



Policy and Procedural Manual

Updated December 21, 2015

Vermont School Counselor Association

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Vermont School Counselor Association

Introduction

This handbook is designed to aid a person accepting an office or a committee in the Vermont School Counselor Association (VTSCA). This handbook is a continuing cooperative project involving past and present officers, committee chairpersons, and the American School Counselor Association (ASCA). It is organized to answer questions such as:

- What are my responsibilities now that I have accepted a position?
- What are the duties of this position?
- Who can I contact to assist me in fulfilling my responsibilities?
- What are the lines of communication within this organization?
- What are the goals of the Vermont School Counselor Association?

Goals of the Association Shall Be:

The purpose of the Vermont School Counselor Association is to support the educational mission of the school counseling profession and to support school counselors in the educational school setting by:

1. Maintaining an organizational structure and administrative function
2. Using electronic technology to enhance the delivery and maintenance of the organizational structure and administrative function
3. Developing and maintaining a system of membership management
4. Fostering professional relationships among licensed school counselors within the state of Vermont
5. Fostering and maintaining relationships among licensed school counselors within the North Atlantic Region and state associations
6. Promoting collaborations between licensed school counselors and community partners to benefit the school counseling profession which will provide opportunities for school counselors to improve outcomes for their school communities
7. Providing and supporting professional development opportunities
8. Promoting ASCA professional and ethical standards that articulating the code of conduct for licensed school counselors
9. Publishing, disseminating, and referencing information relative to the profession of school counseling
10. Providing recognition of school counselors
11. Providing and promoting leadership and advocacy at the local, state and national levels

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DUTIES AND RESPONSIBILITIES OF OFFICERS

VTSCA EXECUTIVE BOARD

The Executive Board shall consist of the President, Past President, President Elect, Secretary, Treasurer and the Chairs of the Standing Committees. The Executive Board is the highest legislative body of the Vermont School Counselor Association and its functions shall be:

- To be responsive to the needs of school counselors throughout the state of Vermont.
- To initiate action and formulate operational policies to govern the Association
- To develop an initial operating budget for consideration, revision and eventual adoption by the VTSCA Board at the spring meeting.
- To implement the operation of the budget by monitoring income and expenditures.
- To act on the reports of the officers and committee chairs
- To adopt and amend the bylaws for presentation to the membership
- To exercise such other powers and functions as may be necessary or desirable to carry out the business of the Association, not in conflict with the by-laws.
- To establish broad, long-term professional directions for the Association.

All officers' duties shall include:

- Assuming office on the first of July until June 30th of the following year
- Attending all Board Meetings
- Serving as a member of the VTSCA executive committee
- Performing such duties as may be directed by the Executive Board
- Maintaining a file of activities to be passed on to the next officer
- Assuming such other responsibilities as agreed upon by the President
- Mentoring incoming officer

President

The President shall be the chief executive of the Association and shall serve as the chairperson of the Executive Board and preside at general meetings of the Association. The duties of the President shall include:

- Appoint committee chairpersons as necessary.
- Be aware of all of the activities of all VTSCA committees.
- Be in contact with Executive Board members and committee chairs concerning progress toward achievement of goals.
- Prepare the President's column for publication in each ASCA Magazine Newsletter.
- Be responsible for sending to members of the Executive Board and Committee Chairpersons, at least 5 days in advance of the meeting, a notice of such meeting, a tentative agenda and special reports requiring lengthy study.
- Prepare and submit reports to ASCA as requested including the annual report.

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- Perform such duties as are incidental to the office or as directed by the Executive Board.
- Review the Strategic Plan of VTSCA annually and make recommendations concerning revisions to the Executive Board.
- Review the Governing Policies of VTSCA annually, and determine whether the VTSCA Strategic Plan is in alignment.
- Attend ASCA Leadership Development Institute.
- Attend the ASCA Delegate Assembly.

President Elect duties shall include:

- In the absence of the President, assume the role of the President with all of its authority and responsibility.
- Serve as the Co-Chair of the Conference Committee
- Attend the ASCA Leadership Development Institute.
- Attend the ASCA Delegate Assembly.

President Elect-Elect duties shall include:

- Support the President and President Elect
- Serve as the Co-Chair of the Conference Committee

Past-President duties shall include:

- Upon request, serve as advisor to the President, Governing Board and committee chairs individually and collectively.
- Collaborate with Professional Development Chairperson and Conference Committee on Annual Conference.
- May attend the ASCA Delegate Assembly, if the president or president-elect cannot attend.

Secretary duties shall include:

- Record and maintain minutes at all Board meetings.
- Post meeting minutes in Google Drive Board Meeting folder within 7 days of meeting conclusion.
- Arrange for acting secretary in his/her absence.

Treasurer duties shall include:

- Serve as the Treasurer at a minimum two years.
- Serve as Chair of the Finance Committee.
- Write checks to pay bills
- Review all reimbursement requests and write checks to Board members.
 - Review and validate receipts and expenses.

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- Assist in preparation of the budget.
- Monitor the budget and ensure the Board's financial policies are being followed.
- Prepare and submit quarterly financial reports to the Executive Board.
- Collect membership and conference fees and enter information into Wild Apricot database.
 - Forward all payments to the bookkeeper.
- Maintain all bank accounts.
- Oversee financial transactions.
- Supervise the bookkeeper.
- Treasurer's signature should appear on all checks of the organization.
- Treasurer-elect will be identified 1 year prior.

- **Monthly responsibilities**
 - Review all bank statements and send to the bookkeeper to balance and reconcile all accounts.
 - Review and pay all submitted bills and/or reimbursements. All submitted reimbursements must have original receipts. Whenever possible, expenditures should be made using VTSCA check or debit card to minimize the need for reimbursement.
 - Submit ongoing details of all expenditures to the bookkeeper for data entry into QuickBooks, via spreadsheet.
 - Keep monthly account balances, income, and expenditure on summary report.
 - Review monthly income and expenditures against yearly budget using QuickBooks report. Report these balances at each board meeting.

- **Yearly responsibilities**
 - Submit bi-annual NON PROFIT CORPORATION BIENNIAL REPORT to Vermont Secretary of State.
 - File all required annual federal and state tax reports.
 - Submit the annual financial report at the VTSCA annual fall conference.

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DUTIES AND RESPONSIBILITIES OF CHAIRPERSONS AND STANDING COMMITTEES

Committee Chairs

Committee Chairs will be appointed annually by the President in conjunction with the Executive Board.

All Committee Chairs duties shall include:

- Attending all Board meetings.
- Establishing a committee.
- Preparing a committee report and providing an update at each scheduled Board meeting.
- Preparing an annual plan of action and budget request to be submitted to the Finance Committee and Executive Board prior to May meeting as needed.
- Providing training to incoming Committee Chair.
- Maintaining a record of activities to be passed on to the next Committee Chairperson.
- Performing any other duty that may be appropriate to the committee's charge.
- Assuming other responsibilities as agreed upon by the President.

Annual Conference Committee Chair duties shall include:

- Managing approved budget and account for all expenses related to conference planning.
- Negotiating site and facility arrangements on behalf of the Governing Board and in accordance to budget recommendations and timelines.
- Selecting a topic or theme for the conference in consultation with the Board
- Selecting a format for the conference
- Delegating and oversee persons to carry out additional duties
 - Exhibits chair
- Establishing a plan for publicizing the event
- Providing a method of evaluation for the conference
- Communicating with Treasurer and Website chair the conference fees one month in advance of opening the website to administration.

Annual Conference Sub Committee: Exhibits Chair duties shall include:

- Coordinate planning among conference facility representatives and exhibitors.
- Keeping Conference Committee Chair apprised of issues related to the exhibitors.
- Being a point of contact for sponsors and exhibitors.
- Providing follow-up information to the conference committee by compiling exhibitor evaluations.
- Keeping records of all income and expenses related to this position.
- Ensuring that all bills for printing, etc. are forwarded to the Treasurer.

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Awards and Professional Recognition Committee Chair duties shall include:

- Soliciting nominations for the Counselor of the Year, New Counselor of the Year, and Lifetime Achievement Award
- Recruiting Professional Recognition Committee members from previous award winners
- Coordinating the annual awards ceremony at the Annual Day on the Hill event.
- Setting nomination deadlines, coordinate and organize dates for the Selection Committee to meet to select winners
- Ordering the appropriate certificates or plaques and present them at the annual conference
- Submitting names and pertinent data of award precipitants for publication in the next issue of the VTSCA Newsletter
- Assisting in the submission of credentials of award recipients to the ASCA for possible national recognition

Bylaws & Ethics Committee Chair duties shall include:

- Serving as contributor to VTSCA with regard to bylaws questions and revisions.
- Reviewing VTSCA Bylaws annually or as requested by Board.
- Performing such duties as may be directed by the Bylaws or the Executive Board.
- Disseminating information, including current ASCA code of ethics, to the general membership.
- Answering inquiries to ethical issues.
- Posting and maintain current Bylaws on Moodle and website.

Communications Committee Chair duties shall include:

- Overseeing the publication of three newsletters a year and special issues as necessary
- Soliciting newsletter articles from Board members and members at large
- Supervising the layout of each newsletter edition and decide the format, style and content.
- Proofreading and editing all copy received from contributors and final copy
- Soliciting advertising for the newsletter.
- Insuring all bills are paid involved with publication of newsletter and posting of the website.
- Communicating with other educational organizations, to provide counselors with up to-date information on the website.

Finance Committee Chair duties shall include:

- Developing an initial operating budget for consideration, revision, and adoption by the Governing Board on an annual basis
- Implementing the operation of the budget by monitoring income and expenses
- Suggesting financial policies or changes and make fiscal recommendations to the Board
- Reporting quarterly financial statements to the Board

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Historical Committee Chair duties shall include:

- Recording and preparing an annual summary of the history of the Association
- Collecting and maintaining articles, pictures, Newsletters
- Being responsible for having pictures taken at VTSCA functions
- Being responsible for gathering information for preparing a packet of VTSCA information using the Secretary's notebook, treasure's reports, the conference program booklet, information from the President, and other relevant information of the year. This packet will be achieved at?
- Initiating a search for VTSCA records from past officers and members being held in their possession
- Inviting all Past Presidents to contribute from their records

IT/Website Committee Chair duties shall include:

- Supporting the Communications Chairperson to update VTSCA website on regular basis.
- Researching and implementing available technology to support the needs of the organization.
- Designing and updating the www.vtsca.org web page
- Maintaining the VTSCA domain name via web host provider.
- Overseeing the Facebook Administrator

Membership Committee Chair duties shall include:

- Organizing and implementing methods to increase VTSCA membership.
- Maintaining and managing the VTSCA membership database (currently Wild Apricot)
- Sending out follow up notifications of lapsed memberships
- Attending VTSCA conference(s) to take new/renewing memberships
- Checking Association's email (vtsca.membership@gmail.com) regularly to provide communication/membership relations with members
- Communicating with treasurer and/or bookkeeper as needed to maintain accurate financial records
- Following policies for the dissemination of membership contact information
- Updating membership application as necessary

Professional Development Committee Chair duties shall include:

- Collaborating with President-Elect-Elect on Fall Conference
- Reviewing conference and workshop evaluation forms to inform PD development
- Identifying presentations that will impact the needs of Vermont school counselors.
- Submitting a plan for relevant professional development
- Submitting a plan by July 1 to Executive Board as part of the Strategic Plan

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Public Policy, Advocacy and Legislation Committee Chair duties shall include:

- Identifying political issues influencing professional school counseling and VTSCA
- Reviewing annually public policy updates to VTSCA Governing Board
- Writing articles as appropriate
- Organizing and coordinating official recognition and acknowledgment from state legislators during National School Counselor Week
- Promoting the presence and voice of school counselors in the Agency of Education.
- Coordinating school counselor Agency of Education representatives.

Public Relations Committee Chair duties shall include:

- Disseminating information about VTSCA's goals, projects and upcoming events to audiences.

Non-Voting Liaisons

Graduate Program Liaisons duties shall include:

- Attending VTSCA annual retreat.
- Informing the VTSCA Board of the interests, goals and needs of counseling graduate students.
- Communicating VTSCA programs and services to counseling graduate students.
- Assisting the Membership Chairperson in recruiting student members.
- Providing opportunities for graduate students to network at the annual VTSCA conference.

Partner Liaisons:

- Attending VTSCA annual retreat.
- Informing the VTSCA Board of the interests, goals and needs of stakeholders they represent.
- Communicating VTSCA programs and services to their stakeholders.
- Advising the VTSCA Board about programs and services their stakeholders would benefit from.

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Governance Policies

Governing Style

- Be impeccable with your word: Say only what you mean
- Do your best to depersonalize what is being said
- Ask for clarification to check out assumptions
- Always do your best

Ground Rules for Meetings

1. At the start of each Board meeting assign the following roles:
 1. Facilitator
 2. Note Taker
 3. Time Keeper
 4. Process Observer (Norm Keeper)
 5. Minutes Taker if Secretary is not present
 6. Parking Lot

Focus on results (i.e., outcome of your activity) rather than the process (i.e., how you got the results). This focus should parallel our progress on the VTSCA work plan, we should be future, not present or past focused, and we should be proactive rather than reactive.

1. Stay open to input and new ideas; be willing to move your position.
2. Agree on what important words mean and ask for clarification.
3. Encourage the expression of dissent at board meetings.
4. Listen in order to understand.
5. Bring disagreements to the meetings.
6. Base decisions on data, the goals of the organization, and the work plan.
7. Treat other board members with respect, courtesy, fairness and good faith.
8. Be brief, no war stories and do not repeat information.
9. Focus on what is right for the organization not who is right.
10. Respect the confidentiality of board meeting discussion, with the exception of agreed upon decisions by the board. It is important that at the end of board meetings we speak with one, unified voice.
11. Limit discussions of board business to the board room meetings.

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12. Be familiar with board member roles.

13. Remember that we each responsible for the success or ineffectiveness of board meetings.

Executive Board Member's Code of Conduct

As a fully responsible and participating member of the leadership of the Vermont School Counselor Association, I will demonstrate my commitment to the association and the profession by agreeing to the following:

- I will review the By-laws and policies under which the Board operates.
- I will fulfill the duties and responsibilities of my office.
- I will abide by the ASCA Ethical Standards for School Counselors.
- I will prepare for, attend, and participate in the meetings of the Board and committees to which appointment has been accepted.
 - If I have any items to be placed on the upcoming Board Meeting Agenda, I will deliver such items to the President one week prior to the meeting.
 - If I am a committee chair, I will deliver a committee report at the upcoming Board Meeting.
 - If I am unable to attend a Board Meeting I will submit a written report prior to the meeting.
- I will ensure that each matter is dealt with in a fair, equitable, impartial and just manner based on what is best for school counselors, and ultimately, the students served.
- I will accept responsibility and accountability for the decisions made by the Board, regardless of personal opinion and I will not, through word or deed, undermine the collective decision of the Board. I will speak with one voice for the professional association.
- I will avoid any conflicts of interest with respect to my fiduciary responsibility.
- I will demonstrate mutual respect and support for all Board members.
- I will carefully consider and respect the opinions of other Board members.
- I will not speak or act for the Board without proper authorization.
- I will submit all required reports to the Board in a timely manner.
- I will attend Board meetings with regularity, realizing that if I miss 25% of meetings in a year, the Executive Board may reconsider my position on the Board by a vote.
- If I miss a Board meeting I will review the meeting minutes when posted and I will find out what responsibilities I may need to fulfill to the organization.

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Fiscal Policies

1. Introduction
 - a. VTSCA is a professional membership organization. All expenditures and income shall be directed solely to the operation of the association for the benefits of members.
 - b. All elected and appointed board members are volunteers. No executive board member shall be financially compensated for his or her time.
 - c. Whenever possible, payments for budgeted expenses will be made directly to the vendor by use of check or debit card.
 - d. Any expense not budgeted must be approved by the executive board except for emergencies. The president will be able to use up to \$250.00 annually without board approval for emergency expenditures.
2. Procedure for Reimbursement
 - a. All persons requesting reimbursement for VTSCA expenses must submit a reimbursement form and itemized receipts, statements, etc. All forms need to be submitted within 90 days of incurred expenses. No reimbursement will be made without completed forms.
 - b. Itemized receipts shall be defined as written acknowledgment from vendor(s) that money has been received for goods or services.
3. Travel - During official VTSCA business travel, individuals will be allotted the line item budget figure. Any cost incurred beyond the figure is the responsibility of the individual.
 - a. Transportation – All travel (coach fare) by air, train, and bus must be accompanied by dated receipts. Feasible and economical local transportation for business purposes is reimbursed.
 - b. Ground Transportation – Cab fare to and from airport and other business – related activities are reimbursed with receipt.
 - c. Travel by Private Auto – Travel by private auto for official business only will be reimbursed at the federal reimbursement rate up to a maximum amount as approved by the Executive Board per event.
 - a. .57 cents in Vermont
 - b. .20 cents outside the state
 - c. Maximum amount approved by Board
4. Accommodations - During official VTSCA business (e.g. Annual Conference, LDI, Delegate Assembly) room reservations shall be for double occupancy whenever appropriate. If an individual chooses a single, they must pay the difference of the cost.
 - a. VTSCA will cover the cost of accommodations for one night prior and the night after the conclusion of the conference/event.
5. Meals – A maximum rate of \$55.00 per diem food allowance shall be allowed for meals not provided.
 - a. VTSCA will not cover or reimburse alcohol purchases.

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6. ASCA Leadership Development Institute, Delegate Assembly and Annual Conference
 - a. VTSCA will reimburse airfare, transportation costs, accommodations and meals for the President and President elect to attend ASCA LDI, Delegate Assembly and Annual Conference.
7. Bookkeeping and Check writing procedures – VTSCA contracts with Julie Larrabee in St. Johnsbury to do bookkeeping using Quick Books (QB).
 - a. The treasurer will have use of the VTSCA computer and access to QuickBooks Online.
 - b. All funds for deposits are either:
 1. Sent to the bookkeeper for entry into QuickBooks and then deposited into the VTSCA checking account via mail.
 2. The treasurer will enter into QuickBooks and then deposit them by mail or directly to the bank.
 - c. Historically a record of all checks were sent to the bookkeeper via email and then the bookkeeper entered all checks and assigned the appropriate chart of accounts for budgeting purposes. Currently the treasurer is responsible for entering checks and assigning them the appropriate chart of accounts for budgeting purposes.
8. Banking – This Association has created a business checking account and a money market account (currently at Citizens Bank).
 - a. Three members of the Board are listed on these accounts at any time. One of these members must be the current treasurer and the other two must be current board members.
 1. The account member list should be reviewed yearly to ensure the list includes current Board members.
 - b. The treasurer will be the only person on the account to have access to the Association debit card for the checking account.
 - c. This account is not to be used as a cash account and therefore cash will not be obtained through the use of the debit card.
 - d. When using the debit card to make purchases, a debit card expenditure form must be completed with receipts attached.
 - e. All purchases made with the debit card are recorded and sent to the bookkeeper.
 - f. Bank statements will be sent to the Treasurer monthly (via email notice and available online). The Treasurer will keep an electronic copy of the bank statement on the VTSCA computer and will forward this to the bookkeeper for monthly reconciliation purposes.
9. Audits – Every three years, beginning with the 2012-2013 fiscal year, VTSCA shall complete an internal audit of its financial records.
 - a. The Treasurer and Finance Committee shall coordinate this process.
10. Resources- Officers and committee chairs who are provided with laptops, phones, credit cards or other Association property shall turn them over to the Association at the expiration of their term of office.
11. Annual Tax Filing-
 - a. Bi-annual report to the Secretary of State

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- b. File annual federal income tax to maintain 501c3 status

Conference Policies and Procedures

Annual Meeting:

The annual VTSCA business meeting will be held in conjunction with the annual conference and presided over by the President. The annual meeting shall include:

- The Election of Officers
- Annual Treasurer's Report
- Presentation and voting on Bylaw changes for the organization

Presenter Policy:

- All conference presenters must submit program proposals through the Conference Chairperson or designated Conference Committee member.
- Presentations are selected according to the timeliness of the topic, anticipated interest, innovative content, collaborative components, well-defined objectives and practical application of material.
- Presenters encouraging the solicitation of materials or services will not be accepted. Presenters who wish to sell materials must purchase exhibit space and confine promotional efforts to the exhibit area.
- VTSCA reserves the right to NOT accept a program to any company it deems inappropriate or at cross purposes to the association's mission. Additionally, VTSCA reserves the right to interrupt any session in progress that is deemed objectionable and/or inappropriate.

Exhibitor Policy:

- All exhibitors/sponsors must submit an application to exhibit through the Exhibitor Chairperson.
- Exhibitors must register for the conference if they wish to attend workshops or presentations.
- Exhibitors will NOT be given names, addresses, phone numbers, email addresses, or any other personal information of VTSCA members or conference attendees.
- VTSCA reserves the right to NOT accept an exhibitor/sponsor of any company it deems inappropriate or at cross purposes to the association's mission. Additionally, VTSCA reserves the right to terminate any exhibit that is deemed objectionable and/or inappropriate.

Student Volunteer Policy:

- School counseling graduate students may apply to volunteer time at the state conference in exchange for attending the conference at reduced cost of \$25.00. Students must apply to the Conference Chairperson and/or VTSCA President.

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- The VTSCA Conference Committee shall determine the number of student volunteers needed for a state conference in any given year. The total number of students will be distributed equitably among all school counseling graduate programs in the state.
- The VTSCA Conference Committee shall determine the cost exchange for student volunteers. VTSCA will not incur any conference costs associated with student volunteers.
- School counseling graduate student volunteers will be accommodated on first come, first served basis. Counselor educators may appeal to the VTSCA Governing Board in cases of economic hardship.

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STRATEGIC PLAN 2011-2016

Philosophy

VTSCA believes that:

- School counselors deliver comprehensive school counseling programs which are essential for all students, K-12, in schools throughout Vermont.
- School counselors are essential in promoting the academic, career and personal/social and emotional learning and development of all students in Vermont.
- Collaboration, advocacy and professional development help school counselors to best serve their profession and school communities.
- School counselors advocate for every student and promote equity for all through the use of the ASCA National Model and the Comprehensive Vermont Model.

Mission

The Vermont School Counselor Association expands the image and influence of professional school counselors through advocacy, leadership, collaboration and systemic change. VTSCA empowers professional school counselors with the knowledge, skills, linkages, and resources to promote student success in the school, the home, the community, and the world.

Goals

The purpose of the Vermont School Counselor Association is to advance the profession of school counseling by:

1. Maintaining an organizational structure and administrative function
2. Using electronic technology to enhance the delivery and maintenance of the organizational structure and administrative function
3. Developing and maintaining a system of membership management
4. Fostering professional relationships among licensed school counselors within the state of Vermont
5. Fostering and maintaining relationships among licensed school counselors within the North Atlantic Region and state associations
6. Promoting collaborations between licensed school counselors and community partners to benefit the school counseling profession which will provide opportunities for school counselors to improve outcomes for their school communities
7. Providing and supporting professional development opportunities
8. Promoting ASCA professional and ethical standards that articulating the code of conduct for licensed school counselors

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9. Publishing, disseminating, and referencing information relative to the profession of school counseling
10. Providing recognition of school counselors
11. Providing and promoting leadership and advocacy at the local, state and national levels

Strategic Plan

1. Maintain an organizational structure and administrative function
 - a. Maintain the VTSCA Governing Board of Officers
 - b. Review and adhere to the VTSCA By-laws
 - c. Conduct regular Governing Board meetings
 - d. Develop an annual budget
 - e. Maintain fiscal responsibility through policy & procedures
 - f. Develop and update VTSCA Governing Board policies and procedures including roles and responsibilities of officers and committee chairs
 - g. Maintain incorporation status and obtain legal Non-profit status
2. Use electronic technology to enhance the delivery and maintenance of the organizational structure and administrative function
 - a. Develop Technology Committee
 - b. Create, maintain and evaluate VTSCA website, board electronic forum and membership and event data management system
 - c. Disseminate information electronically
3. Develop and maintain a system of membership management
 - a. Maintain a Membership chairperson and committee
 - b. Maintain a current VTSCA membership list
 - c. Identify all school counselors in the state of Vermont
 - d. Develop a membership marketing plan
4. Foster professional relationships among licensed school counselors within the state of Vermont
 - a. Provide professional development opportunities for members
 - b. Encourage and support networking opportunities among members
 - c. Encourage and support mentoring opportunities among members
 - d. Promote VTSCA membership
5. Foster and maintain relationships among licensed school counselors within the North Atlantic Region and state associations
 - a. Participate in NARSCA events
 - b. Network with NAR members
 - c. Participate in ASCA events
 - d. Be familiar with ASCA and website resources

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6. Promote collaborations between licensed school counselors and community partners to benefit counseling profession which will provide opportunities for school counselors to improve outcomes for their school communities
 - a. Maintain an Advocacy and Government Relations chairperson and committee
 - b. Develop and maintain partnerships with local and state organizations (e.g. VSAC, VT DOE, VT Mental Health Counseling, VT School Board Association, Vermont Education Coalition, VPA, Consortium of Vermont Colleges, Vermont nurses, principals, student assistance counselors, social works, superintendents, area universities and community services) for the purpose of:
 1. Advocacy for quality services for students and school counseling programs
 2. Educating other professionals
 3. Advocating for the school counseling profession
 4. Supporting counselors to link with services in their local communities
7. Provide and support professional development opportunities
 - a. Maintain a Professional Development chairperson and committee
 - b. Develop a professional development plan that includes evaluating the plan annually and seeking input from members
 - c. Promote the use of the Vermont Comprehensive School Counseling Model
8. Promote ASCA professional and ethical standards that articulate the code of conduct for licensed school counselors
 - a. Disseminate ASCA Ethical Standards
 - b. Provide professional development and resources on legal and ethical issues
9. Publish, disseminate and reference information relative to the profession of school counseling
 - a. Maintain a newsletter chairperson and committee
 - b. Disseminate VTSCA newsletter
10. Provide recognition of school counselors
 - a. Maintain an Awards and Recognition chairperson and committee
11. Provide and promote leadership and advocacy at the local, state and national level
 - a. Maintain an Advocacy and Government Relations chairperson and committee
 - b. Provide Governing Board officers and members with opportunities to attend Leadership Development Institute (LDI), Delegate Assembly, ASCA and NARSCA events.

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2015-2016 GOVERNING BOARD

President: Shannon Dugger, sdugger@cssu.org

President: Suzanne Francke, 4franckes@gmail.com

Past President: Kara Pawlusiak, vtzca.treasurer@gmail.com

Secretary: Cairsten Keese, cairstenbeanland@gmail.com

Treasurer: Kara Pawlusiak, vtzca.treasurer@gmail.com

Awards & Recognition Committee Chair: Betty Hughes, bettyhvt@gmail.com

Bylaws & Ethics Committee Chair: Roger Forando, roger1947@roadrunner.com

Communications Committee Chair: Cairsten Keese, cairstenbeanland@gmail.com

Finance Committee Chair: Kara Pawlusiak, vtzca.treasurer@gmail.com

Historical Committee Chair: Roger Forando, roger1947@roadrunner.com

IT/Website Committee Chair: Karen Collman, karencollman@yahoo.com

Membership Committee Chair: Open

Professional Development Committee Chair: Open

Public Policy, Advocacy and Legislation Committee Chair: Kathleen Bassett Cramer, kbcramer@yahoo.com

Public Relations Chair: Betty Hughes, bettyhvt@gmail.com

Liaisons:

- **VSAC:** Laurie Berryman, berryman@vsac.org
- **University of Vermont:** Lance Smith, lance.smith@uvm.edu