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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

10-27-2006

2006-10-27 PCA applications for Appointment to ACA Committees

Pennsylvania Counseling Association

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APPLICATIONS FOR APPOINTMENT TO ACA COMMITTEES

ACA members may apply for membership on more than one committee. If applying for more than one committee, please rank the committees you are applying for in order of preference

The following areas will be considered in making appointments to all committees:

Prior leadership in ACA branches, regions, divisions, committees, or corporate affiliates.
Professional counselor licensure and national certification. Other appropriate licensure or certification credentials.
Demonstrated knowledge, expertise, and experience within the area directly related to the work of the committee.
A commitment to participate in committee activities and to respond to requests in a timely fashion.

According to ACA policy, the President-Elect must consider the following factors when making committee appointments, taking into account present and new committee members: ethnicity, gender, sexual orientation, disability, work setting, region, and division memberships.

A description of each of the ACA committees for which nominations are being sought follows:

Awards Committee

The Awards Committee shall develop procedures and administer the awards program for the Association. The Committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the Association.

The Awards Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1st from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve for one year beginning the next July 1st.

Bylaws and Policies Committee

The Bylaws and Policies Committee shall review all proposed Bylaw additions, revisions and deletions, and shall review designated policies which are in question or are proposed for adoption or deletion to determine appropriateness, clarity, redundancy and/or conflict with other policies or bylaws; and shall make recommendations for suggested revisions to proposed policy and suggested need for consultation with ACA's attorney to verify legal status of specific policies. The committee shall, also, review all ACA branch, division, and organizational affiliate Bylaws to determine agreement with ACA Bylaws and make recommendations to adopt or reject ACA Bylaws amendments and the branch, division, and organizational affiliate Bylaws.

The Bylaws and Policies Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA

President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1st from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve for one year beginning the next July 1st.

Cyber-Technology Committee

The Cyber-Technology Committee shall make recommendations in regard to the Association's legislative agenda, codes of ethics and conduct guiding the practice of cyber-counseling; efforts related to pre-service and in-service training of counselors in this mode of delivery; stimulation of research to measure the effectiveness of cyber-counseling; methods of disseminating information to members about the advances in this specialty; and any other matters directly related to the area of technology that may be referred by ACA's leadership.

The Cyber-Technology Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Ethics Committee

The Ethics Committee shall be responsible for educating the membership concerning the Code of Ethics and Standards of Practice, monitoring and periodically upgrading the documents and procedures pertinent to the Code of Ethics and Standards of Practice, and receiving and processing complaints of alleged violations of the Code of Ethics and Standards of Practice of the association.

The Ethics Committee's goals are:

To administer the operations of the Ethics Committee.

To process complaints of alleged violations of the Code of Ethics and Standards of Practice.

To complete the revision of the Code of Ethics and Standards of Practice and procedures.

To work with ACA membership and leadership through Counseling Today and other forums for communication regarding revisions of the ACA Code of Ethics and Standards of Practice.

To educate the membership.

To conduct ethical violation hearing(s) as necessary.

The Ethics Committee shall consist of at least nine members-at-large, including two co-chairs whose terms overlap. All members will serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1st from among those who have applied. One of the committee co-chairs shall be chosen by the ACA President-Elect from among the committee members who have two years of service remaining and shall serve as co-chair for two years beginning the next July 1st.

Applicants for membership on the Ethics Committee should show: (1) evidence of a thorough knowledge regarding the ACA Ethical Standards; and (2) experience or interest in obtaining experience processing complaints that individuals have violated ethical codes.

The following statement must be included in application letters: "I have never been found in violation of any ethical standard by any group and have never been found guilty or entered a plea of 'no contest' to a crime of moral turpitude."

Human Rights Committee

The Human Rights Committee shall promote programs which proactively address human rights, societal trends, and social issues most relevant to the profession and react to the barriers that interfere with human rights. The committee shall administer the Human Concerns Fund and shall address human rights concerns as they affect the counseling profession. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Human Rights Committee shall be responsible for educating the membership about social and human concerns having direct impact on both practitioners and recipients of counseling. The committee will propose relevant guidelines for the administration of established policies of non-discrimination and shall work toward full implementation of human rights for all persons.

The Human Rights Committee Goals are:

To communicate and carry out a clearly articulated human rights agenda throughout the association.

To influence necessary changes in counselor pre-service and in-service curricula that assure understanding of multicultural issues and their resolution.

To institutionalize plans that will attract and keep ACA members from diverse backgrounds.

To promote association responsiveness to persons with disabilities.

To protect the rights and encourage the participation of all groups in ACA who have been underserved or disenfranchised.

To review all ACA policies, products, programs, publications and other evidence of association philosophy to assure their freedom of discrimination on the basis of race, gender, age, ethnicity, sexual orientation, creed or disability.

The Human Rights Committee shall consist of at least nine members, who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members who shall serve a three-year term to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Applicants for membership on the Human Rights Committee should show: (1) evidence of a commitment to human rights as related to the consumers of counseling (provide an illustration describing an actual policy you have implemented in your work site); (2) evidence of involvement as a volunteer or paid staff member in an advocacy group or organization; and (3) experience as a speaker or writer on topics of human rights, affirmative action, disability, etc.

International Committee

The International Committee shall promote, respect, and recognize the global interdependence among individuals, organizations, and societies. The committee shall address interactions with counselors outside the United States, set policies for international initiatives of the Association (including international conferences), and

approve and monitor leader and staff liaisons assigned to international organizations. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The International Committee shall consist of at least six members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint two committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Interprofessional Committee

The Interprofessional Committee shall promote, respect, and recognize the interdependence among individuals, organizations, and societies. The committee shall address interactions with other associations, set policies for cooperative initiatives, and approve and monitor leader and staff liaisons assigned to outside organizations. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Interprofessional Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Professional Standards Committee

The Professional Standards Committee shall promote the professionalization of counseling. The committee shall be responsible for counselor advocacy and for monitoring graduate program accreditation, counseling center accreditation, and national voluntary counselor certification programs. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Professional Standards Committee shall consist of at least nine members who shall serve three year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint tree committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Public Awareness and Support Committee

The Public Awareness and Support Committee shall promote public awareness of and support for the counseling profession. The committee shall maintain current position papers adopted by the association. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Public Awareness and Support Committee shall consist of at least nine members who

shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Public Policy and Legislation Committee

The Public Policy and Legislation Committee shall promote and support public policy and legislation which promotes the profession and enhances human development. The committee shall be responsible for national and state legislative efforts related to counseling, including state licensure, and for government relations training of members. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Public Policy and Legislation Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Publications Committee

The Publications Committee shall make recommendations to the Governing Council and the Executive Director on such matters as publications policy and procedures, planning, and development. The committee shall develop policies for the publication of the *Journal of Counseling and Development*, *Counseling Today*, books, and other media developed by the Association.

The Publications Committee goals are:

- To communicate the developmental approach to members, counselor educators, trainers, members of other constituent bodies and the public at large through media products.
- To educate the public and increase public awareness and support for the counseling profession through media products.
- to promote the development of research designs and paradigms that are used by counselors to evaluate and enhance the practice of counseling and promote the awareness of the importance of qualitative research through media products.
- To create an awareness, educate and involve ACA members in international, interprofessional, and interdisciplinary activities through media products.
- To provide professional reviews and render decisions on solicited and unsolicited print and non-print proposals.
- To advise and make recommendations concerning *Counseling Today*, and *Journal of Counseling and Development*.
- To coordinate Media Committee activities with ACA Strategic Plan.

The Publications Committee shall consist of at least eight members, including the chair. The immediate Past President of the Association and the Chair of the Council of Journal Editors shall serve on this committee while holding their offices. If he/she is not the chair of the Council of Journal Editors, the Editor of the *Journal of Counseling and*

Development shall serve as an ex-officio member without vote. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become a committee member. The ACA President-Elect shall appoint two committee members who shall serve three-year terms to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve as chair for one year beginning the next July 1st.

Applicants for membership on the Publications Committee should have: (1) experience as an author; (2) some knowledge of book publishing and media production and distribution; and (3) some knowledge regarding the process of producing a refereed scholarly journal.

Research and Knowledge Committee

The Research and Knowledge Committee shall promote the advancement and dissemination of research and knowledge in counseling. The committee shall be responsible for the ACA Library and for all association projects that receive outside funding or support. The committee shall be responsible for implementing the strategic plan and addressing the ongoing needs of the association.

The Research and Knowledge Committee Goals are:

To promote the use of research to enhance and evaluate the practice of counseling.
To become involved in research and demonstration projects related to counseling.

The Research and Knowledge Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA Policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1st from among those who have applied. The committee chair shall be chosen by the ACA President-Elect from among committee members and shall serve for one year beginning the next July 1st.

Members appointed to the Research and Knowledge Committee should reflect division representation to the extent possible

Applicants for membership on the Research and Knowledge Committee should have: (1) demonstrated expertise in research methodology (research methodology shall include qualitative research, single-subject designs, and group quantitative methods; expertise in all areas is not necessary); (2) demonstrated involvement in research or training grants; and (3) authored refereed publications.

The following statement must be included in the application letter: "If appointed to the ACA Research and Knowledge Committee, I will not compete with ACA or its entities for grants that I become aware of as a result of my involvement with the Committee."

Strategic Planning Committee

The Strategic Plan is developed jointly by the Strategic Planning Committee and the Governing Council. The Governing Council has the major responsibility for the development and implementation of the plan.

The Strategic Planning Committee shall consist of 14 members, including the chair. The following members shall be appointed to three-year terms: A former president of ACA; a

former president of an ACA division; a former chair of an ACA region; an ACA member with expertise in strategic planning; and six ACA members-at-large. A committee member may fill only one designated position on the committee even if he/she has multiple qualifications. The ACA President-Elect and immediate Past President shall be appointed to one-year terms. A current ACA Governing Council member shall be appointed to a one-year term that may be renewed for one additional term. The ACA

President and ACA Executive Director shall serve as ex-officio members, without vote. The ACA President-Elect shall appoint the current ACA Governing Council member from members who will be serving on the Governing Council the next year to begin the next July 1st. The ACA President-Elect shall appoint three committee members for three-year terms to begin the next July 1st from the ACA membership, provided that they qualify according to the specified composition of the committee. The committee chair shall be chosen by the ACA President-Elect from among the voting committee members and shall serve as chair for one year beginning the next July 1st.

