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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

5-20-2005

2005-05-20 PCA David Hall Award and Exec Director Proposals

Pennsylvania Counseling Association

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Proposal I

Dr. David W. Hall - Life Time Achievement Award

Rationale: To memorialize Dave Hall for his selfless service, sacrifice, advocacy, and contributions made to the counselor profession, students, and clients within the state of Pennsylvania.

Proposal: Re-name PCA's Life Time Achievement Award to the Dr. David W. Hall – Life Time Achievement Award.

If approved, name change will be initiated at the 2005 Annual Conference.

Proposal II

Executive Director Position

At this time I am proposing that PCA move to the adoption of an executive director position within the structure of PCA. Currently 25 State Divisions within ACA have executive director positions (McDonald, 2004).

Rationale: The purpose of creating the executive director position within PCA will be to: 1). establish a central office or headquarters of PCA. 2). increase response time to membership and other organizations that contact PCA. 3). better coordinate PCA initiatives and activities across the state. 4). oversee and facilitate the other day to day operations of PCA.

Proposal: The position would begin three years from the adoption of this proposal with a complete and detailed job description to include but not limited to: basic functions, qualifications, responsibilities and authority and employment conditions.

Below is a generic job description for this position.

If approved, a committee will be developed and chaired by a past-president, nominated by the president, and committee made up of a member from each regional chapter, division, and committee of PCA. Committee would begin to meet no later than 60 days from the approval of this proposal.

Executive Director Job Description

I. Employment Conditions

- (1) The position of Executive Director shall be contracted annually.
- (2) The Executive Director position shall be approved by the Executive Council annually.
- (3) The annual salary of the Executive Director shall be reviewed and approved by the Executive Council annually.
- (4) The Executive Director shall attend all meetings of the Association and any other meetings as requested by the President and/or Executive Council.
- (5) The Executive Director shall serve as an ex-officio member of the Branch Executive Council and Committee(s).
- (6) The Executive Director shall serve as the executive officer of PCA and each of the Areas of Specialty.

II. Executive Director Responsibilities:

A. To Branch President:

- (1) Discuss on a regular basis ongoing business of PCA and work to coordinate efforts of the Branch.
- (2) Assist with long-range planning for the association.
- (3) Provide technical assistance to any committee specifically assigned to.
- (4) Perform duties assigned by the President and report to the President.

B. To the Executive Council:

- (1) Submit an official report of his/her activities at board meetings.
- (2) Attend all Branch board meetings and provide input as requested.
- (3) Handle all necessary correspondence.
- (4) Research and develop grant proposals.
- (5) Submit an annual report to the Executive Council at the Fall Conference.
- (6) Work with the Branch Budget & Finance Committee and Treasurer in ensuring compliance with the fiscal policies established by the Executive Council.
- (7) Perform duties assigned by the President with approval of the Executive Council.

C. To Membership/Chapters/Areas of Specialty:

Record memberships, deposit dues received and work with the Branch treasurer to disburse dues collected to the areas of specialty and chapters quarterly. Share with entities the names of new members, contact members when their payment is due, maintain current membership lists for Branch, and work with the membership chairperson.

- (2) Provide assistance in planning the annual conference including, but not limited to:

- (a) Attend conference planning meetings.
 - (b) Work with the conference chairperson and committee, host chapters in charge to implement plans, negotiate motel arrangements, etc.
 - (c) Work with local committee to secure advertisers and exhibitors for the conference.
 - (d) Prepare and print conference materials (i.e. conference programs, booklet, banquet programs, note pads, etc.)
- (4) Be the editor of the Branch newsletter, publish newsletters according to the publication schedule approved by the Executive Council and be responsible for the bulk permit and all bulk permit mailings for PCA.
- (5) Provide necessary information and assistance as might be required by chapters, areas of specialty and officers of PCA.

Job Description/Job Tasks for Branch Executive Director

General Day-to-Day Operations and Procedures

- (1) Process and promote membership signings and renewals throughout the fiscal year.
- (2) Process, print, and distribute Branch newsletters.
- (3) Attend all Branch meetings.
- (4) Process follow-up plans of committees or actions taken at Branch meetings.
- (5) Generate and process all correspondence of Branch.
- (6) Carry out tasks as assigned by the Executive Council or President.
- (7) Answer questions of the organization and make referrals.
- (8) Govern the bookkeeping, deposits, check requests, etc. for the fiscal year.
- (9) Handle fiscal year-end accounting, review of accounting, year-end payouts of flow-through funds.
- (10) Process and distribute officer updates.
- (11) Assist Chapters and Areas of Specialty as needed.
- (12) Plan and set up board meetings and retreats.
- (13) Make and keep current copies of By-Laws, policies, and other information for board meetings and retreats.
- (14) Attend the ACA National Convention and ACA North Atlantic Region Leadership Conference and assist in processing travel, lodging, etc. for other members attending.
- (15) Assist in legislative preparation and be available for input during the legislative session.
- (16) Solicit advertising and articles for the five Branch newsletters. Typeset newsletter and organize its printing and mailing.
- (18) Prepare and file all Internal Revenue forms for Branch—including Forms 941 and 990 and W-2's.

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