

SDCA Committee Responsibilities (updated April 2015)

All Committees – General Requirements

1. Make an annual written report of committee activities related to the SDCA strategic plan, to the Board of Directors for all SDCA Board meetings and at any other time as requested to do so by the Board of Directors and/or the President. This can be done via the Board Report Form.
2. Make recommendations to the Board of Directors concerning action the committee wishes to be taken.
3. Carry out directives received from the SDCA Board of Directors in alignment with the SDCA Strategic Plan.

All Standing Committees (except Nominations and Elections Board) shall consist of a chairperson selected by the President of SDCA and confirmed by the Board of Directors. The selection of the standing committee chairpersons for the upcoming fiscal year, will be completed by the President Elect before the Conference Board Meeting. The Committee Chairperson will then appoint other SDCA members to work on the committees. Ideally, a representative from each Area of Specialty should serve on all SDCA committees. The SDCA President shall be an ex-officio member on all committees.

Standing committees are:

Awards Committee

The committee shall consist of the SDCA President-Elect (Committee Chair) and the President-Elect of each Area of Specialty. Additional committee members may be chosen by the committee chair. Duties include:

1. Annually update the SDCA Awards Nomination forms and work with Executive Director to make the form available on the website. This should be completed by November 1st.
2. Send out emails to SDCA members soliciting nominations for SDCA awards.
 - a. Initial award email should go out by December 15th. This should include award criteria, nomination form, and award hints handout.
 - i. Awards Time Line-This is just a suggestion and is subject to change based on the date of the SDCA conference:
 1. January 1st : Nominations Open, information sent via e-mail
 2. February 1st: Reminder for award nomination sent via e-mail.
 3. February 15th : Final reminder for award nominations sent via e-mail
 4. February 25th : Deadline for Nominations

5. March 1st: Awards packet sent to awards committee members.
 6. March 10th : Individual selections and rubrics returned to President Elect
 7. March 15th : Final decisions on award recipients
3. Provide an article for the February and May Newsletter
 4. Notify the Executive Director of winners so award plaques can be ordered. This should be done by March 20th. This date is subject to change based on the date of the conference.
 5. Notify winning AoS or Chapter and arrange for presentation of awards
 6. Complete an awards presentation for the SDCA Banquet
 7. Review the continuation of previous awards and solicit and consider new awards.
 8. Prepare and review, when appropriate, guidelines for each award.

Nominations and Elections Board-SDCA President Elect Elections

1. Shall consist of the SDCA President-Elect as chairperson, the Past Past President, and one other Past President appointed by the President and subject to confirmation by the Board of Directors.
2. Complete the nominations and election of candidates for the office of SDCA President-Elect as specified in the By-Laws (Article VI, Section 2).

By-Laws Committee

1. Receive all proposals for amending and revising the By-Laws and make additional proposals if deemed necessary.
2. Study the proposed changes and submit to the Board for its consideration all such proposed amendments with or without a recommendation at least 30 days prior to the next board meeting.
3. Receive proposed amendments which originate at the board meeting and are approved for electronic ballot.
4. Work with Executive Director to send proposed amendments no less than 60 days following the date of presentation with a written recommendation to board members for a vote.
5. Review Chapter and Area of Specialty By-Laws and make recommendations to the board.
6. Answer member questions in regards to the By-Laws of the Association
7. Submit an article for the November newsletter

Education Committee

1. Provide professional development opportunities for SDCA members
2. Prepare the annual conference Call for Programs form and work with Executive Director to insure its distribution to the membership.
3. Make contact with Areas of Specialty to encourage them to solicit program proposal submissions to meet the professional development needs of their members.

4. Submit an article for the August and February newsletter
5. Work with the Past President in selecting programs that will be presented at the annual conference. These programs must meet the criteria for CE offerings.
6. To gather vitas/resumes from chosen program presenters
7. To work with the conference host chapter representatives and the Executive Director to get the program and schedule ready for conference. See Annual Conference Policies for additional information.

Ethics Committee

1. Stay up to date on the latest ACA Code of Ethics and keep the membership updated to any changes.
2. Receive and process complaints for possible severance of membership in SDCA as per the By-Laws.
3. Provide referral service to organizations and individuals interested in pursuing ethical issues.
4. Submit an Ethical article or dilemma for each newsletter

Finance Committee

1. Advise SDCA officers and the Board of Directors on sound budgeting procedures, sources of revenue, and long-term financial planning for the Association.
2. Update Fiscal Policies as needed.
3. Coordinate the annual Review of the Association Financial Records.

Government Relations Committee

1. To keep up to date on local, state, and national legislation that pertains to the field of counseling and to provide that information to our membership as needed.
2. To work in conjunction with the Areas of Specialty groups representatives to monitor legislation that affects the profession and work with those groups to coordinate a unified response.
3. To coordinate communication between the Areas of Specialty groups and SDCA.
4. To assist the Executive Director in legislative preparation and identify a designee to be available for input during the legislative session
5. Work with the Executive Director, Past President, and Areas of Specialty representatives to plan the annual SDCA Day on the Hill.
6. Submit an article for the November and February Newsletter

Membership Committee

1. Develop annual goals focused on retaining and recruiting new members. These goals should fall in line with the strategic plan.
2. Create and implement activities to meet annual membership goals.
3. Work with the AoS and chapters to assist in meeting annual membership goals.

4. Coordinate with Membership Services and/or the Executive Director to send notification to past and current members for renewal opportunities.
5. Submit an article for the August Newsletter

Graduate Student Coordination Committee

1. Recruit new members among the graduate students. This may include campus visits etc explaining the benefits of SDCA
2. Annually update the Moderator Application and the Poster Presentation Application and work with the Executive Director to have this added to the website by December 1st, with a deadline for submission 60 days prior to conference.
3. Promote graduate student involvement in SDCA via poster presentation and applying to be a moderator at the annual conference.
4. Review Moderator Applicants and choose moderators for conference. Moderators should be chosen and notified 45 days prior to conference.
5. Promote the Graduate Student Scholarship and encourage chosen moderators to apply.
6. Provide training to the moderators at the conference. Be on hand to answer questions and provide direction to moderators as needed.
7. Coordinate with the host chapter representatives in regards to the graduate student auction. Arrange for moderators to assist with the auction as needed.
8. Plan and host one social event for graduate students during the conference.
9. Submit an article for the November Newsletter

Technology Committee

1. Create and carry out the technology-related tasks as designated by the SDCA Board in the annual Strategic Plan.
2. Work cooperatively with the Webmaster and SDCA Executive Director related to the association website, Facebook page, and other social media
3. Ensure all photos, forms, etc are updated at the beginning of the fiscal year, following up with Chapters and AoS as needed.
4. Maintain the SDCA Facebook page insuring that news is added on a regular basis.
5. Provide an article for the August and May Newsletter

Ad-Hoc Committees

All Ad-Hoc Committees shall consist of a chairperson and other SDCA members selected by the President. The President may appoint such Ad-Hoc Committees as are deemed necessary.

Revised, April 2015