



Rhode Island School Counselor Association

Roles and Responsibilities Handbook

for

Board Members and Committee Chairpersons

GENERAL DUTIES AND RESPONSIBILITIES

All Governing Board Members

- Shall participate in the annual process of updating activities and meeting the current goals of RISCA.
- Shall vote on matters that come before the Board in an ethical and fiscally responsible manner.
- Assist in the orientation of new board members.

All Committee Chairpersons

- Shall submit a plan of action by July 1. This plan shall support the goals defined in RISCA's Strategic Plan. This plan shall include the proposed budget.
- Shall provide a progress report at a Governing Board meeting in December. One copy to be kept in the committee chair's notebook to be passed on to next year's chair.
- Shall submit, by the May Governing Board Meeting, an annual report to the President-Elect for inclusion in the Program Booklet. One copy will be kept in the Committee Chairperson's notebook to be passed on the next chairperson.
- Shall provide leadership and coordination for the committee.
- Shall communicate with all committee members as often as necessary, but at least once at the beginning of the year to share goals of the committee and again to provide an end of the year report.
- Assist in the orientation of new committee members

GOVERNING BOARD GROUND RULES and BASIC TENANTS OF POLICY GOVERNANCE

BOARD, COMMITTEE CHAIRPERSON & COMMITTEE MEMBERS CODE OF CONDUCT

- Treat each other with respect, courtesy, fairness and good faith
- Focus on the ends
- Stay open to input and new ideas; be willing to change your position
- Challenge assumptions and preconceived notions; encourage the expression of dissent at meetings
- Listen in order to understand
- Bring any disagreements to the meeting
- Be brief, no war stories; don't repeat
- Focus on what is right, not who is right
- Base decisions on parameters that include relevant data and the goals of the organization
- Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board
- Respect confidentiality of Board discussions until resulting decisions are formally adopted by the Board.
- Limit discussions of Board business to the Board Room

BOARD MEMBER & COMMITTEE CHAIRPERSON ROLES

- Speak with one vision one voice
- Ensure we do not lose focus of our mission – to support school counselors
- Give back to RISCA
- Help future generations of school counselors
- Provide direction to the Association & its leadership
- Bring issues from constituents
- Be knowledgeable about RISCA's bylaws, policies and board decisions and communicate, clarify and support them to the membership
- Support the continuous improvement of the Association
- Be prepared for meetings
- Advocate for the profession and the Association
- Identify and encourage future leaders

PRINCIPLES OF POLICY GOVERNANCE

- Allows the organization to reach for its fullest potential
- Is not revolutionary and does not necessitate radical changes. It is common sense and logical.
- Is not a rigid structure; it is a philosophy that organizations can use to function efficiently by finding the structure that best fits their own needs
- Policy governance clarifies roles by
 - allowing people to do what they do best
 - allowing people to do only what they can do
 - eliminating unnecessary activities
 - eliminating duplication of efforts
 - holding people responsible for fulfilling their responsibilities
- Gives greater control and ownership to the board and the membership
- Allows organizations to govern by policy, not personality
- The Board determines what will be accomplished, committees, appointed offices, volunteers and members are empowered to determine how the goal will be met

MAKING POLICY GOVERNANCE WORK

Remember to focus on the WHAT, not the HOW

- Is it the final goal or is it an objective towards the goal?
- Is it measurable?
- Is it in RISCA's control?
- Is it consistent with the mission/vision?

GOVERNANCE STYLE

The Board shall govern with an emphasis on

- Outward vision rather than internal preoccupation
- Encouragement of diversity of viewpoints
- Strategic leadership more than administrative detail
- Collective rather than individual decisions
- Future orientation rather than past or present
- Proactive rather than reactive
- Do not tolerate gossip, whining or complaining
- Instead of complaints, think of contribution or a solution
- If you don't like something, be ready to lead in promoting change
- When confronted with a challenge or issue, the bottom line is how you answer the following questions
 - What purpose does this serve?
 - What is the intended outcome or goal?
 - How will this help counselors?
 - How will this NOT hurt counselors?
- Stick with the big picture and delegate the "hows"

GOVERNING BOARD MEMBERS

Elected Officers

PRESIDENT

- Assume office on the first RISCA meeting in September.
- Shall preside at all Governing Board meetings and the RISCA Fall Workshop and Spring Conference.
- Shall prepare the President's column for publication in each Newsletter and letter for the website.
- Shall be in contact with Governing Board members and committee chairs concerning progress toward achievement of goals.
- Shall prepare an annual report to ASCA.
- Shall represent or approve a representative to attend meetings of other organizations.
- Shall perform such duties as are incidental to the office or as directed by the Governing Board.
- The President shall chair the Strategic Planning Committee.
- Shall review the Strategic Plan of RISCA annually and make recommendations concerning revisions to the Governing Board.
- Shall review the Governing Policies of ASCA annually, and determine whether the RISCA Strategic Plan is in alignment.
- Shall be responsible for sending to members of the Governing Board and Committee Chairpersons, at least 5 days in advance of the meeting, a notice of such meeting, a tentative agenda, a copy of the minutes from the previous board meeting and special reports requiring lengthy study.
- Shall mentor President Elect.
- Shall attend the ASCA Delegate Assembly.
- Shall attend ASCA Leadership Delegate Assembly.

PRESIDENT-ELECT

- Assume office on the first RISCA meeting in September.
- Shall, in the absence of the President, assume the role of President with all of its authority and responsibility.
- Attend RISCA monthly meetings.
- Shall be chair of the Spring Conference Committee. Tasks would include:
 - Firming up site and facilities arrangements.
 - Selecting a general theme for the conference.
 - Establishing a format.
 - Considering ideas for presentation.
 - Soliciting persons to carry out various responsibilities.
 - Establishing a plan for publicizing the event.
 - Providing a method for evaluation.
- Shall serve as a member of the Finance and Strategic Planning Committee.
- Shall appoint their committee chairs and provide directory information to the ASCA office in the spring of the year preceding their assumption of office.
- Shall mentor President Elect-elect.
- Shall attend the ASCA Delegate Assembly.
- Assume such other responsibilities as agreed upon by the President.

PRESIDENT ELECT-ELECT

- Assume office on the first RISCA meeting in September.
- Attend RISCA monthly meetings.
- Shall support the President and President Elect.
- Shall perform such duties as may be directed by the Governing Board.
- Assume such other responsibilities as agreed upon by the President.

IMMEDIATE PAST PRESIDENT

- Assume office on the first RISCA meeting in September.
- Attend RISCA monthly meetings.
- Shall perform such duties as may be directed by the Governing Board.
- Shall, upon request, serve as advisor to the President, Governing Board and committee chairs individually and collectively.
- Collaborate with Professional Development Chairperson and Committee on Fall Conference.
- Shall serve as Nominations & Elections Chairperson.
- May attend the ASCA Delegate Assembly, if the president or president-elect cannot attend.
- Assume such other responsibilities as agreed upon by the President.

LEVEL VICE-PRESIDENTS & LEVEL REPRESENTATIVES

- Assume office on the first RISCA meeting in September.
- Attend RISCA monthly meetings.
- Shall be responsible for generating interest and activities among the members of his/ her respective level.
- Shall write a regular column for the RISCA Newsletter.
- Bring concerns of the constituents from his/her respective level to the attention of the Board with recommendation for action.
- Shall serve on the Nominations and Elections Committee, along with the President-elect, Chairperson.
- Shall serve on the Conference Committee and insure that programs are offered for all levels. Shall be responsible for the programs offered at their level at the Fall Conference.
- Shall assist in running the Fall Conference. Tasks would include:
 - Facilities arrangements.
 - Selecting a general theme for the conference.
 - Establishing a format.
 - Considering ideas for presentation.
 - Soliciting persons to carry out various responsibilities.
 - Establishing a plan for publicizing the event.
 - Providing a method for evaluation.
- Shall provide input for the annual Spring Conference, with the assistance of the President-elect.
- Work with the Membership Committee Chairperson to generate new membership by proposing incentives or initiatives for new members.
- Assume such other responsibilities as agreed upon by the President.

Post-Secondary Representative and Vice President shall:

- Be a liaison between RISCA and RIAAO or other college or university organizations

Secondary Level Representative and Vice President shall:

- Represent RISCA at the Fall and Spring College Fairs

Middle Level Representative and Vice President shall:

- Present a workshop at the RI Middle Level Educators Conference

Elementary Representative and Vice President shall:

- Serve on the Awards Committee for Spring Conference

Appointed Officers

SECRETARY

- Assume office on the first RISCA meeting in September.
- Shall attend and record all meetings of the Governing Board
- Shall prepare and send minutes to the President within two weeks of each meeting attended.
- Shall maintain the official minutes. The Secretary's file should include a copy of each official report turned in by committee chairs. This record will be turned over to the RISCA president for archiving at SORICO (Southern RI Collaborative).
- Assume such other responsibilities as agreed upon by the President.

TREASURER

- Assume office on the first RISCA meeting in September.
- Attend RISCA monthly meetings.
- Shall serve as Chair of Finance Committee.
- Shall write checks to pay bill and reimburse expenses to Board members.
- Shall review and validate receipts and expenses.
- Shall complete and submit Financial Report monthly to Governing Board.
- Shall submit and report the annual budget to the Governing Board.
- Shall attend Governing Board meetings monthly.
- Shall be responsible to collect fall/spring conference fees.
- Shall be responsible to collect membership fees.
- Shall make deposits and keep a running balance in checkbook.
- Assume such other responsibilities as agreed upon by the President.

COMMITTEE CHAIRPERSONS

BY-LAWS & ETHICS CHAIRPERSON

- Attend RISCA monthly meetings.
- Shall serve as consultant to RISCA with regard to bylaws questions and revisions.
- Shall Chair the Bylaws Committee.
- Recruit Bylaws Committee members
- Review RISCA Bylaws according to a schedule established by the Governing Board.
- Perform such duties as may be directed by the Bylaws or the Governing Board.
- Shall provide copies of the Bylaws upon request to any RISCA member.
- Shall make arrangements with the Executive Director to provide copies of the Bylaws and the Procedural Handbook to new Governing Board members.
- Shall disseminate information, including current ASCA code of ethics, to the general membership.
- Shall answer inquiries to ethical issues.
- Assume such other responsibilities as agreed upon by the President.

COMMUNICATIONS CHAIRPERSON

- Attend RISCA monthly meetings.
- Shall publish three Newsletters times a year and special issues as necessary.
- Shall solicit news from Governing Board members.
- Shall decide format, style, content and layout of newsletter.
- Shall edit all copy received from contributors.
- Shall keep the website updated via the webmaster.
- Recruit Communications Committee members.
- Solicit advertising for the newsletter.
- Insure all bills are paid involved with publication of newsletter and posting of the website.
- Assume such other responsibilities as agreed upon by the President.

DATA MANAGEMENT AND RESEARCH CHAIRPERSON

The Research Chair promotes the understanding and use of data and action research by RISCA and RI school counselors to inform and demonstrate the effectiveness of their comprehensive school guidance and counseling programs

1. Attend RISCA monthly meetings.
2. Recruit Research Committee members and hold Research Committee meetings as needed to implement the RISCA research and data management goals.
3. Submit or solicit articles for each RISCA Newsletter.
4. Coordinate Research-oriented presentations for the RISCA Fall Conference and/or RISCA Spring Conference.
5. Promote partnerships between practicing school counselors and school counseling programs to collaborate on school counseling program research projects.
6. Keep apprised of school counseling research at the state and national level to develop, maintain and disseminate resources for training school counselors in data collection and action research.
7. Perform other tasks as assigned by the RISCA President.
8. Assume such other responsibilities as agreed upon by the President.

HISTORIAN CHAIRPERSON

- Attend RISCA monthly meetings.
- Recruit Historical Committee members.
- Shall record and prepare an annual summary of the history of the Association.
- Shall collect and maintain articles, pictures, programs, *RISCA Newsletters*.
- Shall be responsible for having pictures taken at RISCA functions.
- Shall be responsible for gathering information for preparing a packet of RISCA information using the Secretary's notebook (minutes and committee reports), IRS reports, the conference program booklet, information from the RISCA President and other relevant information of the year. This packet will be archived at SORICO.
- Assume such other responsibilities as agreed upon by the President.

MEMBERSHIP CHAIRPERSON

- Attend RISCA monthly meetings.
- Shall maintain the RISCA membership database on Excel and/or Access.
- Shall send out RISCA membership applications for renewal in August.
- Shall send out RISCA membership cards with some form of acknowledgment such as a “thank you” note or letter from the president.
- Shall send out notifications of lapsed memberships.
- Shall recruit new members.
- Shall report on current number of members at each governing board meeting.
- Shall attend fall and spring conferences to take new/renewing memberships, issue membership cards accordingly, and assist with registration.
- Shall provide current list of RISCA members for fall and spring conferences.
- Shall email current membership list to president and treasurer as required.
- Shall update membership application as necessary.
- Shall furnish membership applications (next fiscal year) for RISCA summer professional development opportunity. If attending summer institute, be available to take new/renewing membership applications.

Assume such other responsibilities as agreed upon by the President.

PARLIAMENTARIAN CHAIRPERSON

- Attend RISCA monthly meetings.
- Shall assist in maintaining the orderly procedure of business during governing board meetings in accordance with the RISCA Bylaws and *Robert's Rules of Order*.
- Shall be available to the president for advice on parliamentary procedure.
- Shall be available at the Annual Meeting to perform appropriate duties as determined by the president.
- Assume such other responsibilities as agreed upon by the President.

PUBLIC POLICY CHAIRPERSON

The public policy chairperson coordinates the public policy committee's initiatives as the political arm of RISCA. The public Policy Chairperson shall:

- Attend RISCA monthly meetings.
- Recruit Public Policy Committee members.
- Identify political issues influencing professional school counseling and RISCA.
- Develop a lobbying plan to affect the above-mentioned issues.
- Implement said plan.
- Submit public policy reports to RISCA Governing board.
- Write articles as appropriate for The Rhode Island School Counselor Association Newsletter.
- Provide evidentiary testimony to The Rhode Island Board of Regents for Elementary, Middle and Secondary Education to promote school counseling.
- Promote the *Rhode Island Framework for Comprehensive K-12 School Counseling Programs*.
- Organize and coordinate official recognition and acknowledgement from state legislators during National School Counselor Week.
- Attend the American School Counselor Association's annual Advocacy and Public Policy Institute.
- Assume such other responsibilities as agreed upon by the President.

PROFESSIONAL DEVELOPMENT CHAIRPERSON & COMMITTEE

- Attend RISCA monthly meetings.
- Recruit Professional Development Committee members.
- Collaborate with President–elect on Spring Conference.
- Collaborate with Past-President on Fall Conference.
- Organize the Summer Institute.
- Review conference and workshop evaluation forms to inform PD development.
- Develop and organize PD sessions as needed on current topics.
- Submit a plan by July 1 to Governing Board as part of RISCA’s Strategic Plan.
- Assume such other responsibilities as agreed upon by the President.

**NOMINATIONS AND ELECTIONS COMMITTEE
(PAST PRESIDENT, CHAIRPERSON)**

- Shall issue a call for nominations for the following year, in appropriate newsletters and secure suggestions for possible candidates with assistance of the level vice-presidents and representatives.
- Shall notify candidates of the no-campaign policy and other rules pertaining to elections.
- Shall organize the mailing of ballots.
- Shall report election results as soon as feasible after the ballots have been counted.

PUBLIC RELATIONS CHAIRPERSON

- Attend RISCA monthly meetings.
- Recruit Public Relations Committee members.
- Shall coordinate all public relations activities for the Association.
- Shall cooperate with RISCA leaders in developing public relations programs and materials.
- Shall develop public relations materials as appropriate.
- Shall keep informed about new techniques in the public relations field.
- Assume such other responsibilities as agreed upon by the President.

FINANCE COMMITTEE RESPONSIBILITIES

- Shall develop an initial operating budget for consideration, revision, and adoption by the Governing Board on an annual basis.
- Shall implement the operation of the budget by monitoring income and expenses.
- Shall update the business plan annually.
- Shall suggest financial policy statements and make fiscal recommendations to the Governing Board.
- See Financial Policy.

PROFESSIONAL RECOGNITION CHAIRPERSON

- Shall solicit nominations for the Counselor of the Year, Advocate of the Year and Legislature of the Year Award.
- Recruit Professional Recognition Committee members from previous award winners.
- Shall coordinate the annual awards ceremony at the Spring Conference.
- Shall set nomination deadlines, coordinate and organize dates for the Selection committee to meet to select winners.
- Shall order the appropriate certificates or plaques and present them at the annual Spring Conference.
- Shall submit names and pertinent data of award recipients for publication in the next issue of *The RISCA Newsletter* and forward information to the Public Relations Chairperson for publication in the recipient's local or regional newspaper.
- Assist in the submission of credentials of award recipients to ASCA for possible national recognition.
- Assume such other responsibilities as agreed upon by the President.

TECHNOLOGY CHAIRPERSON

- Attend RISCA monthly meetings.
- Recruit Technology Committee members.
- Shall provide technology resources for counselors.
- Shall coordinate workshops exploring new technology as needed.
- Shall maintain a list of useful resources and websites.
- Will communicate with other educational organizations, to provide counselors with up to-date information on the website.
- Assume such other responsibilities as agreed upon by the President.

PARTNERSHIPS IN THE COMMUNITY CHAIRPERSON

- Network Partnership connections in the community.
- Maintain a database of RISCA partnerships.
- Recruit Research Committee members.
- Assume such other responsibilities as agreed upon by the President.

GOVERNING BOARD & COMMITTEE CHAIRPERSON REPORT FORM
Due: December and May



Date:

Name of Office or Committee:

Name of person submitting report:

Report: (List items from strategic plan template for your committee or items from responsibilities of your office, and comment if plan has been completed or still in progress)

Item from Strategic Plan or Responsibilities of Office	Completed? (Date)	Still in progress?
1.		
2.		
3.		