Awards: Part of the application that the judges have the full material within a month of the Symposium to judge.
- Possibly move when the Nair award is given to Sunday or late Sunday?
- **Symposium Changes:** Shorten papers to 10 minutes unless necessary ENT and Pedagogy should not be separated. Make the whole Symposium shorter, by mixing things together by theme, grouping medical, SLP etc.
- **Maria, RTS:** When the cost of the Gala is wrapped into the Symposium cost, then it is supported by the Universities / organization.
- The poster session is a good event for socializing: a reception after it?

FEEDBACK ABOUT THE NEW INVESTIGATOR'S RESEARCH FORUM



"I received excellent feedback on my research. However, the most valuable aspect of this forum was the opportunity it afforded me to explain my area of research, which is a cross over between affective science and voice science, to the voice community. When conducting interdisciplinary research, knowing how to communicate both aspects of that research to the voice community was initially difficult. This forum allowed me to find the best way in which to communicate this complex dissertation.

I am grateful for the opportunity to have presented at the forum and appreciate the support of the voice community through The Voice Foundation."

Miriam van Mersbergen, PhD, CCC-SLP

Assistant Professor of Voice and Swallowing at Northern Illinois University



"The feedback I was able to receive informed the path of my research and also taught me significant elements of design specific to voice study. An added benefit was the networking opportunity that the forum facilitated. Over the years I have stayed in touch with a number of the panel members who have continued to be available for advice related to my scholarly endeavors."

Christopher R. Watts, PhD

Professor and Chair in the Department of Communication Sciences & Disorders at Texas Christian University



"I got the opportunity to learn, make new friends, and share my own work by attending The Voice Foundation's annual symposium... Thanks TVF!"

Rahul Shiravastav, PhD

Vice President for Instruction University of Georgia



"The New Investigators Research Forum is a great opportunity for presenting your research design to a panel of experts in the field of voice research. It is a unique chance to share ideas and thoughts with exclusive specialists. Thank you for your great commitment in supporting new investigators."

Philipp Aichinger, Dipl.-Ing

Research scientist, Medical University of Vienna, Department of Otorhinolaryngology, Division of Phoniatics -Logopedics / Graz University of Technology, Signal Processing and Speech Communication Lab



"I received some valuable advice regarding the study design, particularly in thinking about the steps I would need to get my study proposal through the university IRB process. Most of all, it was a great opportunity to make personal connections with some of the top scholars in the field.

Thanks again to the Voice Foundation for giving me this invaluable opportunity. I am very grateful."

Matt Schloneger, PhD Candidate

CHAPTER INFORMATION FROM OUR WEBSITE

A Chapter is composed of a group of Voice Foundation members who live or work in a particular locality and who, as a matter of geographic convenience, organize to promote the goals of TVF cooperatively. A Chapter shall engage only in activities that conform to the Foundation's goals and policies.

Visit our chapters:

- [Chicago Chapter of The Voice Foundation \(CCVF\)](#)
- [Atlanta Chapter of The Voice Foundation \(ACVF\)](#)
- [Greater Milwaukee Chapter of The Voice Foundation \(GMCVF\)](#)
- [Seattle/Northwest Chapter of The Voice Foundation \(NWCVF\)](#)
- [Lebanon Chapter of The Voice Foundation \(International\)](#)

About to be chapters:

- Boston
- North Texas
- Southern California

Introduction

You are about to embark on a challenging but exciting mission, that of forming a Local Chapter of The Voice Foundation. We commend you on your initiative and will do everything we can to help you succeed. The emphasis of a Local Chapter is on the word "local." While any TVF member might encourage and support the creation of a new chapter, members in the area to be served must be the driving force behind the formation activities.

Download instructions to form a chapter: [TVFChapter How to start a chapter](#)

The Goal

The goal of Local TVF Chapters is to offer people interested in the different disciplines of voice care and training the opportunity to come together regularly to share their experiences and to encourage each other in activities that conform to the Foundation's goals and policies. The focus is on truly local activities connecting professionals with each other. Events and meetings with invited speakers, workshops, master classes and mini-symposia are some examples of what a Local Chapter may offer. Above all, it provides a handy and convenient network for everyday access. The purpose of this is to introduce the concept of Local Chapters and to encourage you to create one in your hometown.

Download instructions to form a chapter: [TVFChapter How to start a chapter](#)

COMMITTEE CHARTERS & CHARGES

PRESENTATION OUTREACH COMMITTEE

Current Chair: Donna Snow, Past Chair and developer: Lucille Rubin

Develop a new audience for The Voice Foundation, with emphasis on The Speaking Voice. Outline of the committee's goals and objectives: The purpose of the committee is to

- 1) Seek out new presentation concepts
- 2) Expand the cadre of routine speakers at the Voice Foundation annual meeting
- 3) Introduce new themes for presentations and workshops at the annual meeting
- 4) Improve the presentation skills of the speakers or poster authors

SATALOFF AWARD COMMITTEE

Current Chair: Norm Hogikyan

The charge of the Sataloff Award Committee is to:

1. "recognize excellence among young investigators"
2. evaluate and judge the submitted papers and select the winner of the Sataloff Award.

The award will be given to an investigator who completed their training no more than five years prior to presentation at the Annual meeting of the Voice Foundation.

The nominees will self nominate and the judgment of the award will be based on the quality of the paper or papers by the investigator that will be presented at the meeting. The paper or papers need to be submitted to the Journal of Voice for consideration for publication prior to presentation.

Selection will be based on a number of criteria including, but not limited to, the quality of the study or studies, the impact of investigation on the field of voice, and the complexity of the work. The committee members will use their own criteria to determine "excellence."

HAMDAN INTERNATIONAL PRESENTER AWARD COMMITTEE

Current Chair: Rahul Shrivastav

A financial award for the best International presentation to help in the creation of a common interest or venue that would help attract more international figures to the annual meeting and foster the development of new chapters. The purposes of this award would be to: 1. **help with the travel expenses associated with the presentation.**

2. To encourage and reward international researchers and their attendance at the meeting. The nominees will self nominate and the judgment of the award will be based on the quality of the paper or papers by that investigator that will be presented at the meeting.

The paper or papers need to be submitted to the Journal of Voice for consideration for publication prior to presentation.

Selection will be based on a number of criteria including but not limited to the quality of the study or studies, the impact of investigation on the field of voice, and the complexity of the work. The committee members will use their own criteria to determine "excellence".

YOUNG LARYNGOLOGIST COMMITTEE

Current Chair: Adam Rubin

The goal of the committee is to create ideas to encourage participation of young laryngologists in The Voice Foundation meeting

LOCAL CHAPTERS COMMITTEE

Current Chair: Gwen Korovin (needs to change)

Needs charter

WEBSITE CONTENT COMMITTEE

Current Chair: David Meyer

To review content, investigate fresh content, and help with restructuring and development of The Voice Foundation website.

INTERNATIONAL OUTREACH COMMITTEE CHARTER

Current Chair: Claudio Milstein

The Committee on International Outreach works to further the goals and activities of The Voice Foundation on an international front and to improve coordination, communication, and cooperation in the larger global professional community. The Committee has a special, although not exclusive, interest in encouraging and facilitating the advancement of vocal care, rehabilitation, education, and research in geographical regions where professional approaches to voice are not yet well developed.

NEW INVESTIGATOR RESEARCH FORUM CHARTER

Committee Established 2011, Forum Established 1998

Current Chair: Molly Erickson, Past Chair and Program developer: Kathy Cox

Purpose and Goals

The purpose of the New Investigator Research Forum is to provide a forum of collaboration between new and veteran researchers to ensure that the strength of research in the voice community is strong now and in the future.

1. To provide two new investigators per year a forum for peer review of a developing research project.

2. To engage 5-10 members of the Advisory Board and other Voice Foundation members in service activity through participation as a panelist.
3. To increase the visibility of educational outreach to the Voice Foundation membership and the global voice community.

Roles and Responsibilities

Chair of the Committee

The chair of the committee is responsible for the overall implementation of the forum including:

1. Updating flyer with proper dates, times, locations (per TVF office staff).
2. Updating website on an annual basis.
3. Ensuring ample marketing of the form to SLP, MD, and Vocal Music disciplines.
4. Communicating with potential and chosen authors.
5. Communicating with potential and confirmed panelists.
6. Reviewing and ranking proposals for submission to Chairman of The Voice Foundation.
7. Notifying authors of their selection or non-selection.
8. Educating chosen authors about procedures.
9. Providing a roster and head count to TVF Office staff for breakfast orders, including special meal requests.
10. Acting as moderator or ensuring another one is selected, if necessary.
11. Maintaining time and ensuring flow of session to allow for both authors to get at least 25 minutes of review time.

Committee Members

1. Assist with marketing the forum in as many ways as possible.
2. Serve as coordinator of Marketing or Rating/Review of Applications, or Panelists.
3. Communicate with colleagues to generate interest in forum to increase number of submissions.
4. Serve as a panelist if desired, or if needed due to low response rate.
5. Review and rate submissions to submit to chair
6. Suggest new panelists to be invited in upcoming forums.
7. Develop a rating scale for applications to the forum.
8. Prepare recommendations of chosen applicants to be provided to Chairman.

Voice Foundation Office Staff and Chairman

1. Notify the chair of the committee of the date, time, and place of forum as early as possible so information can be included in marketing.
2. Ensure that a meal is offered to participants, if possible.
3. Forward all requests for information to the Chair of the committee if Office is unable to answer.
4. Provide feedback on submission ratings to assist Committee in making selections.
5. Provide support during Symposium for panelist and author questions.

Length and Scope of Membership

1. This committee can effectively perform its duties with 3-4 members.
2. The chair shall serve _____
3. The general members shall serve _____
4. Members will agree to coordinate an area: Marketing, Rating/Review of Applications, Panelists. The chair will oversee all areas.

Accountability

1. The chair shall provide a written and/or electronic report to the Advisory Board by May 25 of each year including the names of the current authors, panelists, and topics of the upcoming year. Report should also include any recommended changes to the committee, process, or forum.

Meeting Schedules and Format

1. An organizational meeting should occur via teleconference during July following each forum. Additional meetings may be held in September/October to discuss marketing & generating submissions and the development of the rating scale to be used; December/January to revisit marketing, develop strategies for getting more submissions, and to generate a first-round of suggested panelists; March to discuss submissions and make recommendations to Chairman.
2. Format for meetings will be: the chair will call the meeting and arrange for conference calling or internet web-based meetings. Email conversations can also serve as a form of meeting when few items need to be addressed.
3. Chairman of the Voice Foundation can be invited to meetings as needed or per chairman's request.

INTERNATIONAL CHAPTER COMMITTEE CHARTER

Current Chair: Abdul-latif Hamdan

Among the goals and objectives of the International Chapter Committee is the creation of a common interest or venue that would help attract more international figures to the annual meeting and foster the development of new chapters.

With voice becoming a subject of increasing interest among otolaryngologists, voice specialists and speech language pathologists, it seems to be an opportune time for us to draw plans for initiating and promoting the development of new chapters across the world. The voice foundation embodies several core competencies suitable to use as key success factors in the implementation and development of the mission of this committee.

These include among others:

- the distinguished qualifications of its members
- the perpetual research activities, the international forum it provides to its attendees
- the holding of the voice foundations meeting
- publications through Journal of Voice
- a culture of openness and collaboration with all those involved in voice care across the world.

This is the competitive advantage that should enable us to carry TVF mission and vision across the world, and to provide through its chapters a platform for research, critical thinking and innovation.

VISION

To cultivate in vocal care providers the power to transform, heal and educate vocal professionals and patients with vocal diseases across the world.

MISSION

To create and foster international chapters of the Voice Foundation providing depth of knowledge, professional excellence and humanitarian values in the care of the voice.

This will be achieved by

- providing learning opportunities
- stimulating active and contextual learning,
- advocating team-work and critical thinking among physicians, vocal specialists and Speech-Language pathologists.

The multifaceted aspect and diversity in voice care across the world will create opportunities for international scholarly work that will impact patients and colleagues. The International committee of the Voice Foundation will assure cohesiveness and collegiality in leading the way for better vocal care.

GOALS

The International committee will strive to open several chapters across the world.

Summary of the Competitive Dynamics - three objectives:

- 1- Assessing the importance of The Voice Foundation in the country where a chapter is contemplated
- 2- Evaluating the competitive position of The Voice Foundation in that country
- 3- Drawing up the strategic position of the TVF chapter