

Duties of the SDCA Board of Directors & Officers

(adopted 6/92, updated 2/15)

Board of Directors

The Board of Directors shall be composed of the officers of the SDCA, the president or designee of each Area of Specialty as designated by the Area of Specialty, and the president or designee of each of the Chapters as designated by the Chapter. The powers and functions of the Board of Directors shall include:

1. To establish policies to govern the affairs of the Association.
2. To grant, deny, or revoke the charters of Areas of Specialty or Chapters.
3. To act upon reports of the Executive Committee, Areas of Specialty, Chapters, Standing Committees, and such special committees as are responsible to it.
4. To establish the duties of and hire an Executive Director.
5. To adopt and amend the By-Laws.
6. To act upon the annual budget proposed by the President.
7. To approve appointments of the chairpersons of the standing committees as submitted by the President.
8. To exercise such other powers and functions as may be necessary or desirable in the best interest of the Association, not in conflict with the By-Laws.

The Board of Directors shall meet upon the call of the President of the Association or a majority of the Board of Directors (traditionally four times per year). In order to conduct an official meeting, the Board of Directors must have a quorum present of at least one half of the voting members of the Board.

The Executive Committee

The Executive Committee of the Board of Directors shall consist of the President, Immediate Past President, President-Elect, Executive Director, Recording Secretary, and Treasurer. The Executive Committee shall act for the Board of Directors during the interim between meetings of the Board of Directors but within the limits of such written policies as may be established by the Board of Directors. Its duties shall include:

1. To propose Association policies and recommend such policies to the Board for its consideration.
2. To formulate operational policies appropriate for executive action and direct the execution thereof subject to review by the Board of Directors.
3. To perform such other duties as may be delegated to it by the Board of Directors.

President

The President shall:

1. Be the chief elected officer of the Association.
2. Preside at all meetings of the Association, Board of Directors, and Executive Committee.
3. Appoint the chairpersons of all standing committees, subject to confirmation by the Board of Directors.
4. Appoint such additional members to standing and ad hoc committees as deemed necessary, except as specified otherwise in the By-Laws.
5. Be an ex-officio member without vote of all committees.
6. Work with the Treasurer and Executive Director in overseeing the budget within the fiscal policies established by the Board of Directors.
7. Plan the annual SDCA Board Retreat
8. Assist the Board to create a Strategic Plan and insure it is followed
9. Perform additional duties as directed by the Board of Directors.

President-Elect

The President-Elect shall:

1. Perform the duties of the President in his/her absence or incapacity.
2. Assist the President.
3. Be a member of the Board of Directors and Executive Committee.
4. Serve as chairperson of the Nominations and Elections Committee.
5. Act as chairperson of the Awards Committee.
6. Prepare an annual report to be presented to the spring meeting of the Board of Directors.
7. Appoint the officers and committee chairs for the coming year for approval by the Board of Directors at the spring meeting.
8. Perform additional duties as directed by the Board of Directors.

Immediate Past President

The immediate Past President shall:

1. Be a member of the Board of Directors and Executive Committee.
2. Serve as program chairperson for the annual conference. In this capacity, select keynote speakers for the annual conference by August 1 of each year.
3. Serve as co-conference coordinator with the Executive Director and the local conference committee for the annual conference.
4. Perform additional duties as directed by the Board of Directors.

Recording Secretary

The Recording Secretary shall:

1. Keep and maintain accurate and timely records of the minutes of the Board of Directors and Executive Committee. Submit minutes promptly to officers of the Association.
2. Serve as an ex-officio member of the Board of Directors and Executive Committee without vote.
3. Perform additional duties as delegated by the Board of Directors.

Treasurer

The Treasurer shall:

1. Represent the Association in assuring the receipt and expenditure of funds in accordance with the directives establish by the Board of Directors.
2. Work with the President and Executive Director in overseeing the budget within the fiscal policies established by the Board of Directors.
3. Serve as an ex-officio member of the Board of Directors and Executive Committee without vote.
4. Arrange for an annual review of the SDCA ledgers.
5. Perform additional duties as delegated by the Board of Directors.

(These descriptions are consistent with the By-Laws and Policies of the SD Counseling Association.)

