
PRESIDENT

Term: one year (but serves as President Elect for one year and Past President for one year, for a total 3 year commitment)

- Serves as the chief executive officer of the Association and the chairperson of its Executive Council
 - Ensures that the ACA-NY Executive Council actively participates in establishing and achieving goals, including membership goals
 - Calls all regular and special meetings of the Association when necessary
 - Prepares agendas for and chairs monthly teleconference meetings with board members, Annual Business Meeting, and other Association gatherings
 - Maintains communication with membership and Executive Council throughout year of presidency via regular communications
 - Appoints chairpersons and members of all committees
 - Shall hold ex-officio membership on all committees
 - Provides committee chairs and potential chairs with relevant pages from this handbook
 - Plans and facilitates an Executive Council leadership retreat
 - Contacts ACA-NY nominees to inform them of national election results
 - Oversees all events and attends events within his or her region
 - Receives and acts upon all correspondence relating to the Association
 - Represent ACA-NY at national, state, or regional meetings
 - Represents the Association at the North Atlantic Region meetings/events and at ACA events
 - Prepares annual report for ACA and North Atlantic Region
 - Writes quarterly communications apprising members of Association events
 - Conducts email or in-person votes of the Executive Council on any major actions
 - Prepare and distribute a President's Report of ACA-NY activities, goals, and accomplishments in January and June
 - Works closely with the Treasurer in preparation and administration of the budget
 - Prepares a President's column for each issue of the ACA-NY newsletter to inform the membership of the goals and activities of ACA-NY
 - Serves in a clearing capacity for internal organizational questions, concerns and suggestions
 - Participates with members in the creation of and support of advancing the purposes of ACA-NY through activities and services
 - Coordinates the scheduling of all ACA Annual Conference events sponsored by ACA-NY
 - Communicates ACA Annual Conference meeting times
 - Serves as liaison between ACA-NY and ACA
 - Receives and directs ACA reports, memos, and inquiries
 - Receives and directs outside reports, memos, and inquiries
 - Sends required reports to the ACA national office
 - Submits all relevant file material to his/her successor
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PRESIDENT ELECT

Term: one year

- Acts as President at all Association and Executive Council and Committee meetings in the absence of the President
- Succeeds the Presidency at the expiration of the term President Elect
- Represents ACA-NY at national, state, or regional meetings, as needed
- Represents the Association at the North Atlantic Region meetings/events and at ACA events, as needed
- Ensures that the ACA-NY Executive council actively participates in establishing and achieving goals, including membership goals
- Consults with and support ACA-NY President
- Serves as the director and secretary of region chairs
- Oversees all region chair activities and meetings
- Submits region chair meeting minutes to Secretary and President
- Develops timetable of tasks for planning of Regional meetings and events
- Submits a region leadership report to the President in December and May
- Promotes teamwork and collaboration

PAST PRESIDENT

Term: one year

- Acts as President at all Association and Executive Council and Committee meetings in the absence of the President and President Elect
 - Succeeds the Past - Presidency at the expiration of the Presidential term
 - Represents ACA-NY at national, state, or regional meetings, as needed
 - Represents the Association at the North Atlantic Region meetings/events and at ACA events, as needed
 - Ensures that the ACA-NY Executive Council actively participates in establishing and achieving goals, including membership goals
 - Mentors the President and President-Elect in their roles
 - Oversees the planning of the annual legislative advocacy day
 - Co-plans the leadership retreat
 - Oversees the planning of leadership training for ACA-NY members
 - Oversees the nomination and elections process for the Association
 - Collects bios from nominees and submits them to the webmaster (or designee)
 - Manages the elections in May and conveys results to the President
 - Submits a report to the President in December and May
 - Promotes teamwork and collaboration
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SECRETARY

Term: two years (terms begin and end in odd years; ex: July 1, 2013 – June 30, 2015)

- Attends and takes minutes at ACA-NY Board meetings
- Maintains the historical records of ACA-NY, including: meeting minutes, copies of relevant ACA-NY correspondence, budget, policies and procedures, publications, regional and leadership/committee meeting minutes, and other relevant records
- Maintains an updated Policies and Procedures Manual, and other relevant organizational materials
- Updates the Policies and Procedures Manual when policy changes are approved by the Executive Council
- Works in collaboration with Regional Chairs for the distribution of Regional minutes
- Works in collaboration with webmaster or designee for distribution of minutes to ACA-NY members
- Updates leadership roster and distributes to board members
- Updates volunteer roster after each ACA-NY event and distributes to board members
- Facilitates communication among ACA-NY Board members, leaders, membership, and ACA staff
- Attends all meetings

TREASURER

Term: two years (terms begin and end in even years; example: July 1, 2014 - June 30, 2016)

- Develops a proposed budget in cooperation with the President-Elect and President
 - Submits the proposed budget to the American Counseling Association by November 1
 - Works closely with the President to ensure events stay within budget
 - Manage incoming and outgoing funds
 - Receives reimbursement requests from board members, approves requests in accordance with budget lines, and submits signed requests to ACA—Within 2 weeks of receiving the request
 - Provide financial updates (e.g., balances) during phone conferences/quarterly meetings
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LEGISLATIVE & PUBLIC POLICY CHAIR

Term: one year

- Monitors and evaluates on a continuing basis pending legislative, regulatory, and legal action at the Federal, state, and local level that may have an impact on the counseling profession
- Presents a legislative report or update to the Executive Council during board meetings
- Informs legislators of ACA-NY's position on legislation affecting the counseling profession.
- Coordinates, as needed, with the ACA's Director of Public Policy and Legislation in obtaining and distributing legislative information
- Maintains high level of presence via email and website so membership is aware of the Association's legislative focus
- Provides a legislative affairs report to members at meetings
- Prepares and sends articles on legislative updates, and other timely information, to the webmaster (or designee) for insertion in the newsletter with and website each month
- Maintains contact with state legislators and congressional staff
- Monitors state and local government activities and provides timely information on public policy issues to the Board
- Initiates action in response to legislative alerts
- Develops and supports workshops and seminars that address public affairs issues
- Promotes increased knowledge and activities for influencing legislation within ACA-NY.

GRADUATE STUDENT CHAIR

Term: one year

- Attends all ACA-NY Executive Council Meetings and any relevant subcommittees
 - Collaborates with the ACA-NY Executive Council to achieve the organization's goals
 - Represents the interests and concerns of counseling graduate students and new counseling professionals in the state of New York
 - Liaises between the counseling program graduate students of NY state and ACA-NY
 - Creates and maintains a database with contact information for all NY state counseling programs and their Chi Sigma Iota chapters
 - Establishes and maintains contact with New York state counseling programs
 - Prepares communications for NY state's counseling programs, informing them of upcoming events and opportunities
 - Maintains and updates content on the Students page of the ACA-NY website
 - Maintains a file of each year's activities to be passed on to the next Graduate Student Chair
 - Mentors incoming Graduate Student Chair
 - Performs other duties as directed by the Executive Council
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REGION CHAIRS – 4 Positions (Western, Central, Downstate, Upstate)

Term: one year

- Attends all ACA-NY Leadership Council Meetings
 - Attends all Region Chair meetings called by the President Elect or President
 - Plans, organizes, and facilitates periodic regional membership meetings
 - Facilitates networking activities between and among members and meeting attendees
 - Prepares CEU documents for all events and maintains a roster of event attendees
 - Collaborates with other Region Chairs and Communications Chair to advertise regional events
 - Solicits new members and volunteers
 - Mentors new volunteers
 - Collaborates with other ACA-NY regional chairs to maintain consistency in meeting content, format and scheduling
 - Reports information about site concerns
 - Performs other duties as directed by the Executive Council
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