



# Standing Committees

Committee	Description
<b>Audit/Finance</b>	Develop an initial operating budget for consideration, revision, and adoption by the Governing Board; implement the operation of the budget by monitoring income and expenditures, communicate with the LCA Governing Board on fiscal matters that involve LSCA; suggest financial policy statements and make fiscal recommendations to the Governing Board. To review the financial status of the association twice per year and give a written report at the end of the fiscal year.
<b>Awards</b>	Recommended to the Governing Board the criteria for awards, solicit nominations for the awards, select winners, present awards at the annual luncheon, and publicize names of the winners.
<b>Bylaws</b>	To review the Bylaws of this association annually and make recommendations to the Governing Board concerning any revisions.
<b>Counselor Ethics and Professional Standards</b>	Review the ethics and professional standards of this association annually and report deviations, and assist the membership in understanding the association's Code of Ethics.
<b>Government Relations</b>	Represent LSCA on the LCA Legislative Relations Committee, communicate to LSCA Governing 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 Governing Board meetings, annual meeting of the membership and arrange and/or encourage members to meet with legislators.
<b>Membership</b>	Organize and implement methods and techniques to increase the membership of this association by such legitimate means as the committee deems proper. This committee shall consist of the four Vice-Presidents, plus others.
<b>Nomination and Elections</b>	Select from the professional membership, candidates for each elected office and submit to the President a list of certified candidates. They shall prepare, send and count ballots then submit a written report submitted to the President who will report the election results to the Governing Board for acceptance and to the membership.



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<b>Professional Development</b>	Plan and coordinate professional development activities including the LSCA Summer Institute, and any other workshops or trainings as needed for LSCA members.
<b>Program</b>	Coordinate all LSCA activities and programs including the LSCA track at the annual conference of the Louisiana Counseling Association, the annual business meeting, and all other LSCA activities associated with the LCA annual conference. These tasks will be completed with the LCA conference chairman and committees.
<b>Publications</b>	Oversee and coordinate all publications of this association with the approval of the Governing Board.
<b>Public Relations and Advocacy</b>	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 the newsletter and in workshops, etc.), keep informed about techniques in the public relations and advocacy field making suggestions to the Governing 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.
<b>Social Media</b>	Will maintain and update all LSCA Social Media sites including Twitter, Facebook, and other forms of Social Media.
<b>Strategic/Long-term Planning</b>	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 Governing Board meeting of the year, disseminate the adopted LSCA Strategic Plan to the Governing Board members
<b>Technology</b>	Will maintain and update the LSCA website, maintain a list of useful resources and websites, provide technology resources and provide technology workshops as needed to LSCA members.