

**Appendix C;**  
**Article III**  
**Officers**

Section 1. Elected Officials

Section 2. Duties of Officers

Section 3. Term of Office

Section 4. Vacancies

Section 5 Removal of ACCA Executive Council Members.

**Proposed Addition:**

**Section 6. Executive Director.** The Executive Council will serve as the supervising body of the paid professional executive director (ED). The EC will be responsible for recruitment, selection, training and oversight of the director. The ED will be reviewed and evaluated through the Executive Council. History and development of the Executive Director are in Appendix O of the Policy and Procedure Handbook including the results of the Blue Ribbon Committee. Critical aspects of the job are listed below:

(a) Office Management Responsibilities.

- 1) Manages the operation of the ACCA headquarters and its staff.
- 2) Hires, trains and evaluates office staff including associate manager. Supervises, guides, and directs any part-time or full-time staff working in the headquarters office, as well as any independent contractors, consultants, or volunteers working for or on behalf of ACCA.
- 4) Oversees maintenance of the personnel, legal, tax and membership records and the preparation of appropriate reports as may be required by law or by the ACCA Executive Council.
- 5) Represents the Association to other organizations and individuals as directed by the ACCA Executive Council.
- 6) Performs other duties and responsibilities as required by the ACCA Policy and Procedures Manual or as may be assigned by the ACCA Executive Council.

(b) Leadership responsibilities.

- 1) Develops and maintains contacts and relationships with representatives other organizations in order to gather information and data to be utilized for support of the ACCA's position on legislation and political action.
- 2) Maintains liaison with any organizations whose actions effect directly or indirectly the college counseling profession as directed by the ACCA President or ACCA Executive Council.
- 3) Organizes and participates in coalitions of educational, mental health, and related human service organizations.
- 4) Assists and enlists the support of groups in advocacy/public policy concerns of mutual interest.
- 5) Speaks before groups on behalf of the Association concerning programs, goals and objectives with particular emphasis on legislative and political action.

6) Represents the Association as may be required or requested by the President or ACCA Executive Council.

(c) Membership.

- 1) Promote membership in ACCA.
- 2) Prepare an annual plan for membership recruitment to the Executive Council.
- 3) Send welcome letters to new members.
- 4) Solicit membership related articles for VISIONS as appropriate.
- 5) Work with the ACA membership office to identify and use the services they offer.
- 6) Provide recommendations for the membership management (e.g., CRM software).
- 7) Recommend promotional activities to the ACCA Executive Council and implement approved activities.

(d) Communication and Media.

- 1) Assists the President in preparation of support/informational documents necessary for conduct of Association business.
- 2) Participates in the education of consumers, political and corporate decision-makers, and reimbursement entities in regard to the training, credentialing, and services of Mental Health Providers.
- 3) Keeps ACCA membership informed of Association activities and programs.
- 4) In cooperation with the :ACCA Executive Council.
- 5) Provide oversight of the ACCA-L.
- 6) Submit a written report of activities to the President for the annual business meeting.
- 7) Follow through on the development of ACCA media-related projects (e.g., monographs, DVD's, books, etc.) as directed by the ACCA Committee.
- 8) Directly manage ACCA website and/or work with ACCA volunteer or contracted web manager to ensure up-to-date content.
- 9) Work with ACA offices to use ACA services and resources pertinent to media-related activities.

(e) Fiscal Responsibilities under the direction of Executive Council.

- 1) Present reports of the financial status of ACCA to the Executive Committee, Executive Council, and the annual business meeting.
- 2) Make recommendations to the Executive Council for the financial policies of ACCA.
- 3) Present a recommended budget to the Executive Council at the summer retreat and present an update at the annual convention.

- 4) Recommend limitations for individual budget categories.
- 5) Executive Director will confer with the ACCA treasurer to:
  - File with ACA the proposed budget that has been approved by the Executive Council.
  - Maintain the financial record of ACCA in a permanent record form.
  - Maintain a current balance for each budget item of ACCA's activities.
  - Receive and disburse all funds of ACCA.
- 6) Review and approve requests for disbursements, which have been authorized by the Executive Council or Executive Committee.
- 7) Report to the Executive Committee and/or Executive Council budgetary problems.
- 8) Work closely with the President in preparing an annual financial report of ACCA's status, subject to audit.
- 9) Make books available for audit at the request of the ACCA Executive Council.

(f) The Executive Director will confer and work with the executive council for conference planning and in collaboration with a conference planner when, at the discretion of the EC, one is selected.

(g) Government relations and public policy responsibilities.

- 1) Establishes and maintains contact with the American Counseling Association's Public Policy Division about federal advocacy/public policy for appropriate action.
- 2) Engages in direct lobbying and personal communication with legislative and government officials.
- 3) Prepares and assists in preparation of testimony, testifies and trains others to testify before legislative bodies and government agencies on issues which ACCA supports or opposes.
- 4) Monitors legislative and governmental activities in cooperation with ACA government relations staff.
- 5) Conducts periodic assessment of legislative needs or priorities.
- 6) Trains and activates members in grassroots advocacy.
- 7) Provides programming at the annual Conference or other conferences/meetings to educate members or other interest groups on current ACCA advocacy/ public policy issues.
- 8) Organizes and conducts letter writing, telephone contact, and personal contact campaigns.
- 9) Reviews legislative and bureaucratic initiatives that impact the college counseling profession and recommends appropriate action to ACCA leaders.