

Maine School Counselor Association
Duties of Officers and Chairs

Draft revised 9/12/13

1. President

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Assist Past President with choosing school counselor and administrator of the year and selection process (at the annual business meeting)
- c. Preside at all meetings of the Governing Board, the Executive Board, and at the annual business meeting
- d. Appoint a Secretary, Treasurer, Student Representatives, and Committee Chairs
- e. Coordinate and direct political and legislative action
- f. Represent MESCA at meetings, conferences, and in the media
- g. Increase MESCA's visibility with other associations and organizations with similar goals and concerns
- h. Serve as liaison to ASCA and communicate ASCA priorities to the MESCA Board and MESCA members
- i. Attend professional development provided by ASCA to SCA presidents
- j. Provide a message for each edition of the MESCA newsletter and assist with production of additional state-specific content
- k. Assist in conference planning
- l. Present annual report (state of MESCA) to its members at the annual business meeting
- m. Assist in organizing and delivering the annual Leadership Development Institute and goal setting workshop for the Governing Board
- n. Maintain electronic versions of MESCA documents and transfer them to ASCA for electronic storage and to the incoming President-Elect at the end of term
- o. Perform other duties as may be directed by the Governing Board, action taken at the annual meeting, or the Bylaws

2. Past President

- p. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- q. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- r. Coordinate nominations for School Counselor of the Year and Administrator of the Year) and selection process
- s. Chair the nominations committee for new officers to be elected at the annual business meeting
- t. Coordinate graduate student scholarship process
- u. Serve as an advisor and mentor to the President
- v. Serve on a standing committee
- w. Serve as mentor to the conference chair to help answer questions about the process of the conference
- x. Assist in planning the annual Leadership Development Institute and goal setting workshop for the Governing Board
- y. Perform other duties as may be directed by the Governing Board, action taken at the annual meeting, or the Bylaws

3. President Elect

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Assist Past-President and President with choosing School Counselor of the Year and Administrator of the Year and selection process
- d. Serve as Chair or Co-Chair of the Conference Committee from July through the conference, and from the end of the conference until July, and act as mentor to the Conference Committee Chair (if there is one)
- e. Prepare for the presidential year, including attending professional development provided by ASCA for SCA president-elects
- f. In the absence of the president, assume the role of the president with all of its authority and responsibilities
- g. Assist the Past-President and President with planning the Leadership Development Institute and goal-setting workshop for the Governing Board
- h. Contribute information to MESCA newsletters
- i. Perform other duties as may be directed by the Governing Board, action taken at the annual meeting, or as stated in the MESCA bylaws

4. Vice-Presidents (Elementary, Middle, High School, and Post-Secondary)

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Promote membership and engagement of elementary/middle/high school counselors or graduate students in MESCA
- d. Represent the interests and concerns of elementary/middle/high school counselors or graduate students (as appropriate to position)
- e. Provide information for the newsletter
- f. Serve on at least one standing committee
- g. Disseminate relevant information to elementary/middle/high school counselors who are MESCA members or to graduate students
- h. Perform other duties as may be directed by the Governing Board, action taken at the annual meeting, or the Bylaws

5. Members-at-Large

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Serve as advocates to the general membership, with a specific focus on how the board's bylaws, policies, and procedures will affect members
- d. Serve on at least one standing committee
- e. By September of each year, recommend one member-at-large to be appointed as the Advocacy and Public Relations Chair.

6. Secretary

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Keep records of all meetings of the association and board
- d. Assist in recording the official correspondence of the association
- e. Serve on at least one standing committee
- f. Present minutes from previous annual business meeting to MESCA members at the annual conference
- g. Perform other duties as may be directed by the Governing Board, action taken at the annual meeting, or the Bylaws

7. Treasurer

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Review and validate monthly statements
- d. Regularly deposit revenues
- e. Send invoices to organizations upon receiving a request or a purchase order
- f. Send payments to organizations when invoices are received
- g. Maintain organization's financial records and submit annual tax paperwork
- h. Renew MESCA's status as an incorporation on an annual basis
- i. Submit monthly fiscal report to Governing Board
- j. Coordinate budget preparation and assist with long-range fiscal planning
- k. Present a complete fiscal report to the membership at the annual meeting
- l. Assist with budget issues for conference planning
- m. Perform other duties as may be directed by the Governing Board, bylaws, or action taken at the annual meeting

8. Communications Chair

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Oversee provision of content for the MESCA newsletter and maintain an archive of newsletters on the website
- d. Serve as chair of the Communications Committee
- e. Manage the MESCA website:
 - Review requests to post information; if information should be posted, determine optimal placement & categorization of information
 - Upload documents and images as necessary
 - Maintain updated list of board members on website
 - Maintain updated bylaws on website as well as archive of past bylaws
 - Work with Advertising Chair to post pertinent information for groups looking to advertise in newsletter and/or at conference
 - Work with Conference Chair to use website as a tool to promote conference and a place for conference-related information
 - Periodically review website to ensure that information is up-to-date
 - Maintain archive of board meeting minutes on members-only section of website
 - Maintain collection of resources (both from current school counselors as well as

- o outside organizations) on members-only section of website
- o Provide technical assistance to members who have issues accessing members-only section of website
- f. Manage email communication with members
 - a. Review requests to send emails to membership & send as appropriate
 - b. Receive updates from Membership Chair and use them to update mass email system
 - g. As necessary, assist with other projects that require communication with school counselors and/or MESCA members

9. Government Relations Chair

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Serve as co-chair of the Advocacy & Government Relations Committee
- d. Monitor state and federal legislation for issues having an impact on school counselors
- e. Update the Governing Board on legislation activity and recommend any action by the board and/or the MESCA membership
- f. Provide timely information for the MESCA newsletter
- g. Serve as a liaison to the ASCA Government Relations Committee (including monitoring of ASCA SCENE legislative group)

10. Student Representative

- a. Encourage student membership in MESCA
- b. Assist in conference planning and organizing student volunteers
- c. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- d. Assist with dissemination of relevant information to graduate students
- e. Perform other duties as may be directed by the Governing Board, action taken at the annual business meeting, or Bylaws

11. Advocacy and Public Relations Chair

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Serve as co-chair of the Advocacy & Government Relations Committee
- d. Provide professional development for members on self-advocacy
- e. Respond to school counselor-related public issues as they arise
- f. Maintain awareness of ASCA advocacy resources and direct others to them as needed

12. Conference Committee Chair

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Serve on the Professional Development Committee
- d. Oversee general planning and finances of the annual conference

- e. Delegate tasks to committee members (including but not limited to: appointing a vendor contact person, a volunteer contact person, a conference menu person, etc.)
- f. Seeks input from all committee members and works closely with the President, President-Elect, and Treasurer
- g. Serve as contact person for conference location (inquiries about quotes, locations, etc.) and report back to the committee

12. Membership Chair

- a. Promote K-12 comprehensive developmental school counseling programs throughout the State of Maine
- b. Attend monthly board meetings in Augusta and annual summer Leadership Development Institute
- c. Serve on the Membership & Outreach Committee
- d. At least four times annually, update the membership database:
- e. Send a welcome email to new members
- f. Send a “we miss you” email to lapsed members
- g. Email the Communications Chair to let him/her know when database updates have been made so that the email listserv can be updated
- h. Respond to membership-related inquiries from ME school counselors or others
- i. Send up-to-date copy of membership database to ASCA Communications personnel by the deadline for each newsletter
- j. Investigate (or delegate investigation of) any bounce-back emails from email blasts