

**NORTH DAKOTA SCHOOL COUNSELOR ASSOCIATION**  
**OFFICERS' HANDBOOK**  
Revised February 2023

**MISSION OF NDSCA**

The mission of the North Dakota School Counselor Association is to promote excellence in professional school counseling.

**VISION OF NDSCA**

North Dakota School Counselor Association provides school counselors with support to develop a strong professional identity that positively impacts student success at all educational levels. NDSCA models advocacy, leadership, collaboration and systemic change at the state level for the advancement of the profession.

**PURPOSES OF NDSCA**

1. To foster a close personal and professional relationship among school counselors and with counselors in other settings.
2. To advance the profession of counseling in order to maximize the educational/academic, occupational, and personal-social growth of each individual.
3. To improve the standards of school counseling and the relationships with other pupil personnel services for students in elementary, middle/junior high, secondary, and post-secondary settings.
4. To assume an active role in helping people to understand and improve such services.
5. To develop, implement, and/or foster interest in career development programs.
6. To provide educational, professional, and informational services to its members.

**DEFINITIONS**

ACA	American Counseling Association
ASCA	American School Counselor Association
NDCA	North Dakota Counseling Association
NDSCA	North Dakota School Counselor Association

## **NDSCA GOVERNING BOARD**

The NDSCA Governing Board shall be made up of the following:

### **Executive Committee**

President  
President-Elect  
Past-President  
Secretary (non-voting)  
Treasurer (non-voting)

### **Representatives**

Elementary Representative  
Middle School Representative  
High School Representative  
K-12 School Representative

### **Standing Committees**

Finance Chair  
Government Relations Chair  
Interactive Technology Chair  
Membership Chair  
NDSCA Advisory Council Chair  
Professional Recognition/Awards  
Chair  
Public Relations Chair  
State Agency Liaison  
Post-Secondary Chair  
Student Representative

All members serving on the Governing Board must maintain current membership with NDSCA, NDCA & ASCA.

The Governing Board shall conduct the business affairs and carry out the policies and decisions of the NDSCA.

The Governing Board shall meet four times a year: the Fall Governing Board , at the NDCA Mid-Winter Conference in February, the Spring Governing Board, and the Strategic Planning meeting. Other meetings may be called by the President as needed.

The President and Governing Board shall appoint standing committee chairs and additional representatives to serve as needed to carry out the work of the Association.

Members of all committees, unless otherwise specified, shall be appointed by the chair of the committee.

Special Committees: The President and/or Governing Board may propose special committees as necessary.

The President of the NDSCA is an ex-officio member of all committees and is to be copied on key correspondence.

## **TERMS OF OFFICE**

NDSCA Fiscal Year: July 1 through June 30

ASCA Fiscal Year: July 1 through June 30

### Representatives

Elementary	Two Year Term (Elected Even Years)
Junior High/Middle	Two Year Term (Elected Odd Years)
Secondary	Two Year Term (Elected Even Years)
K-12	Two Year Term (Elected Odd Years)
President-Elect	Two Year Term (Elected Bi-Annually)
President	Two Year Term
Past-President	Two Year Term
Secretary	Three Year Term (Appointed by President)
Treasurer	Three Year Term (Appointed by President)
Finance	Two Year Term (Appointed by President-Even Years)
Government Relations/ Public Policy	Two Year Term (Appointed by President-Odd Years)
Membership	Two Year Term (Appointed by President-Even Years)
Public Relations	Two Year Term (Appointed by President-Odd Years)
Professional Recognition/Awards	Two Year Term (Appointed by President-Odd Years)
NDSCA Advisory Council	Two Year Term (Appointed by President-Even Years)
State Agency Liaisons	Unlimited Term
Post-Secondary Chair	Two Year Term (Appointed by President-Odd Years)
Student Representative	One Year Term

**NDSCA  
GOVERNING BOARD  
JOB DESCRIPTIONS**

## **PRESIDENT**

### THE PRESIDENT SHALL:

- 1) Serve as presiding officer of the association.
- 2) Serve as a member and chairperson of the Executive Committee and Governing Board.
- 3) Appoint all necessary committees.
- 4) Make recommendations of budget requests from committee chairs.
- 5) Maintain contact with ASCA and serve as the association's delegate to the ASCA Delegate Assembly each summer.
- 6) Represent NDSCA at state, regional, and national events by attendance at: February - NDCA Midwinter Conference; June/July - ASCA Delegate Assembly and ASCA Leadership Development Institute.
- 7) Develop a written plan of action for the year.
- 8) Prepare an end-of-year report to be presented at the spring Governing Board meeting.
- 9) Encourage counselors in North Dakota to join NDSCA and ASCA.
- 10) Shall be the NDSCA Ethics Chair Representative (or shall appoint an alternate) for ASCA.
- 11) Maintain contact with all members via listserv throughout the year.
- 12) Oversee newsletter production.
- 13) Serve as NDSCA representative to NDCA Governing Board
- 14) Appoint NDSCA Board members as representatives to the NDCA Governing Board

15) Be notified of any financial discrepancies by the Finance Chair/Treasurer.

## **PRESIDENT-ELECT**

THE PRESIDENT-ELECT SHALL:

- 1) Serve as a member of the Executive Committee and Governing Board.
- 2) Serve as a member of the Nominations and Elections Committee.
- 3) Have the opportunity to write articles for the newsletters.
- 4) Secure volunteers for pre-conference events. Collaborate with the Student Representative to identify student volunteers.
- 5) Ensure that an annual bylaws review is completed at the Spring NDSCA Meeting.
- 6) Serve as a delegate to the ASCA Delegate Assembly during the summer Leadership Delegate Institute (LDI) if designated by the President.
- 7) In the event the President cannot serve a full term for any reason, the President-Elect shall succeed to the unexpired remainder of the term. Continuation of the elected term will be mutually discussed and determined by the Governing Board in consultation with the current sitting President.
- 8) Serve as a NDSCA Representative to the NDCA Governing Board as appointed by the President.
- 9) Attend all NDSCA Executive Board Meetings as called by the NDSCA President.

## **PAST PRESIDENT**

THE IMMEDIATE PAST-PRESIDENT SHALL:

- 1) Serve as chairperson of the Nominations and Elections Committee which shall include the president-elect.
  - a. Recruit volunteers for the committee
  - b. Contact members whose terms are up for election or appointment if they would be interested in continuing for an addition term (with the exception of President, President-Elect & Past President)
  - c. Determine open positions & email listserv to seek potential nominees
  - d. Provide job descriptions to interested individuals
- 2) Perform other duties as delegated by the President or Governing Board.
- 3) Serve on the Executive Committee and Governing Board.
- 4) Organize and plan a Past-Presidents' gathering at the Midwinter Conference in February if scheduling permits.
- 5) Coordinate mentorship program with Membership Chair.

## **REPRESENTATIVES**

THE REPRESENTATIVES SHALL:

Elementary, Middle/JR High, Senior High, and K-12

- 1) Serve on the Governing Board.
- 2) Work for the betterment of NDSCA to actively promote workshops and/or programs that provide meaningful growth and developmental opportunities for their respective levels.
- 3) Serve on committees as appointed by the President.
- 4) Have the opportunity to submit articles, ideas, and/or concerns to be published in the newsletter.
- 5) Communicate the concerns, needs, and issues for their respective levels with the Governing Board.
- 6) Promote and encourage membership and active involvement in NDSCA professional development opportunities.
- 7) Promote the importance and benefits of implementing the ASCA National Model in all school districts throughout the state of North Dakota.
- 8) Host quarterly virtual sessions for respective levels



## **SECRETARY**

THE SECRETARY SHALL:

- 1) Serve on the Executive Committee and the Governing Board.
- 2) Keep the records of all the meetings of the association, including the minutes of the Executive Committee and Governing Board.
- 3) Send and post minutes within 30 days following a meeting to the listserv.

## **TREASURER**

THE TREASURER SHALL:

- 1) Deposit all checks when received within two (2) weeks of receipt.
- 2) Keep a record (save each monthly bank statement to the online site in google drive) and balance checkbook of the financial activities of NDSCA/online banking.
- 3) Pay all bills authorized to be paid (maintain vouchers/receipts for payments) within a month of receipt.
- 4) Report income and expenditures to the Executive Committee, Governing Board Meetings, and General Business Meetings.
- 5) Serve on the Finance Committee.
- 6) Provide a year-end report to the executive director of NDCA if grants funding was received.
- 7) Maintain monthly communication with SLC Consulting.

**NDSCA  
STANDING COMMITTEES  
JOB DESCRIPTIONS**

## **FINANCE CHAIR**

THE FINANCE CHAIR SHALL:

- 1) Be responsible for supervision of the financial affairs of NDSCA.
- 2) Conduct an internal audit with the Treasurer at the end of each fiscal year. Any discrepancies will be reported to the President.
- 3) Prepare a budget for review and adoption by the NDSCA Executive Board prior to the Spring Board Meeting.
- 4) Send out NDSCA Funding Request forms to all board members prior to the Spring Board Meeting. Those submitting new line items to the budget would need to submit the form one month in advance of the Spring Board Meeting to be approved at a monthly executive board meeting.
- 5) Present the adopted budget to the Governing Board at the Spring Board Meeting for a vote

## **GOVERNMENT RELATIONS CHAIR**

### GOVERNMENT RELATIONS CHAIR SHALL:

- 1) Track legislation affecting North Dakota School Counselors and report to the NDSCA Governing Board and general membership.
- 2) Be knowledgeable about the legislative process and available to be actively involved in providing written and oral testimony on behalf of NDSCA.
- 3) View online ASCA trainings regarding how to lobby effectively and develop awareness of issues and resources available at the national level.
- 4) Connect with the NDCA Governmental Relations Chair on items of mutual interest.
- 5) During a legislative year responsibilities are to:
  - a. Determine and inform the executive board of any legislative items that may need to be addressed by NDSCA representation.
  - b. Work with the NDSCA executive committee and other agencies to propose legislation supporting and advocating for all North Dakota school counselors and the school counseling profession.
  - c. Connect and collaborate with state agencies and/or associations who may have a similar interest in legislation impacting the school counseling profession.
  - d. Inform NDSCA membership via website or listserv of any legislation that may impact school counseling and legislative action being taken by NDSCA.
  - e. Connect with legislative committee members who will hear and make decisions about legislation regarding school counseling.
  - f. Inform and educate NDSCA members on how to speak (as constituents) to their legislators.
  - g. Encourage NDSCA members to make phone calls, send emails, write letters, or make personal contacts with legislators on legislative items impacting the school counseling profession.
  - h. Testify in committee, if necessary.

## **MEMBERSHIP CHAIR**

MEMBERSHIP COMMITTEE CHAIRPERSON SHALL:

- 1) Provide leadership for membership development and retention.
- 2) Work with the Public Relations Chair to send out NDSCA information and promotional materials to new counselors (contact the Office of School Approval and Opportunity at DPI for contact information).
- 3) Collaborate with the Public Relations Chair to create and distribute NDSCA membership materials
- 4) Promote and encourage NDSCA membership via listserv and social media each semester in collaboration with the Public Relations Chair (twice/year).
- 5) Send informational email with membership & ASCA materials to administrators each fall.
  - a. Encourage administrators to pass information to their counselors
- 6) Work with the graduate student representative to get information on NDSCA membership to graduate students.
- 7) Maintain an accurate listing of all members and their assigned schools.
- 8) Submit membership reports prior to the Governing Board and General Business meetings.

## **ADVISORY COUNCIL CHAIR**

THE NDSCA ADVISORY COUNCIL REPRESENTATIVE SHALL:

The purpose of the council is to facilitate the coordination and collaboration of the North Dakota State Department of Public Instruction, ESPB, Career and Technical Education, the North Dakota School Counselor Association, and Counselor Education programs at North Dakota State University, University of North Dakota, Minnesota State University-Moorhead, and University of Mary, on such matters as accreditation, credentials, course offerings, admissions, and internships as well as other appropriate matters.

## **RECOGNITION & AWARDS CHAIR**

### PROFESSIONAL RECOGNITION/AWARDS CHAIR SHALL:

- 1) Request nominations for Elementary, Middle/JR High, Secondary, and K12 Counselor of the Year awards.
- 2) Promote the ACE & RAMP awards via the NDSCA listserv & social media
- 3) Send nomination details & link to the following: all educational administrators, ND United, NDCEL, School Boards Association, State PTA, & NDSCA (Listserv & Facebook).
- 4) Create a committee to review applications and select award recipients.
- 5) Notify award winners and encourage them and their families to attend the awards ceremony during the NDCA conference.
- 6) Encourage recipients of the Counselor of the Year and ACE award to apply for the ASCA Counselor of the Year and RAMP awards.
- 7) Notify NDCA of award winners.
- 8) Order plaques for award recipients.
- 9) Present awards at NDCA conference.
- 10) Contact the NDSCA Public Relations chair with award recipient results for release to the public and to membership.



## **PUBLIC RELATIONS CHAIR**

PUBLIC RELATIONS CHAIR SHALL:

- 1) Coordinate & manage mentorship program with Past President.
- 2) Collaborate with the Membership Chair to create and distribute NDSCA membership materials (hard copy & electronic).
- 3) Maintain updated NDSCA information to send out at the beginning of each new membership year via email to all current members.
  - a. NDSCA updates
  - b. Membership benefits
  - c. Mentorship information
  - d. Resource list (Jim Upgren-DPI, Kelly Pierce-CTE, NDCA Ethics Chair, etc.)
- 4) Create & submit a news release to local newspapers for School Counselor of the Year, ACE and Scholarship award recipients.
- 5) Utilize opportunities to submit news releases to promote and highlight the Association and the profession of school counseling (example: National School Counseling Week).

## **STATE AGENCY LIAISON**

STATE AGENCY LIAISON SHALL:

A representative from a state agency who works with school counselors in North Dakota. The state agency liaison is a non-voting member of the board.

- 1) Provide input and information regarding current issues and legislation affecting the school counseling profession including, but not limited to, counselor education and/or counselor supervision state-wide.
- 2) Act as liaison between state government and NDSCA.
- 3) Attend all NDSCA advisory council meetings.
- 4) Encouraged (but not required) to participate in strategic planning.

**POST-SECONDARY CHAIR**

## **STUDENT REPRESENTATIVE**

Student Representation will rotate between the school counseling programs at NDSU, UND, and University of Mary.

### STUDENT REPRESENTATIVE SHALL:

- 1) Contact school counseling program coordinators at North Dakota State University, University of North Dakota, Minnesota State University-Moorhead, and University of Mary to identify a graduate student delegate from each program to provide feedback to the NDSCA student representative.
- 2) Write an article for the newsletter or website at least once per year.
- 3) Assist the President Elect in coordinating student volunteers for Pre-Conference.

## **INTERACTIVE TECHNOLOGIST CHAIR**

INTERACTIVE TECHNOLOGIST SHALL:

- 1) Update and manage listserv
- 2) Manage & update NDSCA's website on a regular basis
  - a. Membership materials
  - b. Contact list
  - c. Links
- 3) In collaboration with Public Relations and executive team members, ensure regular postings on social media accounts.