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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

2-27-2016

2016-02-27 PCA PCA Reports Guidelines

Pennsylvania Counseling Association

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PENNSYLVANIA COUNSELING
ASSOCIATION

A Branch of the American Counseling Association

Guidelines

- **Reports are required for each of the 4 PCA Executive Council Meetings that occur each year (July, October, February, May). Dates vary yearly based on the President's schedule, but the months are consistent. Please submit a report, even if the committee you represent does not have an action item.**
- **A call for reports (and provided template) will be distribute via email 4-6 weeks prior to the meeting.**
- **Reports are due via email at least one week prior to the meeting. This policy affords participants an opportunity to read the reports before the meeting**

PCA Report

Date:

Division/Branch/Position:

Chair Person Name:

If chair is not attending, please indicate name of designee:

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

**Attending the Upcoming PCA Meeting in person: ((please highlight one)
YES NO**

If attending via skype, list skype name:

If attending via conference call, please provide phone number:

Summary/Update of Action Item:

Additional comments: