



NYSSCA Board Member Expectations

The NYSSCA Executive Board meets on four occasions during the year in Albany and all members are expected to attend these meetings and provide any information as necessary regarding their particular area of representation. The Board meets in Albany, generally, in February, June, August, & October. We also meet at our annual meeting at the site of Annual Conference each November. In addition, a Leadership Development Institute is conducted each year on the day before the August meeting to orient new leaders and to set organizational goals for the year.

NYSSCA reimburses Board Members for travel, hotel and meal expenses per our financial policies for our quarterly board meetings.

Elected Officers are also expected to attend monthly video (or phone) conferences with our leadership and colleagues holding similar offices in the association.

Following are NYSSCA's Elected Officers job Descriptions

President

The President ensures the integrity and fulfillment of the Board's process and represents the Association to outside parties. Specific responsibilities of the President include the following:

- Shall serve as the Chief Executive Officer and as the presiding officer of the Governing Board.
- Preside at all meetings of the Governing Board and the Annual Membership Meeting.
- Perform duties as directed by the Bylaws, Annual Membership Meeting and Governing Board in accordance with NYSSCA's Strategic Plan.
- The President shall make all standing and temporary committee appointments except as provided for in these by-laws, serve as an ex-officio member of all committees and perform all other duties of the office
- Must be a member of the American School Counselor Association in good standing.
- Serve as official liaison with the American School Counselor Association, submitting all reports, grant, and award applications on NYSSCA's behalf.
- Coordinate with the other officers to represent NYSSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- Submit Leadership Reports to the Governing Board.
- Contribute to the annual report submitted to the Annual Membership Meeting.

- Write articles for each issue of *The NYSSCA News* and other publications as requested.
- Promote the *New York State Comprehensive School Counseling Program*
- Plan additional professional development activities to be offered as Past-president
- Coordinate the agenda and the working papers for the Annual Membership Meeting and Governing Board meetings.

President Elect

The President-Elect fulfills the President's obligations in the President's absence and prepares to assume the office of President. Specific responsibilities of the President-Elect include the following:

- In the absence of the President, assume the role of the President with all of its authority and responsibility
- Prepare for Presidential year.
- Perform such duties as may be directed by the Bylaws, Annual Membership Meeting and the Governing Board in accordance with NYSSCA's Strategic Plan.
- Coordinate with other officers to represent NYSSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- Submit Leadership Reports to the Governing Board.
- Contribute to the annual report submitted to the Annual Membership Meeting.
- Promote the *New York State Comprehensive School Counseling Program*
- Must be a member of the American School Counselor Association in good standing.
- Shall coordinate the activities of any NYSSCA division conferences, assisted by the conference committee.
- The President-elect, in conjunction with the Treasurer, will develop a budget for the upcoming fiscal year
- Becomes President of the NYSSCA one year after the commencement of the term of office as President-Elect, or upon the death, incapacitation or resignation of the President.

President Elect-Elect

The President-Elect-Elect fulfills the President-Elect's obligations in the President-Elect's absence and prepares to assume the office of President-Elect. Specific responsibilities of the President-Elect-Elect include the following:

- In the absence of the President-Elect, assume the role of the President-Elect with all of its authority and responsibility
- Prepare for Presidential year.
- Perform such duties as may be directed by the Bylaws, Annual Membership Meeting and the Governing Board in accordance with NYSSCA's Strategic Plan.
- Coordinate with other officers to represent NYSSCA at meetings and conferences of other organizations and with media at the national, state, and local levels
- Submit Leadership Reports to the Governing Board
- Contribute to the annual report submitted to the Annual Membership Meeting.

- Promote the *New York State Comprehensive School Counseling Program*
- Must be a member of the American School Counselor Association in good standing.
- The President-Elect-Elect shall work with the President and President-Elect in planning and implementation of the annual conference
- Is a member of the Financial Committee and meets quarterly with the committee to review the financial records to ensure that transactions are in compliance with Association policies and applicable laws and regulations.
- Becomes President-Elect of the NYSSCA one year after the commencement of the term of office as President-Elect-Elect, or upon the death, incapacitation or resignation of the President.

Level Vice Presidents

Level Vice Presidents shall be elected for two-year terms to represent professional school counselors in Elementary, Middle/Junior High, Secondary, Directors of Guidance and Counseling, Counselor Educator settings. Specific responsibilities include:

- Perform duties as directed by the Bylaws, Annual Membership Meeting or Governing Board in accordance with NYSSCA's Strategic Plan.
- Represent the interests, needs, and concerns of school counselors in respective work level settings.
- Generate interest in activities within respective work level settings.
- Coordinate with other officers to represent NYSSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- Submit Leadership Reports to the Governing Board.
- Contribute to the annual report submitted to the Annual Membership Meeting.
- Write articles as appropriate for *The NYSSCA News* and other publications.
- Facilitate level-sharing sessions at annual conference.
- Promote the *New York State Comprehensive School Counseling Program*
- The Vice President/s shall be responsible for professional improvement activities as represented by their areas.
- Vice-Presidents shall serve two (2) year terms
- Vice-Presidents shall represent the members of their level to the NYSSCA Governing Board and communicate with them as appropriate.

Regional Governors

Regional Governors shall be elected for three-year terms to represent professional school counselors in NYSSCA's ten (10) regions. Specific responsibilities of Regional Governors include the following:

- Perform such duties as may be directed by the Bylaws, Annual Membership Meeting, or Governing Board in accordance with NYSSCA's Strategic Plan.
- Act as special liaisons to the local counseling associations within his/her region, keeping the association presidents informed of Governing Board actions and other issues.

- Coordinate with other officers to represent NYSSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
- Represent the interests, needs, and concerns of the respective region, soliciting input from members within their regions.
- Communicate the policy and concerns of NYSSCA to the region's counselors.
- Provide NYSSCA visibility and increase NYSSCA membership.
- Promote NYSSCA and the role of professional school counselors to graduate programs within the region.
- Organize, promote, and support professional development activities at least once a year within the region.
- Submit Leadership Reports to the Governing Board.
- Contribute to the annual report submitted to the Annual Membership Meeting.
- Write articles as appropriate for *The NYSSCA News* and other publications.
- Promote the *New York State Comprehensive School Counseling Program*.
- Regional Governors shall serve three (3) year terms
- Regional Governors shall represent the members of their Region to the NYSSCA Governing Board and communicate with them as appropriate.