

MAINE COUNSELING ASSOCIATION LEADERSHIP RESPONSIBILITIES

President

General Responsibilities:

- Updates ACA on new MeCA officers each year and keeps ACA informed of Branch activities.
- Sets agenda, plans and facilitates leadership conference in July.
- Checks to see if by-laws need updating (summer leadership)
- Sets agenda and facilitates executive board meetings.
- Assures that open leadership positions are publicized, and actively seeks to fill them.
- Sets executive board and conference committee meeting schedule for the year (confirms with committees at July leadership meeting).
- Updates executive board and conference committee membership lists.
- With past-president, orients president elect to leadership responsibilities.
- Writes newsletter article for each publication.
- Requests executive board secretary to submit minutes for each meeting (via email)
- Submits executive board agenda prior to meetings (via email).
- Helps to set goals for the coming year.
- Attends national ACA conference, MESCA conference and MCDA conference if possible.
- Makes attempt to attend at least one board meeting of each division (MESCA, MCDA, MeASGW).
- Acts as representative of MeCA in outreach and collaboration with other organizations and agencies.
- Provides small gift at October meeting to both executive board and conference committee members. May be as simple as note pads or t-shirt. (Treasurer will provide funds as long as budget is balanced). ***
- Reminds all members to pay dues. ***

Conference Responsibilities:

- Attends all conference committee meetings
- Writes conference invitation letter for conference newsletter/registration.
- Informs presidents of other divisions of no registration fee reciprocity for each divisions conference for presidents to attend.
- With assistance and input from others, selects keynote for next conference (often found at national ACA conference).
- Gives welcome address to conference attendees prior to keynote.
- Sets agenda and runs business meeting at conference.
- Personally thanks exhibitors at tables for attending and supporting conference.

- Writes thank you letter to keynote speaker.
- At dinner, formally recognizes the following groups: Conference committee (name individually and role), thanks special contributors, thanks Samoset staff, recognizes graduate students, other.
- Tabulates conference evaluations for summer leadership meeting.

Past-President

General Responsibilities:

- Fills in for president if president is absent at a meeting.
- Attends all executive board and conference committee meetings.
- Chairs nominating committee for president-elect.
- With president, assists with orientation of president-elect.
- Writes newsletter article for each publication.
- Advises president on various responsibilities, assists president as needed.

Conference Responsibilities:

- With conference committee, organizes the annual conference.
- Co-chairs conference committee with president-elect (past-president has primary responsibility)
- Sets and sends agenda for, and facilitates conference committee meetings.
- Writes welcome for conference brochure (co-signed with president-elect)
- Assists and/or arranges transportation for keynote speaker to conference.
- Welcomes and introduces keynote speaker at conference.
- Provides conference evaluations and conference contact hours sheets for attendees.
- Facilitates post-conference meeting.
- Informs president-elect of conference responsibilities, including the purchasing of a gift to be given to the president at the conference.

President-Elect

General Responsibilities:

- Attends NAR leadership training in October.
- Attends all executive board and conference committee meetings.
- Writes newsletter article for each publication.

Conference Responsibilities:

- Co-chairs conference committee with past-president.
- Acts as secretary to conference committee – takes minutes and sends them out to committee members via email.
- Arranges for gift to be presented to president at conference.
- Makes up certificates for all conference presenters.