



# PALMETTO STATE SCHOOL COUNSELOR ASSOCIATION<sup>1</sup>

## Job Descriptions, Policies, and Procedures Booklet

The purpose of this booklet is to provide the job descriptions and additional governing policies and operational procedures for the association augmenting the PSSCA by-laws and Articles of Confederation. This booklet shall be approved by the PSSCA governing board and changed as needed.

### **JOB DESCRIPTIONS**

#### **EXECUTIVE OFFICERS:**

All executive officers shall have held membership in the association for at least two years prior to seeking office.

#### **President:**

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Manage the policy governance of the association.
3. Appoint committee chairs and other governing board members as outlined in the PSSCA by-laws or this booklet. May authorize additional committees not listed in the by-laws and appoint those chairs.
4. Appoint Piedmont, Midlands, Pee Dee and Coastal Regional Chairs to serve on the governing board.
5. Determine the governing board meeting dates, time, and location in conjunction with the governing board.
6. Prepare agendas for all board meetings and the annual business meeting in conjunction with the president-elect and secretary.
7. Chair the board meetings, annual meeting and annual conference. Call for votes of membership, governing board, or Executive Committee as appropriate.
8. Make the final determination on all points of order brought forth on parliamentary issues in consultation with the parliamentarian.
9. Work with American School Counselor Association (ASCA), South Carolina State Department of Education (SCDE), and other organizations and associations as the official representative for the association or appoint a designee in the President's absence.
10. Appoint governing board members to serve as regional site hosts to represent the association.
11. Delegate other assignments as needed.
12. Decide the theme for the annual counselor conference and select the main keynote speaker.
13. Make the final determination if a board member's absence is unexcused or excused.
14. Replace any board member, with board approval, that is removed for absences, resignation, or removal. If an elected position, appoint with board approval a person to fill the remaining portion of the term.
15. Serve as the final approving authority for all expenses in accordance with the budget.

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<sup>1</sup> July 2019

Approve expenses for the governing board.

16. Recommend the person to serve as Executive Director when term expires and seek board approval for this selection.

**President-Elect:** The president-elect shall have served on the governing board for a period of at least 1 year prior to seeking this office.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Assume the position of President upon completion of the 1-year term as president-elect.
3. Carry out the duties and responsibilities of the President in the absence of the President. Should the President not complete his/her 1-year term, the president-elect will complete the unexpired portion of that term and the subsequent year as President.
4. Assist the President in preparing the agendas for the annual business and governing board meetings.
5. Chair the Nominations and Elections Committee. Appoint two governing board members and three members of the association to serve on the Nominations and Elections Committee.
6. Prepare the agenda and set the meeting time, date, and location for the Nomination and Elections Committee.

**Immediate Past President:**

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Chair the Annual Conference Committee and appoint committee members to serve on this committee. Oversee the main operations and coordination of the annual counselor conference with the assistance of the president-elect, Executive Director, other board members, and association members.
3. Prepare the agenda and set the meeting time, date, and location for the Annual Conference Committee meetings.

**Elementary Vice President:** This person must have at least 5 years of elementary school counselor experience.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Advise the governing board on issues, concerns, and innovations related to elementary counseling.
3. Provide updates and reports to the governing board and membership as requested.
4. Recommend appropriate resources and activities to school counselors serving at this level.
5. Serve as a mentor for school counselors at this level.

**Middle Vice President:** This person must have at least 5 years of middle school counselor experience.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Advise the governing board on issues, concerns, and innovations related to middle school counseling.
3. Provide updates and reports to the governing board and membership as requested.
4. Recommend appropriate resources and activities to school counselors serving at this level.
5. Serve as a mentor for school counselors at this level.

**Secondary Vice President:** This person must have at least 5 years of secondary school counselor experience.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Advise the governing board on issues, concerns, and innovations related to secondary counseling.
3. Provide updates and reports to the governing board and membership as requested.
4. Recommend appropriate resources and activities to school counselors serving at this level.
5. Serve as a mentor for school counselors at this level.

**Post-Secondary Vice President:** This person must have at least 5 years of experience at the post-secondary level involved in the school counseling program.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Advise the governing board on issues, concerns, and innovations related to postsecondary counseling.
3. Provide updates and reports to the governing board and membership as requested.

4. Recommend appropriate resources and activities to school counselors serving at this level.
5. Serve as a mentor for school counselors at this level.

**Secretary:** The secretary is elected for a 2-year term and may serve for a subsequent 2-year term for a total of four years. Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. No later than 60 days after any board meeting, publish any action plans devised by the board and send it out to board or committee members and any other individual assigned tasks to be completed listing the determined deadline.
3. Provide clerical support to the board. Duties include taking official minutes for all meetings include any webinars, Executive Committee meetings, etc. Minutes will be distributed to all board members at least 10 days prior to any board meeting along with any other correspondence from the President or other board members. Corrections will be made to the minutes as appropriate. Unfinished items will be tracked until completion.
4. Maintain all official records of the PSSCA association, including conversion of records to electronic storage and is reflected in policies and procedures, any forms, for the organization excluding financial and membership records. After 5 years, transfer any records that need long term storage to a flash drive for effective storage and maintenance. The records will be passed to the Executive Director for storage.
5. Maintain official attendance records for all board members and determine if a quorum is present.
6. Track excused and unexcused absences. When a board member has two unexcused absences, the secretary will contact the person in writing to advise them that two unexcused absences in a year may constitute removal from the board. The letter will include a statement of how to obtain excused absences. The letter will inquire if the board member desires to continue. Finally, the letter will state that any further unexcused absences will constitute automatic removal from the board.
7. Contact any board member who has four excused absences to determine the member's status and if he/she desires to continue to serve on the board.
8. Notify the Nominations and Elections Committee chair of any elected position that needs to be filled due to resignation or removal.
9. Serve as a teller and record votes on issues brought before the membership, governing board, or Executive Committee. The minutes shall reflect the person making the motion, second, and outcome of the vote. Record any abstentions or conflict of interest determinations.
10. Send out notices at least 30 days in advance to any board meeting and any other notices the President designates.
11. Assist the President in preparing agendas for all board meetings.

**Treasurer:**

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws and be able to be bonded.
2. Chair the Finance Committee. The committee shall consist of two governing board members, one who is the Treasurer-Elect and one who is the President-Elect, and three members of the association.
3. Prepare the agenda and set the meeting time, date, and location for the Finance Committee meeting.
4. Submit the proposed budget approved by the Finance Committee to the board for approval. Contact the President and/or board for approval on an expense that exceeds the approved budget.
5. Manage the overall financial operations of the association and authorize the payment of all expenses.
6. Maintain all the official financial records of the PSSCA association including conversion of records to electronic storage and is reflected in policies and procedures. After five years, transfer paper copies of financial records to a flash drive for more effective storage and maintenance. Closed out financial records should be archived and passed to the Executive Director for storage for a period of five years.
7. Collect all monies generated by the association and deposit those funds into the appropriate account. Issue receipts for all monies collected.
8. Maintain the association's banking account or any other financial endeavors and balance those accounts on a monthly basis.
9. The Treasurer can approve individual operational expenses less than \$200. Individual operational expenses that are in excess of \$200, but less than \$1000, can be authorized by the President or Executive Director. All individual operational expenses in excess of \$1000 require the approval of the Executive or Governing Board. The Treasurer can approve no more than a total of \$1000 per fiscal year. The President and Executive Director each has the authority to approve a

- total of no more than \$2500 per fiscal year. Ensure all checks have at least two signatures. Association members who may sign checks include President, President-Elect, Past President, Treasurer, Secretary, and Executive Director.
10. Provide a written financial statement including all accounts and designated funds and all income and expenses to the board and to the membership during the annual meeting.
  11. Ensure at least an internal audit is conducted with the treasurer-elect and one other governing board member as the final outgoing requirement for the treasurer's position.
  12. When directed by the governing board, arrange for a formal audit ensuring board approval for the total cost.
  13. Submit the association's tax forms in accordance with IRS and state requirements and deadlines for any other financial forms for the association.
  14. Review all contract commitments for the association and submit them to the board for approval.
  15. Submit fundraiser and any other proposals from the Finance Committee for Executive Director approval.

**Treasurer-Elect:**

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws and be able to be bonded.
2. Serve on the Finance committee as a representative of the board.
3. Familiarize and learn the financial operations of the association during the year term as treasurer-elect.
4. In the absence of the treasurer, represent the treasurer for any board meetings or functions.
5. Participate in the internal audit of the association's finances during the transition to treasurer from treasurer-elect.

**ADDITIONAL GOVERNING BOARD MEMBERS:**

**Regional Chairs:** There shall be regional chairs representing the following areas of the state of South Carolina: Piedmont, Midlands, Pee Dee and Coastal. Regions are outlined below. These chairs are governing board members, have a minimum of 3 years of experience as a school counselor, are members of the association for at least two years, serve for a period of 1 year, and may be reappointed by the president-elect.

<b>Piedmont</b>	<b>Midlands</b>	<b>Coastal</b>	<b>Pee Dee</b>
Oconee	Fairfield	Georgetown	Lancaster
Pickens	Newberry	Berkeley	Kershaw
Greenville	Saluda	Charleston	Chesterfield
Anderson	Edgefield	Dorchester	Marlboro
Abbeville	Aiken	Colleton	Darlington
Greenwood	Lexington	Hampton	Dillon
Laurens	Richland	Beaufort	Marion
Union	Calhoun	Jasper	Florence
Spartanburg	Orangeburg	Williamsburg	Lee
Cherokee	Bamberg	Allendale	Sumter
York	Barnwell	Horry	Clarendon
Chester	McCormick		

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Serve as an advocate for the counselors in their region for the association and governing board.
3. Present regional concerns and issues to the board.
4. Disseminate information from the association to counselors in their region.
5. All previous past Board Chairs will serve as mentors for current board chair positions.

**Standing Committee Chairs:** Unless otherwise specified in the by-laws or this booklet, committee chairs are appointed by the President and serve on the governing board for a period of 1-year and may be reappointed by the president-elect.

Committee chairs must be members of the association for at least two years and serving as a professional school counselor or past PSSCA president.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Manage the duties and functions of the committee to carry out the operations of the association as it relates to the specific committee.
3. Appoint appropriate committee members. Be familiar with by-law requirements for committee member appointments for their respective committee.
4. Recruit association members to become involved in their respective committee.
5. Prepare an agenda and ensures minutes are prepared for each meeting. Set the times, dates, and locations for all meetings.
6. Submit reports to the board and to the membership for the annual meeting.
7. All previous past Board Chairs will serve as mentors for current board chair positions

**Parliamentarian:** Appointed by the President for a period of 1-year and may be reappointed by the president-elect. The parliamentarian has voice, but not vote for all board meetings and annual meeting; must be a member of the association and be knowledgeable of Robert's Rules of Order, PSSCA by-laws, this booklet, and any other procedures approved by the board.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Maintain the most current version of Robert's Rules of Order and ensure it is available at all meetings and the annual business meeting.
3. Advise the President and board when there is a conflict between the by-laws or this booklet when a recommendation or suggestion is brought before the board or annual meeting.
4. Clarify and research points of order or any other questions about parliamentary procedures.
5. Serve as the teller and vote counter during the annual business meeting for an issue brought to a vote by the membership. Provide the outcome to the secretary to enter into the minutes.

**District School Counselor Director/Coordinator Liaison:** Appointed by the President for a period of 1-year and may be reappointed by the president-elect. Must have at least two years of experience as a district school counselor director or coordinator and must be a member of the association for at least two years. This liaison shall have voice and will be a voting member of the governing board.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Serve as an advocate for the state's district school counselor directors and coordinators.
3. Lend expertise to the association and governing board based on counseling/leadership experience.
4. Provide the governing board with current information regarding the status and effectiveness of school counseling in the state.
5. Provide information acquired from joint state meetings of district school counselor directors and coordinators to the governing board.
6. Disseminate pertinent information from the association to the state's district school counselor directors and coordinators.
7. Work with the Leadership and Program Development Committee to encourage and provide supporting justifications to school districts to hire district school counselor directors/coordinators for those districts that do not have this position.
8. Submit reports to the board and to the membership for the annual business meeting.

**Non Traditional School Counseling Liaison:** Appointed by the President for a period of 1-year and may be reappointed by the president-elect. Must be a member of the association for at least two years. This liaison shall have voice and will be a voting member of the governing board.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.

2. Serve as an advocate for the state's non traditional school counselors (includes charter schools, virtual schools, homeschooling organizations, religious-affiliated schools, and any other non-public institution that requires school counseling services).
3. Provide the governing board with current information regarding the status, effectiveness, and needs of non traditional school counselors in the state.
4. Disseminate pertinent information from the association to the state's non traditional school counselors.
5. Submit reports to the board and to the membership for the annual business meeting.

**SC State Department of Education (SDE) Liaison:** Appointed by the President for a period of 1-year and may be reappointed by the president-elect. This liaison shall have voice, but will be a non-voting member of the governing board.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws.
2. Advocate for the needs of school counselors in South Carolina within SCDE channels.
3. Provide pertinent information to the governing board regarding any SCDE proposals and policies impacting school counseling in the state.
4. Coordinate with the governing board regarding any state-sponsored professional development forums and conferences for school counselors.
5. Attend PSSCA board meetings and the annual conference if feasible.

**ASCA/RAMP Liaison:** Appointed by the President for a period of 1-year. This liaison shall have a voice, but will be a non-voting member of the governing board. Must be a member of the association for at least two years prior to appointment and must have earned RAMP recognition.

Responsibilities are to:

1. Encourages PSSCA members to join and maintain membership in ASCA.
2. Promotes implementation of comprehensive counseling programs that align with ASCA National Model and state models at the state, system, and school levels.
3. Promotes, facilitates, and supports counselor participation in the RAMP program.
4. Serves as a subject matter expert on RAMP for PSSCA members.

## **POLICY GOVERNANCE**

### **Governing Board**

1. Carries out and completes all duties and responsibilities as directed by PSSCA by-laws, this booklet, and at the direction of the President and/or governing board.
2. Assists the President in carrying out the governing policies of the organization.
3. Approves the annual budget and any other financial commitments, expenses, or income not included in the annual budget or above the amount approved in the annual budget. Approves the membership fees for the association.
4. Approves the minutes provided by the Secretary.
5. Attends at least one regional meeting, annual business meeting, and counselor conference. Attends governing board meetings.
6. Approves and handles any remembrance on behalf of the association.
7. Seeks out, researches, and approves affiliations with other agencies and organizations that benefit the mission of the association and its members.
8. Advocates the American School Counselor Association (ASCA) National Model as the blueprint and foundation for all state school counseling programs. Maintains the standards to ensure the association is chartered through ASCA.
9. Develops and maintains non-profit status for the association in accordance with state law.
10. Develops the mission and vision statements for the association and obtains membership approval of these statements at the annual business meeting.
11. Approves any contract obligations for the association to include annual conference contracts.
12. Approves the place, time, and date for the annual conference.
13. Approves attendance or representation of the association at any conference or event and reimbursement rates for expenses.

14. When called upon to vote between governing board meetings, each governing board member should vote. With an appropriate motion, the President shall determine how the vote will be conducted. The vote may be conducted via telephone, conference call, email, or utilizing any other electronic format.

15. If a board member is unable to attend, he or she shall contact the President or secretary before or after the meeting to obtain an excused absence. An unexcused absence shall constitute failure to contact the President or secretary to request an excused absence. If questionable, the President will make the final determination if excused or unexcused. Two (2) unexcused absences in one year may constitute removal from the board.

#### **Executive Committee:**

1. Is a policy governance committee that has the power to act for the association between governing board and annual membership meetings. Any action taken shall be on the next agenda for either the membership or the governing board for approval.
2. Has the authority to request via an appropriate motion to call upon the membership or governing board to vote on an issue of concern between membership or board meetings.
3. Does not have the power to take any action which is contrary to or a substantial departure from the direction established by the board or the membership.
4. Quorum for the Executive Committee shall consist of 80% of the assigned officers present in order to carry out business.
5. Records official minutes for all meetings. Prior notice including an agenda shall be given at least two weeks before a meeting.
6. Submits all actions taken by the committee to the governing board or membership for approval and/or endorsement.
7. May be called upon by the President or governing board to make a final decision to resolve any disputes or disagreements.

#### **Nominations and Elections Committee:**

1. Is a policy governance committee because of its role in election of officers to the governing board.
2. Actively recruits potential candidates for board vacancies.
3. Receives all nominations and validates the eligibility of all candidates.
4. Notifies potential candidates of the position requirements upon nomination to the board and ensures their agreement to fulfill the requirements prior to inclusion on the ballot.
5. Calls for nominations for elected positions at the regional meetings, annual meeting, annual conference, and Fall publications of PSSCA newsletter. Establishes the nomination deadlines.
6. Prepares and submits a singular slate of nominations for elected positions for board approval prior to submission to the membership.
7. Provides for the ability of the membership to have a write-in candidate.
8. Collects potential candidates' pictures and newsletter information for balloting purposes.
9. Informs the membership of procedures for nominations and the available positions.
10. Submits a budget request annually to the treasurer for expenses of the committee to build into the annual budget.
11. If a write in candidate is elected, but deemed ineligible to assume office according to PSSCA Policies and Procedures and/or By-Laws, a special election between the remaining candidates will be held within 30 days of the determination of ineligibility.

## **OPERATIONS**

**Executive Director:** Shall have been a member of the association the two years prior to seeking the position, has 5 years of experience in a school counseling position, and served as a board or committee member of the association for at least two years. An annual review will be conducted by the PSSCA officers and a written report submitted to the governing board for approval. The Executive Director shall have voice, but no vote. The position will not be a paid staff position, but the board may authorize a stipend.

Responsibilities are to:

1. Carry out and complete all duties and responsibilities as directed by PSSCA by-laws, this booklet, or any other policies and procedures approved by the board or membership.
2. Manage the daily operations of the association.

3. Establish the regional meetings working in conjunction with the President, president elect, and SCDE.
4. In collaboration with the Communications Committee, coordinate all communications to the organization unless otherwise directed or accomplished by the President.
5. Approve operational procedures and functions of the association and its committees.
6. Brief the board on operational procedures including committee operations and seek board approval as appropriate.
7. Manage and approve the operational funds for the association. Work with the treasurer in accounting for the receipt and expenditure of these funds. Submit a budget request annually for the association's operations along with all budget requests of operational committees to the treasurer to build into the annual budget.
8. Develop a record keeping system for the association with records maintained in the most current and reasonable electronic format. Financial records will be maintained for a minimum of 10 years.
9. Establish operational working groups as needed to carry out the operations of the association. Working group chairs do not have a vote on the governing board.
10. Attend the ASCA Leadership Development Institute at least once for leadership training to assist with the association's operations with expenses being reimbursed as approved by the board. The Executive Director should attend at least one ASCA conference.
11. Past Executive Directors shall have voice, but no vote at all board meetings.

**OPERATIONAL STANDING COMMITTEES:** Shall be responsible for carrying out the operations of the association in accordance with the PSSCA by-laws, this booklet, and at the direction of the Executive Director. Minutes will be kept by each committee's recording secretary.

**By-Laws Committee:**

1. Reviews the Articles of Confederation, PSSCA by-laws, and this booklet to ensure they remain current and appropriate and in compliance with Robert's Rules of Order. When changes are needed, prepares and submits them to the board for approval prior to presenting to the membership. Will include justification or rationalization for the change.
2. Receives recommendations for revisions or amendments to the by-laws from the membership.
3. Drafts any resolutions on behalf of the board or membership and submits them to Executive Director to obtain board approval.
4. At the annual business meeting, the committee chair shall present any proposed by-law revisions or amendments to the membership for a final vote providing by-law requirements had been adhered to. The President will call for a vote for approval. The majority vote approves.
5. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Finance Committee:**

1. Develops the annual operating budget for the association and presents it to the governing board for approval.
2. Arranges the internal and external audits for the association at the direction of the board.
3. Recommends any financial operating procedures for the association and submits them to the Executive Director for approval.
4. Actively seeks out financial sponsors for the association. Develops ways to recognize significant financial contributors to the association. Maintains a written record of all donors and sends out acknowledgment and a thank you for funds received.
5. Develops fundraising plans and submits them to the Executive Director for approval. Once approved, implements these plans.
6. Seeks out and writes grants which support the mission of the association. Presents the proposed grant to the Executive Director for approval. Once received, administers the grant and maintains financial records and receipts to support expenditures. Provides a written report to the board on the status of the grant until completion.
7. Provides reports through the treasurer to the Executive Director and board on financial status and provides an annual report to the membership at the annual business meeting.
8. Develops recommended reimbursements rates for ASCA delegates and attendees for any other conference approved by the board to include food, lodging, meals, and any other travel expenses. Submits the proposal to Executive Director to present to the board for approval. Reviews these rates annually and makes recommended adjustments based on inflation or location.



9. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Membership Development Committee:**

1. Develops a membership application for the association.
2. Maintains membership components on the association's website.
3. Processes all new and renewal membership applications. Acknowledges all new members and welcomes them to the association.
4. Maintains a master membership listing and/or membership database and assigns membership numbers. Maintains the membership records for the association. Cross references ASCA and PSSCA memberships. After 5 years, may have the paper copies of the records transferred to disc or CD for more effective storage and maintenance.
5. Provides reports to the Executive Director and board on membership and provides a report at the annual business meeting on the membership status.
6. Recommends membership fees and submits the recommendation to the Executive Director and board for approval.
7. Validates membership status of individuals when in question.
8. Manages and develops membership recruitment strategies.
9. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Leadership and Program Development Committee:**

1. Working with the Communications Committee, provides updates to the membership on current research, data, innovations, legal issues, and other issues impacting school counselors. Stays abreast of the current ASCA national model and the South Carolina Comprehensive School Counseling Models.
2. Acts as an advocate for school counselors. Provides recommendations to include input from the membership on issues or concerns to district, state, and national levels about school counseling programs and needs. Encourages and provides supporting justifications to school districts to hire district school counselor coordinators for school districts that do not have this position. Proposals shall be submitted to the Executive Director for approval.
3. Actively recruits new, upcoming emerging leaders and assists in the development of these leaders.
4. Provides recommendations to the Nominations and Elections committee about potential candidates for elected positions.
5. Stays abreast and advises the board and membership on legislative issues impacting school counselors. Formulates legislative strategies for the association. Submits proposals to the Executive Director for approval.
6. Develops strategies for the association to communicate and coordinate with government officials that promote the mission of the association and address the concerns of its membership.
7. Sub-committees of the Leadership and Program Development Committee may include Alliances and Partnerships, Legislative Advocacy and Government Relations, Emerging Leaders, and Graduate Students.
8. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Communications Committee:**

1. Assists the President and Executive Director in communications with the membership.
2. Be knowledgeable about the use of copyrighted material when used in official communications.
3. Promotes and publicizes the association to include promotional resources such as posters, flyers, and brochures. Produces the association's newsletter at least quarterly. Submits a draft of all such promotions to the Executive Director for approval.
4. Manages the association's website and/or webpage.
5. Works with the President, Executive Director, and any other organization in the promotion of the regional meetings.
6. Prepares news releases about the association or accomplishments and honors of its members. Develops procedures for this process.
7. Stays abreast of current technology to enhance and improve the association's communications.
8. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Professional Development Committee:**

1. Researches and stays abreast of current school counseling professional development opportunities.
2. Organizes relevant professional development forums and events as appropriate
3. In coordination with the Communications Committee, advertises and promotes professional development opportunities for school counselors.
4. Recommends professional development topics and speakers to the Annual Conference Committee Chair.
5. Reviews and approves/disapproves all research requests submitted by PSSCA members in accordance with the criteria outlined in this document under Policies and Procedures. Consults the President and/or Executive Director with any concerns regarding specific research proposals.
6. Coordinates with the Annual Conference Committee, President, Executive Director, and other appropriate agencies regarding the award of professional development hours for PSSCA-sponsored or affiliated conferences and workshops.
7. Submits reports to the board and to the membership for the annual business meeting.
8. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.

**Annual Conference Committee:**

1. Shall be chaired by the immediate past president.
2. With board approval, the immediate past president may recommend that a person be appointed as an annual conference planner. This person may be provided a stipend set by the board. This person will coordinate with the immediate past president and Executive Director in planning the annual conference.
3. Plans conference locations at least two to five years in advance and submits site proposals and costs to the Executive Director to present to the board for approval.
4. The President, president-elect, immediate past president, Executive Director, treasurer, and secretary shall receive registration and rooms at no charge for the duration of the annual conference. All PSSCA Past presidents of the association will be provided free registration at the PSSCA annual conference. The President may assign other complimentary rooms necessary for the conference workers and keynote speaker.
5. Recruits governing board, committee, and association members to plan, organize and complete the annual conference. Handles all operations of the annual conference including pre- and post-conference.
6. Recruits workshop presenters and approves their proposals. Coordinates break-out sessions for elementary, middle, high school and counseling directors/coordinators. (Board members will be given priority consideration when submitting workshops for the annual conference. Revisions may be suggested to the board the board member.)
7. Recruits exhibitors and recommends exhibitors' fees for participation.
8. Recruits college graduates to participate and assist with the annual conference.
9. Work in collaboration with the Leadership and Program Development Committee or Professional Development Committee, awards professional development hours for attendance and workshops.
10. Arranges for any entertainment.
11. Provides for a system of evaluation and improvement.
12. Recommends the place, time, and date for the annual conference to the Executive Director to submit to the board for approval.
13. In collaboration with the Communications Committee, promotes the annual conference to the membership.
14. Submits a budget request annually to the Executive Director for expenses of the committee to submit to the treasurer to build into the annual budget.
15. Each year at the annual conference, up to 12 graduate student volunteers will be recruited who will receive a free 1 year PSSCA membership and conference registration in exchange for assisting with conference-related activities Thursday evening through Saturday business meeting.
16. Each year at the annual conference, a graduate student orientation meeting will be held, to include some sort of giveaway (estimated 50 items per year).
17. Each year at the annual conference, one dedicated content sessions will be held for graduate students to address topics such as job search and interviewing or navigating with your first year as a school counselor).

**Awards Committee:**

1. Develops and manages any annual awards or professional recognitions presented by the association at the annual conference.
2. The Awards Committee shall be responsible for the school counselors of the year and advocate of the year award process. The chair will be appointed by the Board President.
3. Coordinates with the Chair of the Annual Conference Committee to plan and execute the awards ceremony at the annual conference.
4. Researches and promotes any other opportunities for recognition of South Carolina's school counselors.
5. Submits a budget request annually to the Executive Director for expenses of the working group to submit to the treasurer to build into the annual budget.

## **POLICIES AND PROCEDURES**

### **Research Requests:**

1. Any PSSCA member may submit a request to post research surveys and results on the association's website and/or in the newsletter.
2. All research requests will be reviewed by the Professional Development Committee for approval using the following criteria:
  - a. Research proposal must be substantially related to the school counseling profession.
  - b. Research proposal/results cannot be for personal gain.
  - c. A copy of the Institutional Review Board (IRB) approval authorizing the research must be provided to the association.  
Exceptions to the policy must be approved by the governing board.
  - d. The research request and results must be professionally written using appropriate academic language.
3. The requesting member will not state or infer that PSSCA endorses the specific research proposal or results. A disclaimer to this effect will also be added to the website/newsletter.
4. The requesting member must provide the association and its members with access to the research results and/or present findings at the annual conference.

### **Elections:**

1. Any candidate for an office shall be a certified school counselor or counselor educator with the exception of retired counselors and appointed liaisons. Candidates have to meet the requirements of the by-laws and this booklet.
2. The membership shall elect the president-elect annually.
3. The membership shall elect the elementary vice-president and the secondary vice president on alternate years from the offices of middle vice-president and post-secondary vice-president.
4. An electronic ballot will be prepared once a single slate of candidates has been received from the Nominations and Elections Committee. The ballot will be sent out to the membership along with the candidate's' picture and bio. When the ballot is sent out, the membership shall be informed of the date that the electronic voting will be closed. Once closed, the results will be sent out to at least three past presidents to validate the results. Once validated, the results will be shared with the membership. The results must be released by April 30th or sooner annually.

### **ASCA Delegate Assembly, Leadership Development Institute, and Conference:**

1. The number of voting delegates to represent PSSCA is based on criteria established by ASCA.
2. PSSCA has two voting delegates who are the President and President-Elect who assumed their offices on July 1st. Any additional non-voting delegates will be approved by the governing board. The President shall appoint any replacement if a delegate is unable to attend.
3. PSSCA Delegates to LDI are President and President Elect. If one can not attend, the Executive Director will be the delegate and will attend. The delegates are part of the LDI attendees are PSSCA School Counselor of the Year and 2 board members chosen from applications received. The applications will be made available to all board members and are due the Sunday immediately following the annual conference. If more than two board members apply, an alternate will be named based on the rubric from the application review. the delegates will be selected by a committee made up of the Executive Director, President, President-Elect and SCOY. Priority will be given to individuals in leadership positions, especially the officers and executive committee members or board members who have never attended LDI. Any additional delegates will be approved by the governing board. The President shall appoint any replacement if a delegate is unable to attend.

4. LDI attendees will have ASCA registration, hotel and travel expenses reimbursed. Travel expenses are defined as plane fare, baggage fees, taxi or other transportation fees, and airport parking. Delegates will be reimbursed based on the reimbursement rates approved by the board. Should the attendee elect to take family member(s), their expenses will not be included in the reimbursement.
5. The State Department Liaison shall be a part of the PSSCA LDI delegation provided they are a PSSCA and ASCA member and that PSSCA pay as a delegate in instances when the State does not provide funding.
6. The association shall reimburse the delegates for ASCA delegate assembly and/or conference attendance using the same approved reimbursement rates. The board shall decide if any other person attending the ASCA delegate assembly and/or annual conference will be reimbursed for his/her expenses.
7. PSSCA may authorize at least two board members to attend the ASCA Leadership Development Institute annually. Priority will be given to individuals in leadership positions, especially the officers and Executive Committee members. ASCA often holds a break-out session for Executive Directors during the Leadership Development Institute as well; thus consideration should be given to sending the Executive Director to the conference for this purpose.
7. The delegates and any other person reimbursed by the association for attendance shall share the information received at the ASCA Delegate Assembly, Leadership Development Institute, ASCA Annual Conference, or any other conference with other PSSCA members through either a newsletter article or a conference presentation at the annual conference or regional meetings. Failure to present may constitute dismissal or request for reimbursement.

**Revised: July 2019**