

Executive Board Manual

GEORGIA SCHOOL COUNSELOR ASSOCIATION



Executive Board

Purpose

To conduct the business affairs of the Association within the parameters of the Bylaws, strategic plan, policies and decisions of the Membership Assembly.

Composition

Officers: President, President Elect, Immediate Past President, Secretary, Treasurer and Parliamentarian (non-voting)

Directors: Elementary Director, Middle Director, Secondary Director, Counselor Educator Director, Northern Director, Metro Director, Central Director and Southern Director

Ex officio, non-voting: Advocacy Chair(s), AMC Representative

A genuine leader is not a
searcher for consensus but a
molder of consensus.

MARTIN LUTHER KING JR.

Duties and Responsibilities of the Executive Board

The Executive Board is Responsible for governance; strategic planning and oversight of execution; resource allocation, policy setting and monitoring; conducting the business affairs of the Association within the Bylaws, ethical standards, policies and procedures adopted by the Membership Assembly; conducts an annual evaluation of all contracted services - in case of a vacancy, the Executive Board conducts the job search for a replacement; approves formation of professional alliances; sets regions; makes changes to governance structure as needed. This may include, but is not limited to:

1. Makes changes to dues structure, within parameters outlined in the Bylaws.
2. Certifies the inability of any officer to fulfill a term of office; and approves subsequent replacements.
3. Approves changes in GSCA policies, procedures and job descriptions.
4. Establishes and periodically reviews the geographical regions of the Association.
5. Determines Committee Chair/Liaison need on an annual basis, slots each position then approves the appointments to the incoming Leadership Team.
6. Approves recommendations for Honorary Membership in GSCA.
7. Approves the President's appointments to any official ASCA meetings, as per bylaws and policies.
8. Approves the proposed budget.
9. Determines to which organization(s) the property of the Association will be transferred in the event the Association is dissolved.
10. Removes from office any elected officer or member of the Executive Board, for cause, by a two-thirds majority of the Executive Board.
11. Conducts personnel matters in Executive Session under agreed upon confidential standards. Decisions made in executive session are reported in the minutes when the general session resumes.
12. Approves Position Statements.
13. The President Elect, President Elect-Elect and current President shall invite elected Directors to serve as an area Supervisor based on past experience/aptitude. Not all elected Directors also serve as Area Supervisors. Area Supervisors must be in place by LDI.

General Requirements of Executive Board Members

1. Officers: Represent the membership at large
2. Directors: Represent the view of members of the constituent demographic. Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations.
3. Attend the annual Leadership Development Institute (mandated for all Leadership Team positions.)
4. Adheres to GSCA Bylaws, ethical standards, and all policies and procedures.
5. Attend all scheduled Executive Board meetings. One unexcused absence (failure to attend the meeting without giving advance written notice or failure to attend the meeting for a non-excused reason, as determined by the President, President-Elect, and Parliamentarian) may result in removal from office. Two unexcused absences will result in removal from office, and two excused absence may result in removal from office.
6. Perform other duties as directed by the Executive Board and/or Membership Assembly.
7. Hold Professional or Retired Membership in GSCA (Officers & Directors Only).
8. Submit vouchers to the AMC for reimbursement of approved, budgeted expenses.
9. Submit one Beacon article and one article for The Counselor Connection during each membership year
10. Encourage submissions of Professional Recognition packets and participation in the GSCA leadership process

Requirements by Position: President

Purpose: To lead the Georgia School Counselor Association and serve as presiding officer of the Executive Board and Membership Assembly.

Duties and Responsibilities of The President

1. Convenes and presides at the meetings of the Executive Board and Membership Assembly.
2. Makes agenda for the Membership Assembly available to members prior to the meeting.
3. Provides procedures (including time limits) for presentation of new business to the Membership Assembly.
4. Oversees operations of all committees.
5. Maintains close contact and provides support to the Leadership Team.
6. Makes an annual report to the Membership Assembly.
7. Prepares the GSCA Annual Report to the ASCA Delegate Assembly.
8. Serves as the official spokesperson for GSCA.
9. Represents GSCA to other professional organizations.
10. Serves as GSCA's first voting delegate to the ASCA Delegate Assembly.
11. Appoints the delegates to the ASCA Delegate Assembly and makes other appointments to other official ASCA meetings in accordance with GSCA Bylaws and Policies and Procedures.
12. Attends the ASCA Leadership Development Institute.
13. Appoints replacements to elected and appointed positions when necessary.
14. Files current lists of committee chairs and committee members with the AMC.
15. Establishes committees as needed, according to Bylaws.
16. Writes regular column for each issue of the Beacon and Georgia ASCA Magazine.
17. Promotes all GSCA sponsored conferences and activities.
18. Signs all legal contracts and initiates/receives letters-of-intent on behalf of GSCA, with AMC review and Executive Board approval.
19. Maintains exemplary ethical and professional behavior as the official representative and spokesperson for GSCA.
20. Provides direction to the Association Management Company (AMC).
21. Serves on the Finance Committee.
22. Notifies the Professional Recognition Chair of any changes made by ASCA regarding Professional Recognition.
23. Notifies all leadership team members of motions passed by the Executive Board which may require action on their part or whose role may be impacted.
24. Receives recommendations for Bylaws changes from members and transmits those recommended changes to the Executive Board.
25. Requests Executive Board to assess current and future trends and needs and make recommendations.

Requirements by Position: President-Elect

Purpose: To assist the President and to perform specified duties to further the Association in reaching its goals; to gain experience and to prepare to lead the Association as President during the next year.

Duties and Responsibilities: The President Elect

1. In advance of the first meeting of the new Executive Board, typically held in the summer, submits a slate of individuals to serve in Conference Area Chair/Team positions for Executive Board approval.
2. Oversees Leadership Team volunteer process. Invites individuals to serve who have been slated by the Executive Board; submits a final Leadership Team to the Executive Board for approval.
3. Coordinates the efforts of the President Elect, President Elect-Elect and current President to invite elected Directors to serve as an area Supervisor based on past experience/aptitude. Not all elected Directors also serve as Area Supervisors. Area Supervisors must be in place by LDI.
4. Plans for and implements the annual LDI according to policies, procedures and planning documents.
5. Executes on Conference functions as outlined in planning documents.
6. Serves as the second voting GSCA delegate to the ASCA Delegate Assembly.
7. Manages volunteer process for leadership team members for his/her term as President.
8. Serves on the Finance Committee.
9. Writes articles for each issue of the Beacon.
10. Provides reports on membership status to Membership Assembly.

Requirements by Position: Immediate Past President

Purpose: To advise and assist the President and perform other duties as specified to further the goals of the Association.

Duties and Responsibilities: The Immediate Past President

1. Presides at Membership Assembly and other meetings in absence of the President.
2. In the event that the president is unable to fulfill his/her term, assumes the responsibility of the presidency until the Executive Board appoints a qualified person to fill the vacancy.
3. Advises and assists the President.
4. Installs new officers and Leadership Team at the Leadership Development Institute.
5. Serves as chair of the Nominations and Elections Committee and follows guidelines as outlined in the Nominations and Elections Procedures; informs potential officers of the qualifications and responsibilities for that office; verifies credentials of nominees.
 - a. Presents a program at the Annual Conference on "Becoming more involved in GSCA"
 - b. Promotes nomination of members for office through the Region Directors and Liaisons, Leadership Team, and articles in the Beacon.
 - c. Works with the Association Management Company (AMC) to verify eligibility of nominees for office based on the Nominations and Elections criteria.
 - d. Informs potential officers of qualifications and responsibilities of that office.
 - e. Solicits and submits a nominee for office if no nomination is received by the deadline.
 - f. Presents slate of nominees to membership in Beacon article prior to the Membership Assembly.
 - g. Oversees balloting according to Nominations and Election Procedures.
 - h. Notifies all candidates of election results prior to informing the membership through publication in the Beacon.
 - i. Notifies elected officers' principals and superintendents of election results.
 - j. Follows nominations and elections procedures as described in the "Policies and Procedures" section above.

Requirements by Position: Secretary

Purpose: To record minutes of all business proceedings of GSCA (Membership Assembly and Executive Board) and prepare written reports of such meetings.

Duties and Responsibilities: The Secretary

1. Updates the Summary of Major Motions following each meeting of the Executive Board and Membership Assembly.
2. Provides all Executive Board members and the AMC with an updated copy of the GSCA Summary of Major Motions at the end of the fiscal year.
3. Records minutes of all business meetings.
4. Prepares and provides copies of minutes of Executive Board and Membership Assembly meetings to all Executive Board members and the AMC within three weeks following the meeting.

Requirements by Position: Treasurer

Purpose: To monitor the financial affairs of GSCA, as directed in the GSCA Bylaws and Financial Policies and to prepare and submit reports on the financial status of the association as required and/or warranted.

Duties and Responsibilities: The Treasurer

1. Reviews monthly reports sent by the AMC.
2. Chairs the GSCA Finance Committee.
3. Leads the Finance Committee in an analysis of projected income and expenses for the next fiscal year in preparation for budget development.
4. Oversees the Finance Committee in the development of an annual budget for approval by the Executive Board and for presentation (only) to the Membership Assembly
5. Submits an (minimum) annual report (Treasurer's Report) of the association's financial status to the Executive Board and Membership Assembly. The report to the Executive Board should include any recommendations regarding fiscal policies.
6. Submits copies of reports from the accountant or AMC to the Executive Board and Finance Committee chair.
7. Oversees all business transactions, including those forwarded by the AMC, auditor and/or other sources.
8. Familiarizes self with GSCA Financial Policies and with the written guidelines regarding the role as found in other GSCA Manuals
9. Serves as Finance Committee Chair
 - a. Adheres to the Timeline as printed in the Financial Policies.
 - b. Keeps the AMC informed of all budget revisions as soon as they are approved. The AMC will inform the accountant, when appropriate.
 - c. Oversees the development of a proposed budget for the Association, according to the timeline in the Financial Policies.

Requirements by Position: Parliamentarian

Purpose: To advise the President regarding parliamentary procedures and Bylaws and to ensure that the Membership Assembly and Executive Board meetings are conducted according to the Association's Bylaws and Robert's Rules of Order.

Duties and Responsibilities: The Parliamentarian

1. Informs the membership, prior to the Membership Assembly, of the President's procedures, including time limits for members, regions and committees to present new business to the Membership Assembly.
2. Informs the membership about basic parliamentary procedures prior to and during the Membership Assembly.
3. Consults with officers, region and committee chairs, and members about parliamentary issues when requested to do so.
4. Becomes familiar with GSCA Bylaws and Robert's Rules of Order.
5. Attends all official meetings of the Executive Board and Membership Assembly and monitors them to ensure that they are conducted according to the Bylaws of the Association and Robert's Rules of Order.
6. Consults with the President about agenda items and possible parliamentary issues prior to each meeting of the Executive Board and Membership Assembly.
7. Publicizes any proposed changes in the Bylaws at least thirty (30) days prior to the vote by the membership.
8. Reviews GSCA Policies and Procedures to determine compatibility with Bylaws.
9. Familiarizes self and committee with GSCA bylaws.

Requirements by Position: Directors

Purpose: Represent the view of members of the constituent demographic. Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations

Representational Demographics:

1. Elementary Director: Elementary school counselors
2. Middle Director: Middle school counselors
3. Secondary Director: Secondary school counselors
4. Counselor Educator: Director Counselor educators
5. Northern Director: Dade, Walker, Catoosa, Whitfield, Murray, Chattooga, Floyd, Bartow, Polk, Haralson, Carroll, Gordon, Fannin, Union, Towns, Rabun, Gilmer, Lumpkin, White, Habersham, Pickens, Dawson, Hall, Banks, Stephens, Franklin, Jackson, Madison, Elbert, Clarke, Oconee, Oglethorpe, Wilkes, Lincoln, Barrow, Morgan, Greene, Taliaferro, Newton, Hart
6. Metro Director: Fulton, Dekalb, Gwinnett, Cobb, Clayton, Douglas, Fayette, Henry, Cherokee, Forsyth, Paulding, Rockdale
7. Central Director: Spalding, Butts, Heard, Coweta, Troup, Meriwether, Pike, Upson, Harris, Talbot, Taylor, Muscogee, Chattahoochee, Marion, Schley, Stewart, Webster, Quitman, Jasper, Putnam, Lamar, Monroe, Jones, Baldwin, Bibb, Twiggs, Wilkinson, Crawford, Peach, Houston, Macon, Dooly, Hancock, Warren, McDuffie, Columbia, Richmond, Glascock, Jefferson, Washington, Burke, Jenkins, Johnson, Laurens, Treutlen, Emanuel, Bleckley, Pulaski, Dodge, Wheeler, Montgomery, Toombs, Screven, Candler, Bulloch, Effingham, Evans, Tattnall
8. Southern Director: Sumter, Randolph, Terrell, Lee, Crisp, Turner, Worth, Dougherty, Calhoun, Clay, Tift, Early, Baker, Mitchell, Colquitt, Miller, Seminole, Decatur, Grady, Thomas, Ben Hill, Irwin, Coffee, Bacon, Pierce, Atkinson, Berrien, Cook, Lowndes, Echols, Clinch, Charlton, Brantley, Brooks, Lanier, Ware, Wilcox, Telfair, Jeff Davis, Appling, Bryan, Chatham, Long, Liberty, McIntosh, Wayne, Glynn, Camden

Area Supervisors: Some Directors also serve in a dual role responsible for supervision (not execution) of a direct functional area of operations.

1. Professional Advancement Supervisor: Provides direct oversight/management to Chairs in the Professional Advancement Area; reports on Area activities to the Executive Board
2. Publications Supervisor: Provides direct oversight/management to Editors in the Publications Area; reports on Area activities to the Executive Board
3. Recruitment & Sustainability Supervisor: Provides direct oversight/management to Membership Section Liaisons; reports on Area activities to the Executive Board
4. Region Outreach Supervisor: Provides direct oversight/management to Region Liaisons; reports on Area activities to the Executive Board

The Directors representing the four geographical areas of the state (northern, Metro, Central, and Southern) shall participate in the Professional Recognition process

1. Work with Region Liaisons to solicit GSCA School Counselor of the Year applications.
2. Work with Professional Recognition Chair(s) to select up to four semi-finalists from his/her geographical area.
3. Notify districts and principals of semi-finalists in his/her area.