

OFFICERS AND EXECUTIVE COMMITTEE

President

1. Calls all meetings of the Executive Board and Executive Committee.
2. Conducts all business meetings of the Association.
3. Keeps a log of all activities and suggestions to give to the President-elect upon completion of term in office.
4. Prepares a written annual report to be presented to the SCCA membership at the Annual Business Meeting. This will be included in the archives as well as the current minutes.
5. Prepares a President's letter for each publication of the newsletter and/or other media for SCCA.
6. Represents SCCA at ACA Southern Region/ACA meetings and reports actions to the Executive Board.
7. Submits names of committee chairs and committee members to the Executive Board for approval.
8. Gives the SCCA officers, Board Members, committee chairpersons, and chapter presidents' direction and aid in developing their yearly plans.
9. Submits budget proposal to the Budget and Finance Committee.
10. Attends meetings, workshops, and conferences of divisions and, when possible, visits meetings of divisional executive boards.
11. Submits changes of SCCA policies and procedures for the year to the Executive Board for approval.
12. Represents the Association on committees and boards of the Association or designates a personal representative.
13. Distributes copies of the agenda to each Executive Board/Committee member at least 10 days prior to the meeting of the Executive Board/Executive Committee.
14. Distributes copies of the latest edition of SCCA Bylaws to members of the Executive Board during the first month in office, no later than July 15.
15. Serves on the Budget and Finance Committee.

President-Elect

1. Performs the duties of the President in the absence or incapacity of the President.
2. Attends ACA Southern Region meetings and creates reports with the President on relevant activities.
3. Serves as a member of the Executive Board and Executive Committee.
4. Assumes other responsibilities as recommended by the President and approved by the Executive Council.
5. Appoints committee chairpersons by the transition meeting of each year.
6. Serves on the Budget and Finance Committee.

Immediate Past President

1. Serves as chairperson of the Nominations and Elections Committee.
2. Consults with the Executive Board and Executive Committee.
3. Assures compliance with Association Bylaws.

Secretary

1. Keeps minutes of all SCCA meetings--Executive Board, Executive Committee, and the Annual Business Meeting or arranges for a substitute and notifies the President of the arrangement prior to the meeting.
2. Within one month following a meeting of the Executive Board/Committee, distributes minutes of the meeting to Executive Council members.
3. Distributes names of people on Executive Board to all members.
4. Keeps secretary reports from previous two years with year to year minutes kept in archives on the association website. Prepares year-end summary of all motions passed at annual Branch ACA Southern Region Conference, Executive Board, and Executive Committee meetings and gives a copy of this to the President-elect.
5. Prepares a year-end summary of activities and gives a copy to the President for inclusion in annual report.
6. Prepares correspondence at the direction of the President.
7. Disseminates information to Executive Board or other members as directed by President.
8. Arranges for printing or publishing of other documents during the year as directed by the President.
9. Assists with the registration activities for the annual conference and other Association conferences and workshops.

Treasurer

1. Assists with registration finances for the annual conference and other Association conferences and workshops.
2. Serves as Chairperson of the Budget and Finance Committee.
3. Submits a detailed financial report at the annual business meeting which shall include all expenditures and any income generated.
4. Works with the Executive Board to create a yearly budget including the conference expenditures.

Executive Director

The Executive Director is the employed staff member of the Executive Board. Procedures of employment, terms of employment, and duties are described below.

Employment: The Executive Committee of the Executive Board shall serve as the search committee for the hiring of the Executive Director. The President, with the assistance of the Executive Committee shall draft an employment advertisement, listing all the duties of the Executive Director as well as qualifications desired. Once approved by the Executive Committee, the Executive Committee advertises for the position, screens applicants, interviews applicants, and makes employment offers to the Executive Director through the President.

Terms of Employment: The Executive Director shall be confirmed every two years by the Executive Committee.

Duties of the Executive Director:

1. Member Services –

- a. The Executive Director shall be responsible for annual billing of members.
- b. Shall receive dues and make appropriate deposits in the Association account(s).
- c. Shall provide labels current database and listserv information for membership communication purposes.
- d. Keeps track of division membership.

2. Financial Services –

- a. The Executive Director shall assist the Budget and Finance Committee with budget planning and administration.
- b. Prepares a financial statement for each Executive Board meeting and upon request of the President and/or Treasurer.
- c. The Executive Director shall be responsible for assisting the Treasurer with collection of all registration fees for SCCA sponsored functions.
- d. S/he shall be responsible for seeing that all money is received and deposits all money in the SCCA checking account.
- e. Provides training and technical assistance to the Executive Board members.
- f. Files IRS returns and schedules as required.

3. Meetings –

- a. Attends meetings and serves as an ex officio non-voting member of the SCCA Executive Board, Executive Committee, and Budget and Finance Committee
- b. Attends SCCA annual conference, division conferences, and may attend ACA Southern Region meetings, and participates in regional and national activities of the ACA executive directors' organization as permissible.
- c. Performs other duties as assigned by the President.

4. Annual Conference -

- a. Serve as the Coordinator of the annual SCCA conference. This will include general oversight of the conference.

Parliamentarian

1. Enforces ROBERT'S RULES OF ORDER, SCCA Bylaws, Policies and Procedures, and ACA Bylaws as required at meetings of the Executive Board, Executive Committee, and the annual SCCA business session.
2. Provides assistance to SCCA for the revision of Bylaws.
3. Advises the President as requested concerning procedures.
4. Consults with division and chapter presidents regarding their bylaws and compliance with bylaws of SCCA, ACA, and national divisions.

Executive Committee

1. Coordinates implementation of policies and resolutions adopted by the Executive Board and the Association at the Annual Business Meeting.
2. Discharges administrative matters which do not require approval by the Executive Board.
3. Approves requests for expenditure of non-budgeted funds.
4. Reviews annually the Association's Policies and Procedures and submits recommended changes to the Executive Board.
5. Conducts annually a review of the Executive Directors performance providing written feedback to the President to formally present to the Executive Director.

EXECUTIVE BOARD

1. The elected officers of SCCA (Executive Committee), six (6) elected Executive Board members, and duly elected Presidents of each State Division will comprise the Executive Board of SCCA.
2. The Executive Board members will carry out the functions of SCCA as the final determining body of SCCA, except where the Executive Committee may have to act on behalf of the Association or vote of the Membership of SCCA is required.
3. Executive Board members are expected to participate in regularly scheduled and specially called meetings of the Association and the Executive Board.
4. Executive Board members should support the Association by seeking new members, representing SCCA at professional functions, and serving as ambassadors for SCCA in their work.

DIVISIONS AND CHAPTERS

Division and Chapter Presidents

1. Coordinate division and chapter activities with SCCA President.
 2. May attend or send a designee to Executive Board/Committee meetings. Such designees have the power of voice and vote in absence of division or chapter presidents.
 3. Submit to the SCCA President proposals which they would like to place on the agenda of Executive Council meetings.
 4. Provide information for important division or chapter activities to SCCA newsletter editor.
 5. Fulfill duties of chief officer of the division or chapter according to their state and national division bylaws and procedures and SCCA and ACA bylaws and procedures.
 6. Report activities to meetings of the Executive Board.
- . Forward to SCCA Secretary a list of all elected officers by May 1 two months prior to taking office.

STANDING COMMITTEES

Ethics Committee: One of the characteristics which distinguish a professional group from a working group is in standards of conduct for members which are made explicit by a functional code of ethics. One of the marks of the professional status of counseling is the concern with ethical problems. The counselor is faced regularly with ethical problems. Hence, the need for guidelines of ethical concerns. The role of the Chairperson of the SCCA Ethics Committee is to serve as leader to the members of SCCA by:

- Identifying more clearly ethical procedures involved in counselor preparation and counselor assignment and counselor responsibilities.
- Developing in cooperation with the Committee a code of ethics to be approved by the Executive Council.
- Reviewing charges against individual members in violation of the Code of Ethics of the ACA and SCCA and making recommendations to the Executive Council as set forth in the Bylaws of the Association.

Areas for ethical guidelines are:

- Counselor's responsibility in identifying as a professional.
- Counselor's responsibility for suitability and preparation for the profession.
- Counselor's responsibility to the counselee.
- Counselor's responsibility to the work setting and society in general.
- Counselor's relations with other professional colleagues within the work setting.
- Counselor's responsibility regarding adherence to legislation on privacy, confidentiality, and rights of counselee.

Conference Committee:

SCCA Bylaws designates the Executive Director as Conference Coordinator. The President will select members for the Conference Committee. This Committee is responsible for all arrangements of the Association's Annual Conference. Assignments for specific responsibilities are made by the Coordinator.

The role of the Executive Director (Conference Coordinator) of the Conference Committee is to serve as leader to the members of the Conference Committee in:

- Keeping accurate and up-to-date written accounts of all Committee activities.
- Consulting with the President to create the Conference theme.
- Planning each segment of the Conference program in as much detail as possible and submitting in writing for approval by the Executive Board.
- Assigning specific duties and responsibilities to Committee members.
- Developing a tentative Conference agenda.
- Submitting approximate budget for Conference expenses to the Executive Board.
- Maintaining accurate accounts of Conference expenses for submission to the Treasurer and Executive Director
- Submitting all Conference information to the Chairperson of the Newsletter Committee and Chairperson of the Publicity Committee for the news media.
- Notifying all Conference participants as to the time, location, accommodations available and

other information relevant to the Conference.

Working with the Conference Committee and Executive Director, assigns rooms for general sessions, interest sessions, and meetings of divisions.

Working with the hotel conference director and Executive Director, makes arrangements for the following areas:

- Presidential suite and accommodations for VIPs.
- Banquet arrangements (head table, place cards, equipment, seating, menus, and meals).
- Exhibit spaces.
- Printed materials (conference program, banquet arrangements, meal tickets, program changes, new items, place cards, etc.).
- - Entertainment, if requested.
- Door prizes, if requested.

Exhibits Chairperson: The Chairperson of the Exhibits Committee shall be appointed by the President. This Committee shall be responsible for:

- Securing names and addresses of firms and companies who have exhibited at prior conferences. Inviting each potential exhibitor in writing.
- Maintaining accurate records of exhibitor reservations.
- Coordinating with the conference coordinator and Executive Director the number of exhibitor spaces needed for the conference.
- Sending all exhibitor payments to the SCCA Treasurer.
- Handling all details relating to exhibitors such as putting up directional posters and greeting and introducing exhibitors.
- Presenting to the Executive Board for approval the amount of charges for space for exhibitors.

Membership Committee: The Membership Committee is responsible for promoting branch membership. This Committee:

- Conducts annual membership drives.
- Obtains up-to-date membership list from Executive Director.
- Distributes SCCA brochure and makes changes in brochure content when necessary.
- Gives status reports at meetings of the Executive Council and Association conference.
- Recommends changes in membership policy to the Executive Board.
- Sets up membership table at workshops and conferences of SCCA, divisions, and chapters.
- Follows up with lapsed members.
- Assists SCCA student interest group in providing membership services.
- Identifies members who may be eligible for emeritus membership.
- Keeps log and files of activities and passes on to next Committee

Nominations and Elections Committee: The Chairperson of this Committee is the Immediate Past President of SCCA. The Committee:

- Solicits from the membership nominations for each of the elective offices.
- Provides information from the Bylaws and Policies and Procedures handbook to potential nominees about the responsibilities of the office.
- Screens nominees for eligibility and obtains written commitment of willingness to serve.
- Follows Articles IV and V or other relevant sections of the Bylaws concerning elections.

Newsletter Committee: The Editor of the newsletter serves as Chairperson of the Newsletter Committee. The editor:

- Establishes publication and dates for the newsletter.
- Solicits materials for publication from SCCA members, division, and chapters.
- Prepares newsletters for SCCA members, schools, colleges, universities, and other agencies as appropriate.
- Reports in the newsletter activities of the Executive Board and Executive Committee.
- Reports highlights of the annual conference in the newsletter.
- Solicits advertisements for the newsletter.

Budget and Finance Committee: SCCA officers plus the Executive Director make up the Budget and Finance Committee. The Committee:

- Determines projected income for budget from information gathered on estimates of receipts for dues, conference registration, conference exhibitors, newsletter advertising, sales, and other income sources.
- Prepares proposed expenditures for budget based on plans of action and budget requests received from officers and committee chairpersons.
- Presents proposed budget to Executive Board for approval.
- Monitors the budget income and expenditures throughout the year and recommends adjustments, as needed, to the Executive Board/Committee
- Trains, supervises, and audits treasurers of SCCA divisions, interest groups, and chapters.

Publicity and Technology Committee: The principal duty of this Committee is to see that the public, as well as agencies by which the members are employed, are made aware of the activities of the Association. The Committee:

- Works with news media to publicize SCCA conferences and workshops.
- Arranges for coverage of newsworthy conference activities with local media in the conference city.
- Reports to appropriate media significant accomplishments of SCCA members.
- Screens the deliberations of Executive Board meetings for possible newsworthy activity.
- Collaborates with the Newsletter Committee Chairperson for articles for the newsletter.

Public Policy and Legislation Committee: The Legislation Committee studies legislation affecting guidance, counseling, and student personnel work, and recommends procedures for action. This Committee may influence the direction of local and state legislators in the field of counseling and keep ACA informed about legislative efforts and problems.

The responsibility of any professional organization is to attempt to promote that which will benefit its total membership. In our democratic approach to government, legislation has a great potential impact upon the conduct and practice of any professional field of endeavor. It, therefore, becomes imperative that SCCA, national divisions, state divisions, and local chapters be informed of current legislative activities which may influence our functioning as a profession.

The Chairperson:

- Investigates all legislation, both state and federal, that may affect SCCA members and/or clients.
- Keeps membership informed concerning legislation on which they should act through use of

the newsletter, divisional networks, Executive Board reports, special mailouts, etc.

- Keeps a file on year's activities to present to incoming Chairperson.
- Investigates areas in which SCCA should formulate possible legislation and contact Publicity Committee Chairperson as to any information that may need to be developed through mass media channels.
- Serves as Government Liaison Worker (GLW) to ACA.
- Attends (if possible) Southern Region GLW Workshop and ACA GLW workshop(s).

Professional Development Committee: The Professional Development Chairperson:

- Compiles annual documentation to renew the SCCA provider status with the South Carolina Department of Labor Licensing and Regulation, Division of Professional and Occupational Licensing, South Carolina Board of Examiners for the Licensure of Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists.
- Compiles annual documentation to renew the SCCA provider status with the National Board of Certified Counselors.
- Provides Professional Development Applications when requested from SCCA divisions or other professional associations for co-sponsorship of an educational conference, seminar, etc.
- Provides Continuing Education and Verification of Attendance documentation forms for all approved co-sponsored events.
- Keeps records and documentation public relations flyers, participants' listing, evaluations, etc.) of all SCCA and SCCA co-sponsored events for five years to support participant licensure audits and other documentation needs.
- Keeps the Association President, President-elect, Immediate Past President, and Executive Director informed on the activities of this position.
- Keeps SCCA Executive Board meeting attendance annually and provides leadership certificates.
- Answers correspondence and phone requests relating to LPC, NCC, co-sponsorship, etc.
- Provides NCC and LPC information at professional conferences (SCCA, SCSCA, etc.) and/or newsletter articles as well as requests from members.
- Coordinates and compiles Continuing Education activities during the SCCA conference and serves on the SCCA Conference Planning Committee.
- Supports the graduate student representatives and graduate student volunteers during the annual conference as to Continuing Education procedures and guidelines.
- Networks with other agencies and associations on Continuing Education events and activities.
- Encourages other associations and agencies to participate in the SCCA conference and other educational co-sponsored events.

Long-Range Strategic Planning Committee: The Chairperson oversees implementation of the Association's strategic plan as adopted by the Executive Board; develops, recommends, and coordinates revisions to the planning document as required for long-range planning; and submits the approved plan to the American Counseling Association.

Awards Committee: The Chairperson markets the awards, receives nominations, judges applicants' qualifications, and announces winners for all Association awards. The Chairperson recommends changes in award guidelines and procedures as needed.