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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

8-18-2018

2018-08-18 PCA Report 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. Dates vary yearly based on the President's schedule. Please submit a report, even if the committee you represent does not have an action item. It is acceptable to indicate that you do not have anything to report as this is better and preferable to not submitting a report**
- **A call for reports (and provided template) will be distribute via email 2-3 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. It is expected that participants read the reports in full prior to the meeting so action items only can be given attention during meetings.**

PCA Report

Date:

Division/Branch/Position:

Chair Person Name:

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

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

Attending the Upcoming PCA Meeting via phone: (please highlight one)
 YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

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

If you highlighted yes, please describe action item below. An action item is anything that requires board support or approval and will be placed on the meeting agenda for discussion.

Action Item(s):

- 1.
- 2.
- 3.
- 4.
- 5.