

**LOUISIANA SCHOOL COUNSELOR ASSOCIATION
POLICY AND PROCEDURE GUIDELINES**

I. ALL BOARD MEMBERS

- * Provide goals and a plan of action in writing for and during the first Executive Board meeting of the year
- * Submit progress reports in writing for each Executive Board meeting for inclusion in the Association's permanent records
- * Maintain a notebook or file of the year's activities to pass on to the next officer/chairperson and to report at the Annual Meeting of the Membership
- * Attend all the Executive Board meetings and other meetings which may be called for members of committees
- * Encourage and assist all Board members in recruiting new members
- * Submit articles for the CAJUN COUNSELOR, the official newsletter of LSCA.

II. AWARDS CHAIR

- * Solicit nominations for each category of LSCA Award (Counselors: Elementary, Middle/Junior, Secondary, Multi- Level, Post-Secondary; also, Advocacy; Administrator/Supervisor; Legislator; Writing; Membership)
- * Screen, with the assistance of a committee, materials submitted for each candidate to determine eligibility
- * Place a purchase order for the awards/plaques and make the presentations during the LSCA luncheon at the annual LCA Conference
- * Submit promotional articles for CAJUN COUNSELOR and final article on award winners
- * Send a copy of the article, or a letter, to the winners' immediate supervisors and superintendents.

III. AUDIT COMMITTEE CHAIR

Refer to BY-LAWS

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IV. PROGRAM CHAIR (PRESIDENT-ELECT)

- * Coordinate the LSCA Awards Luncheon as agreed upon with LSCA president and the LCA Conference committee
- * Appoint subcommittees to assist with planning the luncheon: theme, decorations, program, written agenda, special guests/speaker, publicity, etc.
- * Serve as master/mistress of ceremonies at LSCA's Annual Awards Luncheon.
- * Submit an article for CAJUN COUNSELOR reporting highlights of the event.

V. COUNSELOR ETHICS/PROFESSIONAL STANDARDS CHAIR

- * Keep informed on issues involving school counseling and counselors in the area of ethics and professional standards
- * Advise the Board of any current situations needing action

- * Write an article for CAJUN COUNSELOR informing members of the Code of Ethics for professional school counselors
- * Serve in a leadership/resource role to legislative and public relations committees.

VI. FINANCE CHAIR (PRESIDENT)

Refer to BY-LAWS

VII. LEGISLATIVE/GOVERNMENT RELATIONS CHAIR

- * Represent LSCA on the LCA Legislative Relations Committee
- * Communicate to LSCA Executive Board and members the need for legislative involvement
- * Critique federal and state bills which influence school counseling
- * Provide a legislative/government relations report for the Executive Board meetings, annual meeting of the membership and articles for publication in CAJUN COUNSELOR
- * Arrange and/or encourage members to meet with Legislators

VIII. STRATEGIC/LONG RANGE PLANNING CHAIR (PRESIDENT-ELECT-ELECT)

- * Evaluate LSCA's Strategic Plan as to pertinence of concern to counseling and guidance
- * Submit recommendations for revisions and/or additions to the LSCA Strategic Plan for consideration and action at the final Executive Board meeting of the year
- * Disseminate the adopted LSCA Strategic Plan to the Executive Board members and submit for publication in CAJUN COUNSELOR.

IX. MEMBERSHIP CHAIR (COMMITTEE SHALL CONSIST OF THE FOUR VICE-PRESIDENTS, PLUS OTHERS)

- * Assist Board members in encouraging professional school counselors to join LSCA
- * Organize and implement methods to maintain and recruit members
- * Provide local associations with ideas for increasing membership (sample letters, membership brochures, etc.)
- * Communicate with LCA Executive Secretary regarding inactive or lapsed LSCA memberships and contact those by letter who failed to renew membership
- * Inform and assist parish or local associations in regard to chartered affiliation with LSCA
- * Promote student membership and participation in LSCA
- * Request from LCA Executive Secretary the statistical membership increases by parish/local and notify LSCA Awards Chair of Membership Award winner.

X. NOMINATIONS AND ELECTIONS CHAIR (PAST PRESIDENT)

- * Announce the nominations and elections process in the Spring issue of CAJUN COUNSELOR
- * Seek with the assistance of a committee "appropriate and eligible" candidates (i.e. LSCA BY-LAWS: "school counselor or supervisor of school counselors")
- * Publish the nominees for offices in the Fall issue of CAJUN COUNSELOR with directions for voting by mail
- * Set up display and conduct on-site balloting at the LCA Annual Conference
- * Communicate with LSCA President and all candidates immediately after winners are determined; this is followed by letter of verification of the election and appreciation for

participation to all candidates.

XI. **PUBLICATIONS/NEWSLETTER EDITOR**

- * Submit to the in-coming president an approximate, anticipated cost of production and coordination for publishing the CAJUN COUNSELOR (The Executive Board will determine the number of issues)
- * Disseminate CAJUN COUNSELOR, the official newsletter of LSCA, in a timely and professional manner
- * Place a request for mailing labels at least 10 days in advance of mail out of CAJUN COUNSELOR, following LSCA president's authorization to the LCA Executive Secretary
- * Submit an Expense Voucher form with receipts to LSCA President for reimbursement/payment.

XII. **PUBLIC RELATIONS/ADVOCACY CHAIR**

- * Coordinate all public relations activities for the Association (National School Counseling Week, etc.)
- * Encourage counselors to develop effective public relations and advocacy programs (distribute materials and ideas via CAJUN COUNSELOR and in workshops, etc.)
- * Keep informed about techniques in the public relations and advocacy field making suggestions to the Executive Board for their approval and use.
- * Act as spokesperson to introduce LSCA to local/state education agencies, counselor education and administrative classes at colleges and universities, and to legislators.

XII. **TECHNOLOGY**

NOT A COMMITTEE IN BY-LAWS

PROFESSIONAL DEVELOPMENT CHAIR (PRESIDENT-ELECT)

- * Initiate and coordinate appropriate professional activities for targeted areas of Louisiana as agreed upon by the Board***
 - * Plan and display a collection of items representative of LSCA and Louisiana as required for the ASCA Leadership Institute/Delegate Assembly***
 - * Fulfill other directives for the ASCA Delegate Assembly (e.g. tee shirts for exchange, gifts for local charity)***
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XV. **DUTIES OF OFFICERS**

A. **PRESIDENT**

- * Appoint from the Professional membership a candidate to serve whatever may remain of an unexpired term of office, elected or appointed position, if not otherwise addressed in the BY-LAWS

- * Notify LCA Executive Secretary of the person authorized to request mailing labels for CAJUN COUNSELOR
- * Serve on the LCA Executive Board and fulfill the requirements of a Division President (attend Board meetings, write articles for LANGIAPPE, and be willing to accept committee appointments)
- * Fulfill duties of ASCA State Branch President (attend LDI, Delegate Assembly, write articles for ASCA COUNSELOR, submit annual reports)
- * Refer to BY-LAWS

B. PRESIDENT-ELECT

- * Refer to BY-LAWS

C. PRESIDENT-ELECT-ELECT

- * Refer to BY-LAWS

D. IMMEDIATE PAST PRESIDENT

- * Refer to BY-LAWS

E. VICE-PRESIDENTS (4)

- * Refer to BY-LAWS

F. SECRETARY

- * Refer to BY-LAWS

G. TREASURER

- * Refer to BY-LAWS

H. PARLIAMENTARIAN

- * Refer to BY-LAWS