

New Jersey School Counselor Association Job Descriptions



Revised: August 2015

All Executive Board Members

Shall participate in the annual process of updating activities and meeting the current goals of NJSCA.

All Officers and Committee Chairs

- A. Shall submit a plan of action by July 1. This plan shall support the goals defined in NJSCA's Strategic Plan. This plan shall include the proposed budget.
- B. Shall provide a progress report at an Executive Board meeting. One copy to be kept in the committee chair's notebook to be passed on to next year's chair.
- C. Shall submit, by the May Executive Board Meeting, an annual report to the President Elect for inclusion in the Program Booklet.
- D. Shall provide leadership and coordination for the committee.
- E. Shall communicate with all committee members as often as necessary, but at least once at the beginning of the year to share goals of the committee and again to provide an end of the year report.
- F. Shall attend as many Executive Board meetings as possible.
- G. Shall attend the NJSCA leadership conference.
- H. Shall contribute articles relating to the diversity of New Jersey's students and of NJSCA membership.

President

- A. Shall preside at all Executive Board meetings and the NJSCA Fall Conference.
- B. Shall prepare the President's column for publication in each e-newsletter or e-magazine and other media as requested.
- C. Shall be in contact with Executive Board members and committee chairs concerning progress toward achievement of goals.
- D. Shall prepare an annual report to ASCA.
- E. Shall represent or approve a representative to attend meetings of other organizations.
- F. Shall perform such duties as are incidental to the office or as directed by the Executive Board.
- G. Shall be responsible for sending to members of the Executive Board, at least 10 days in advance of the meeting, a notice of such meeting, a tentative agenda, a copy of the minutes from the previous board meeting and special reports requiring lengthy study.
- H. Shall determine if any NJSCA county association needs help with any aspect of the county organization and will coordinate procedures for greater county involvement.
- I. Shall be an ex-officio member of all committees and serve as a regular member of the Finance and Bylaws Committees.
- J. Shall mentor President Elect.
- K. Shall attend the ASCA Delegate Assembly.
- L. Shall oversee the Fall Conference Advertising/Exhibits committee.
 - a. Shall promote exhibits at the Fall Conference and advertising for the Program Booklet and NJSCA publications.
 - b. Shall maintain a database of potential advertisers.

- c. Shall coordinate the exhibit area at the Fall Conference.
- d. Shall send camera-ready ads with specifications to the Executive Director for inclusion in the NJSCA Newsletter and Program Booklet.

President-Elect

- A. Shall, in the absence of the President, assume the role of President with all of its authority responsibility.
- B. Shall perform such duties as may be directed by the Executive Board.
- C. Shall be chair of the Program Committee, which is responsible for the planning of the NJSCA Fall Conference. Tasks would include:
 - a. Firming up site and facilities arrangements.
 - b. Selecting a general theme for the conference.
 - c. Establishing a format.
 - d. Considering ideas for presentation.
 - e. Soliciting persons to carry out various responsibilities.
 - f. Establishing a plan for publicizing the event.
 - g. Providing a method for evaluation.
- D. Shall serve as a member of the Finance, Bylaws and Strategic Planning Committee.
- E. Shall develop a proposed plan of action and budget requests to be submitted to the NJSCA Executive Board.
- F. Shall mentor President Elect-Elect.
- G. Shall develop, coordinate, and promote the annual NJSCA Leadership Development Conference.
- H. Shall attend the ASCA Delegate Assembly and Leadership Development Institute.

President Elect-Elect

- A. Shall attend meetings
- B. Shall support the President and President Elect.
- C. Shall perform such duties as may be directed by the Executive Board.
- D. Shall attend the ASCA Delegate Assembly and Leadership Development Institute
- E. Shall serve as the Liaison to County Presidents
 - a. Shall maintain an open line of communication with the Presidents of the county SCA's.
 - b. Shall update & maintain a mailing list of current County Presidents.
- F. Shall serve as the Liaison to Directors & Supervisors
 - a. Shall maintain an open line of communication with Directors & Supervisors.
 - b. Shall contribute articles to NJSCA publications for Directors & Supervisors.
- G. Shall serve as the Liaison to Counselor Educators
 - A. Shall network with the NJ Counselor Educators at the private & public colleges and universities.

- B. Shall provide information from NJSCA to the Counselor Educators.
- C. Shall maintain a mailing list of current Counselor Educators.

Immediate Past President

- A. Shall perform such duties as may be directed by the Executive Board.
- B. Shall, upon request, serve as advisor to the President, Executive Board and committee chairs, individually and collectively.
- C. Shall serve as Nominations & Elections Chair.
 - a. Shall issue a call for nominations for the following year, in appropriate newsletters and secure suggestions for possible candidates from each county association.
 - b. Shall notify candidates of the no-campaigning policy and other rules pertaining to elections.
 - c. Shall report election results, as soon as feasible, after the ballots have been counted.
- D. Shall serve as a member of the Finance Committee.
- E. Shall chair the Strategic Planning Committee.
- F. Shall meet once a year to develop an Advocacy Plan which coordinates with the NJSCA Strategic Plan

Secretary

- A. Shall attend and record all meetings of the Executive Board, Program Committee Bylaws/ Procedural Handbook, Strategic Planning, Finance, and Advocacy.
- B. Shall collect and file all motions and resolutions.
- C. Shall prepare and send minutes to the President within one week of each meeting attended.
- D. Shall maintain the official minutes. The Secretary's file should include a copy of each official report turned in by committee chairs, county Presidents and others at meetings for which the minutes are the record. This record will be turned over to the administrative office for archiving.
- E. Shall be responsible for gathering information for preparing a packet of NJSCA information using the Secretary's notebook (minutes and committee reports), IRS reports, the conference program booklet, information from the Executive Director and other relevant information of the year. This packet will be archived in the administrative office.
- F. Shall record and prepare an annual summary of the history of the Association as prescribed by the Bylaws.

Treasurer

- A. Shall serve as chair of the Finance Committee. This committee will meet at least annually. The committee will hold an evaluation meeting annually to discuss and evaluate the Executive Director position prior to contract negotiation.

- a. Shall develop an initial operating budget for consideration, revision and eventual adoption by the Executive Board.
 - b. Shall implement the operation of the budget by monitoring income and expenditures.
 - c. Shall suggest financial policy statements and make fiscal recommendations to the Executive Board.
 - d. Shall review the capital fund and investment recommendations of NJSCA.
 - e. Shall annually meet in executive session to discuss and evaluate the Executive Director position prior to contract negotiation.
 - f. Shall negotiate the contract with the Executive Director and present it to the Executive Board for approval.
- B. Shall submit reports of income and expenditures at each Executive Board meeting.
 - C. Shall provide input to the Executive Board regarding financial effects of program proposals.
 - D. Shall submit an annual fiscal report at the end of the year.
 - E. Shall write the checks for the Executive Director's salary and reimbursements.
 - F. Shall attend Executive Board and Conference Committee meetings.

Vice-Presidents (Elementary, Middle, Secondary, Post- Secondary)

- A. Shall be responsible for generating interest and activities among the members of his/her respective level.
- B. Shall assist Fall Conference Committee and insure that programs are offered for all levels.
- C. Shall provide input for the annual Spring Conference, with the assistance of the Executive Director.
- D. Shall write two articles for the e-newsletter during the year.
- E. Shall oversee the High School Scholarship Chair committee
 - a. Shall develop and maintain the Scholarship Application.
 - b. Shall communicate with the Publications Chair to have the application in the appropriate publications.
 - c. Shall maintain a committee for reading and selecting scholarship applications.
 - d. Shall be in contact with the annual winners, and their parents, to arrange for the recipients to receive their awards at the annual Awards Dinner.
 - e. Shall purchase plaques and notify the recipient's respective schools.
- F. Shall oversee the Elementary & Middle School Recognition
 - a. Shall develop and maintain a program of recognition for Elementary and Middle School students.
 - b. Shall be in contact with the winners and their parents to receive their awards at the annual Awards Dinner.

Parliamentarian/Bylaws

- A. Shall serve as consultant to NJSCA with regard to bylaws questions and revisions.

- B. Shall assist in maintaining the orderly procedure of business during Executive Board Business Meetings in accordance with the most recently revised edition of *Robert's Rules of Order*.
- C. Shall Chair the Bylaws Committee.
 - a. Shall review the Bylaws and Procedural Handbook annually and make recommendations concerning revisions to the Executive Board.
 - b. Shall conduct a complete review of the Bylaws and the Procedural Handbook every three years, commencing with 2004.
 - c. Shall receive all proposed changes in the Bylaws and Procedural Handbook.
 - d. Shall provide copies of the proposed Bylaws amendments to the Executive Board at the May Executive Board Meeting.
 - e. Shall publish the NJSCA Bylaws annually.
 - f. Shall provide copies of the Bylaws upon request to any NJSCA member.
 - g. Shall make arrangements with the Executive Director to provide copies of the Bylaws and the Procedural Handbook to new Executive Board members.
- D. Review NJSCA Bylaws according to a schedule established by the Executive Board.
- G. Facilitate the resolution process for NJSCA.
- H. Perform such duties as may be directed by the Bylaws or the Executive Board.

Member-at-Large

- A. Shall perform such duties as directed by the Executive Board and/or President.

Executive Director

Duties and Responsibilities:

- A. The general operations of the organization as directed by the Executive Board
- B. Publishing and distributing the annual calendar of association events and meetings.
- C. Maintain a central office for the organization which includes easy access communication.
- D. Maintaining the supply of organizational materials and providing for the distribution of these materials.
- E. Maintaining the archives of the organization.
- F. Updating the Organizational Handbook so that policies and procedures of the organization are current and provided to all Executive Board members by the beginning of each new organizational year.
- G. Provide orientation and transition to new Executive Board members each year.
- H. Encourage goal continuity by providing an historic perspective to current Executive Board Committee members, while assisting them in their endeavors.

- I. Represent NJSCA, Inc. at other professional organization meetings as requested by the Executive Board (i.e., NJ School Boards Association, NJEA, etc.).
- J. Submit an annual report to the Executive Board on areas of responsibility.
- K. Oversee maintenance of personnel, legal, tax, and membership records and prepare appropriate reports required by the Executive Board.
- L. Coordinate with the Conference Chair in establishing dates, location, and facilities contracts for the Fall & Spring NJSCA Conferences.
- M. Serve as a central clearinghouse of information for the NJSCA, Inc., Newsletter, Newline, web page, and Organizational Handbook.
- N. Other duties as assigned by the President and/or Executive Board.
- O. Will be a member of the Executive Committee with no voting power.

Membership

- A. Shall maintain the NJSCA membership database.
- B. Shall respond to inquiries regarding membership procedures.
- C. Shall enlist the cooperation of the Executive Board members in helping with membership promotion.
- D. Shall report on numbers of NJSCA members, as requested.
- E. Shall notify individuals of lapsed membership.
- F. Shall actively recruit new members.

Organizational Relationships:

- A. The Executive Director will report directly to the Executive Board and President of NJSCA, Inc.
- B. The Executive Director will interact cooperatively with all Executive Board members and members of NJSCA, Inc.
- C. All elements of good human relations will be practiced.

Inter-Professional Relations:

- A. Shall engage in various projects which will enhance the professional status of NJSCA.
- B. Shall establish mutual support relationships with other professional organizations to improve the image of the Association and its members.
- C. Shall be responsible for the shipping, receiving, and maintenance of the NJSCA Display Boards.
- D. Shall work with Past Presidents' Advisory Committee to provide for relevant NJSCA programs to be presented at conferences of other organizations and secure programs from other organizations to be presented at NJSCA conferences.
- E. Shall communicate with the ASCA Inter-Professional Relations chair.

Publications/Research:

- A. Shall promote research and the publication of research by NJSCA members.
- B. Shall coordinate the publication of brochures and/or position papers which identify duties of counselors and other aspects of school counseling.
- C. Shall work with the Journal Editor in soliciting materials for publication.
- D. Shall study all NJSCA printed materials to determine if they are current and relevant.
- E. Shall communicate with the ASCA Publications and Research chair.

Strategic Planning:

- A. The immediate Past President shall chair the Strategic Planning Committee.
- B. Shall review the Strategic Plan of NJSCA annually and make recommendations concerning revisions to the Executive Board.
- C. Shall review the Governing Policies of ASCA annually, and determine whether the NJSCA Strategic Plan is in alignment.
- D. Shall review the NJSCA Advocacy Plan annually to determine whether it is in alignment with the NJSCA Strategic Plan.
- E. Shall, upon request, assist Districts in developing their Strategic Plans in alignment with the Strategic Plans of NJSCA.

Resolutions:

- A. Shall provide information in the newsletter to the NJSCA membership regarding submissions of resolutions.
- B. Shall provide guidelines for writing and activities for the implementation of resolutions.
- C. Shall evaluate pertinent resolutions in areas of concern to guidance and counseling.
- D. Shall submit all pertinent resolutions to the Executive Board for consideration and action.
- E. Shall monitor action on resolutions and report progress back to the Executive Board.
- F. Shall, by the May Executive Board Meeting, submit resolutions to the President-Elect for inclusion in the Program Booklet.
- G. Shall submit resolutions at the annual Delegate Assembly for consideration and action.
- H. Shall communicate with ASCA Resolutions chair.
- I. Shall keep on file and send a copy to the Historian all NJSCA
- J. Shall be an ex-officio member of all committees and serve as a regular member of the Finance and Bylaws Committees.
- K. Shall mentor President-Elect.
- L. Shall attend the ASCA Delegate Assembly

Standing Committee Chairs

- A. Each committee chair shall meet with his/her committee during the annual Fall Conference.
- B. In cooperation with the President-Elect, shall present by July 1, a written plan of action and budget for ultimate approval at the first Executive Board Meeting.

NJDOE/ Legislative Liaison

- A. Shall be aware of pertinent legislative matters and keep the Association informed.
- B. Shall correspond with government representatives, when appropriate.

- C. Shall coordinate Association members efforts, when necessary, to promote beneficial legislation.
- D. Shall work with the Public Relations chair to plan Legislative Days.
- E. Shall coordinate Legislative Day in conjunction with other committees and organizations.
- F. Shall serve as liaison with other organizations involved in similar legislative concerns.
- G. Shall serve as NJEA Liaison.
- H. Shall represent NJSCA at program planning committees of NJDOE.
- I. Shall alert NJSCA leadership of DOE actions of interest to them.
- J. Shall communicate/deliver testimony to NJ Board of Education, as appropriate.

Ethics

- A. Shall oversee the Ethics committee
 - a. Shall disseminate information, including current ASCA code of ethics, to the general membership.
 - b. Shall answer inquiries to ethical issues.
 - c. Shall maintain a collection of current publications related to ethics, which members may borrow.

Public Relations/ Social Media

- A. Shall communicate with other counseling associations, education and mental health resources to provide up-to-date resources for school counselors via social media
- B. Shall cooperate with other NJSCA leaders in developing public relations programs and materials.
- C. Shall provide updates with committee including growth data for all platforms.
- D. Shall publish public relations ideas in the E-Newsletter, and other appropriate publications, and encourage expanded public relations programs statewide.
- E. Shall promote NJSCA conferences, events, executive board meetings, publications and projects throughout platforms.
- F. Maintain NJSCA presence on social media, including but not limited to Facebook, Twitter, and Pinterest.
- G. Shall keep informed about emerging social media platforms that may be beneficial to school counselors.
- H. Shall encourage counselors to develop social media presence for their districts and professional development.
- I. Shall repost relevant resources and data, and participate in school counseling social media discussions on Twitter using relevant hashtags (including, but not limited to #scchat and #sccrowd)
- J. Shall update school counselors about usage trends amongst students
- K. Shall promote NJSCA conferences, publications and projects throughout platforms

- L. Shall maintain social media outlets to stay up-to-date with relevant data and resources, including ASCA
- M. Shall advocate, strengthen, and network for the Association on each social media outlet

Liaison to NBCC

- A. Shall provide testing opportunities for the NCC & NCSC certification in NJ, in coordination with NBCC.
- B. Shall provide CEU's for attendance at acceptable professional development programs.

College and Career Readiness

- A. Shall foster continuous improvement in the delivery of career readiness activities.
- B. Shall provide input and information related to current issues in career development.
- C. Will facilitate career readiness cooperative efforts between the NJSCA and NJDOE.
- D. Review the Fall Conference Proposals to ensure inclusion of college and career readiness topics.
- E. Shall coordinate all career guidance activities of NJSCA.
- F. Shall update the Executive Board as to the current trends in the NJ Transfer Program.
- G. Shall serve as a resource with the NJ Higher Education.

Professional Recognition

- A. Shall solicit nominations for the "Counselor of the County" Awards.
- B. Shall coordinate the annual Counselor of the County Awards Breakfast.
- C. Shall set nomination deadlines, coordinate and organize dates for the Selection Committee to meet to select winners.
- D. Shall order the appropriate certificates or plaques and present them at the annual awards breakfast.
- E. Shall submit names and pertinent data of award recipients for publication in the next issue of the NJSCA Newsletter and/or the recipient's local or regional newspaper.
- F. Shall coordinate with the county SCA Professional Recognition chairs and award winners, and assist in the submission of credentials of award recipients to ASCA for possible national recognition.
- G. Shall oversee the Human Rights committee
 - a. Shall coordinate all human rights activities of NJSCA including the December Human Rights Dinner.
 - b. Shall act as human rights advocate, in accordance with the NJSCA Strategic Plan.
 - c. Shall facilitate the selection of the Human Rights Advocate winner for counties and state.

Technology

- A. Shall provide technology resources for counselors.
- B. Shall maintain a list of useful resources and websites.
- C. Will maintain and update the NJSCA website.
- D. Will communicate with other educational organizations, to provide counselors with up-to-date information on the website.

Summer College Tour

- A. Shall arrange and conduct the annual college tour, during the summer.
- B. Shall work with the colleges and universities to arrange an itinerary of travel.
- C. Shall finalize all arrangements for travel and lodging.
- D. Shall be in contact with the Editor to publicize the tour.