

ROLE OF THE AWARDS COMMITTEE CHAIR

Role: The role of the Awards Committee Chair is to chair the committee on Association/Division awards.

Function: The functions of the Awards Committee Chair include:

1. To solicit nominations for all awards by writing an article in FOCUS and utilizing social media – such as facebook, twitter
2. To review award criteria and present changes to the NDCA Board
3. To be responsible for arrangements/plans and MC of the awards part of the annual conference – work with conference chair:
 - a. Order awards – Capitol Trophy, Bismarck
 - b. Menu
 - c. Program
 - d. Pictures
4. After conference, prepare a press release on Award recipients – send to Executive Director for newspaper distribution and also for the FOCUS
5. To submit a report before each board meeting (consent agenda).

ROLE OF THE DIVISIONAL DIRECTOR

Role: The role of the Divisional Director is to act as a liaison between the NDCA Governing Board and the members and leadership of the Division.

Function: The functions of the divisional Representative include:

1. To bring information from the divisional level to the NDCA Governing Board
2. To provide information from the NDCA Governing Board to the divisional membership and leadership
3. To serve on committees and assist with functions and activities of the board
4. To promote leadership on the NDCA Board within the division
5. To promote Counseling as a profession
6. Each division is to submit a report before each board meeting (consent agenda)
7. To attend all NDCA board meetings

ROLE OF THE ETHICS CHAIR

Role: The role of the Ethics Chair of the North Dakota Counseling Association is to be a resource to the association and to disseminate information.

Function: The functions of the Ethics Chair include:

1. To gather and maintain latest ethical information from the American Counseling Association
2. To write an article for each edition of the FOCUS (3 x's a year) on an ethical issue
3. To consider presenting a session at the annual conference
4. To be knowledgeable about what process to follow if someone files an ethical complaint
5. To submit a report before each board meeting (consent agenda)

ROLE OF THE EX OFFICIO MEMBER

The role of the Ex Officio member of the NDCA board is to serve as a liaison to the board from their representative agency/division and to communicate the actions of the NDCA board to the division/agency.

1. To submit a school/agency report before each board meeting
2. To share information from the division/agency with the NDCA board
3. To attend all board meetings

ROLE OF THE EXECUTIVE DIRECTOR

Role: The role of the Executive Director of the North Dakota Counseling Association is to handle the administrative functions of the association.

Function: The functions of the Executive Director include, but are not limited to:

1. To serve as secretary of the Association, take minutes at all meetings and to distribute the minutes to the appropriate people
2. To keep all records of the association; overseeing archiving of records older than 5 years with the Heritage Center, Bismarck
3. To send out membership renewal notices (2 x's a year) handle receipts, membership cards
4. To send divisions updated membership information
5. To handle all correspondence with the American Counseling Association and Midwest Region/ACA and others
6. To make deposits and keep the financial records of the association
7. To pay all bills, taxes, etc
8. To have the appropriate taxes filed and paid on time
9. To handle the daily transactions of the association
10. To send out the President's agenda and meeting notices to the board
11. To collect and remit all division dues
12. To pay Midwest Region/ACA dues
13. To pay American Counseling Association and Midwest Region/ACA Conference registrations

14. To provide a financial summary at each board meeting and meeting of the general membership
15. To contact exhibitors, advertisers and sponsors for the annual Midwinter Conference
16. To assist the Midwinter Conference chair with any details and/or information
17. To be the contact/liaison with the web master
18. To attend all board meetings

ROLE OF THE FOCUS EDITOR

Role: The role of the Editor of the FOCUS is to facilitate the publication of at least three issues of the newsletter per year.

Function: The functions of the FOCUS Editor include:

1. To collect articles for each edition
2. To type the articles, if necessary, to send to the designer
3. To proof the layout
4. To label and mail the newsletter to those members who desire a hard copy
5. To send the final copy of the newsletter to the webmaster to post on the web page
6. To email the NDCA Board that the FOCUS is posted on the web page

ROLE OF THE GRADUATE STUDENT REPRESENTATIVE

Role: The role of the Graduate Student Representative is to be a resource to the association and act as a liaison with the graduate schools and students of the region.

Function: The functions of the Graduate Student Representative include:

1. To assist the Scholarship Committee in promoting the Graduate Student Scholarships to all participating university programs
2. To promote NDCA activities to all graduate school programs
3. To promote volunteer activities at the NDCA and ACA Conferences
4. To write articles for the FOCUS
5. To assist with the Emerging Leader Social at the Midwinter Conference
6. To collaborate with divisional graduate student representatives
7. To attend all board meetings

ROLE OF THE LEGISLATIVE CHAIR

Role: The role of the Legislative Chair is to be a resource to the association and act as the liaison between the association members and what's happening at the state and national level that impacts counseling.

Function: The functions of the Legislative Chair include:

- 1.To be an active member of the American Counseling Association (ACA) and keep up to date on national legislation effecting counselors
- 2.To participate in ACA Legislative Conference Calls at the national level
- 3.To email the NDCA Board with ACA updates on legislative issues that can be dispersed to divisions/meetings
- 4.To track all ND legislation pertaining to or that might affect any division of NDCA
- 5.To email the NDCA Board with state legislative issues that can be dispersed to divisions/memberships
- 6.To provide information on NDCA to legislators when they arrive back each session (in the past this has been done with NDCA candy wrappers on candy bars). Needs to be approved by the head of each house prior to distribution (letter on file)
- 7.To chair the committee regarding any state legislative issue that NDCA wants to address or testify for/against
- 8.To write committee report prior to each board meeting regarding national and state legislative updates and what duties have been carried out since the previous board meeting.
- 9.To attend all NDCA board meetings.

ROLE OF THE PAST PRESIDENT

Role: The role of the Past President of the North Dakota Counseling Association is to be available as an advisor or consultant to the Association, the Officers and the Governing Board.

Function: The functions of the Past President include:

1. To fulfill the obligations and duties set forth in the NDCA Constitution, the Policies and Procedures, other duties customary to the office and as directed by the Governing Board
2. To serve as an officer of the Association
3. To participate in all Governing Board and Executive Committee meetings
4. To serve as chair of the Nominating Committee
5. To support the NDCA Strategic Plan
6. To serve as a mentor to the President, President-Elect and President-Elect-Elect
7. To facilitate the contact with the graduate counseling programs: NDSU, UND, MSUM, U of Mary and Northern State University

8. To conduct the annual performance review of the Executive Director before the summer board meeting
9. To chair a committee for the Strategic Plan/Work Plan
10. To attend all board meetings

ROLE OF THE PRESIDENT

Role: The role of the President of the North Dakota Counseling Association is to lead the Association toward fulfillment of the Strategic Plan and to further the mission of the Association

Function: The functions of the President include:

1. To fulfill the obligations and duties set forth in the NDCA Constitution, Policies and Procedures, other duties as customary to the office and as directed by the NDCA Governing Board
2. To preside at all meetings of the Association
3. To monitor the fiscal health of the Association
4. To chair and preside at the meetings of the Governing Board and Executive Committee
5. To delegate tasks to the Executive Director as directed by the Governing Board
6. To appoint members to vacancies on the NDCA Committees
7. To appoint task force members
8. To speak for the Association
9. To promote professional counseling to those outside of the Association
10. To represent the Association and/or delegate representation on liaison groups, coalitions and similar collaborative efforts
11. To facilitate the implementation of the NDCA Strategic Plan/Work Plan and chair a committee on a specific goal
12. To foster collaborative efforts between divisions and committees in achievement of the Strategic Plan/Work Plan
13. To communicate with the American Counseling Association and Midwest Region/ACA Leadership and staff to ensure an efficient and effective association
14. To ensure the continuity of the NDCA presidency by mentoring the President-Elect and President-Elect-Elect
15. To encourage and develop emerging leaders
16. To write an article for each issue of the FOCUS
17. To maintain dialogue with the Executive Director and make him/her aware of challenges and changes that must be addressed to move NDCA and the counseling profession forward
18. To respond promptly to all inquiries directed to him/her
19. To organize the Governing Board and Executive Committee meetings
20. In the event the President will be unavailable due to travel and commitments, he/she shall leave the authority for the leadership of the Association to the President-Elect, then the Past President or designee, for a specific length of time

21. The President will, in cooperation with the Executive Director, prepare the agenda for each meeting of the Governing Board, Executive Committee and Association
22. The President is responsible for the timely completion and filing of any appropriate grant applications

ROLE OF THE PRESIDENT-ELECT

Role: The role of the President-Elect of the North Dakota Counseling Association is to prepare for the role of President.

Function: The functions of the President-Elect include:

1. To fulfill the obligations and duties set forth in the NDCA Constitution, Policies and Procedures, other duties as customary to the office, and as directed by the Governing Board
2. To serve as an officer of the Association and a member of the Governing Board
3. To serve on NDCA Committees as directed by the Constitution and Governing Board
4. To participate in regional meetings of the American Counseling Association and the Midwest Region Branch, including the Leadership Development Institute
5. To represent NDCA at meetings at the request of the President
6. To foster collaborative efforts between and among committees achievement of the Strategic Plan goals
7. To serve in the absence of the president at meetings of the Governing Board
8. To communicate with NDCA leadership and staff to ensure an efficient and effective association
9. To ensure continuity of the NDCA Presidency by mentoring the President-Elect-Elect
10. To facilitate implementation of the NDCA Strategic Plan and Chair a Committee on a special goal
11. To monitor the fiscal health of the Association and to work with the executive Committee in planning for the upcoming year, including the yearly audit
12. To encourage and develop emerging leadership in NDCA
13. To plan the annual NDCA Conference including selection of potential keynote speakers
14. To serve as Chair of the Annual Conference
15. To report to the Board on training/conferences attended
16. To submit an article for the FOCUS on the conference

ROLE OF THE PRESIDENT-ELECT-ELECT

Role: The role of the President-Elect-Elect of the North Dakota Counseling Association is to be in the process of preparation to serve as President of the Association.

Function: The functions of the President-Elect-Elect include:

1. To fulfill the obligations and duties set forth in the NDCA Constitution, the Policies and Procedures, other duties customary to the office and as directed by the Governing Board
2. To become knowledgeable about fiscal details and governance actions over the recent years
3. To become knowledgeable about the NDCA Constitution, Policies and Procedures and other Association documents, as appropriate
4. To serve as chair of the Membership Committee; coordinate with division membership chairs
5. To provide an article, ad, etc for each issue of the FOCUS focusing on membership
6. To Chair a Committee for the Strategic Plan/Work Plan
7. To attend the ACA Conference, MWR, LDI
8. To assist in the planning of the annual conference
9. To attend all board meetings

ROLE OF THE SCHOLARSHIP COMMITTEE

Role: The role of the Scholarship Committee is to award the Graduate Student in Counseling Scholarship (s) to a worthy recipient.

Function: The functions of the Scholarship Committee include:

1. To maintain the scholarship criteria
2. To every fall - by October 1st - have scholarship information and applications to NDSU, UND, MSUM, and U of Mary graduate programs in counseling
3. To organize the committee to select the recipient(s)
4. To notify the Executive Director after the selection has been made, so a check can be cut
5. To announce the recipient(s) at our annual awards celebration during the conference
6. To prepare an article on the award recipient(s) for the FOCUS
7. To prepare a Press Release to announce the Scholarship recipients - and submit to ND daily newspapers
8. To submit a report before each board meeting (consent agenda)

