

October 10, 2010

Attention: Division Presidents

The MSCA Nominating and Elections Committee will be accepting 2011-12 officer nominations for the following positions from November 1 – December 15, 2010:

President-Elect
Elementary Vice President
Secondary Vice President

The President-Elect position serves a three-year term, the first year as President-Elect, the second as President, and the third as Immediate Past President. The MSCA rotation schedule designates that the President-Elect for 2011-12 should be a current member of either the Central or Northwest Division and therefore nominees put forth from the aforementioned divisions will be given preference. If no one is nominated from the Central or Northwest Divisions by December 1, candidates from other divisions in the state will be considered.

Candidates for Level Vice Presidents must be employed as school counseling professionals at the work setting level for which they are seeking office (i.e. elementary or secondary). Vice Presidents serve a two-year term to represent professional school counselors in the specified level of work setting.

All nominees must be professional members of MSCA. Letters or emails containing nominations for state officers are to be sent to Chris Otto, Nominations and Elections Committee Chair, by December 15, 2010. Elections will be held in March. Newly elected officers will be introduced with the new MSCA board at the Annual Conference in May and the term of office begins July 1, 2011.

For more detailed information regarding the responsibilities of the officer positions, members may see the enclosed listing of officer responsibilities and/or contact me to discuss it further.

Sincerely,

Chris Otto
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LEVEL VICE PRESIDENTS

Level Vice Presidents shall be elected for two-year terms to represent professional school counselors in Elementary, Middle/Junior High, Secondary, Postsecondary work settings. Elementary and Secondary Vice Presidents shall be elected in odd numbered years. The Middle/Junior High and Post secondary Vice Presidents shall be elected in even numbered years. A Level Vice President who ceases to be employed as a school counseling professional in the level that he or she represents may be asked to resign.

Specific responsibilities of Level Vice Presidents include the following.

- a. Perform duties as directed by the Bylaws and/or Governing Board.
- b. Represent the interests, needs, and concerns of school counselors in respective work level settings.
- c. Generate interest in activities within respective work level settings.
- d. Represent MSCA at meetings and conferences of other organizations and with media at the state, region and local levels.
- e. Submit Leadership Reports to the Governing Board.
- g. Write articles as appropriate for *GUIDELINES* and other publications.
- h. Member of selection committee for MSCA/TCF Scholarship and Potential School Counselor Scholarship
- i. Facilitate level-sharing sessions at annual conference.
- j. Attend and actively lobby at MSCA 'Day on the Hill'
- k. Attend all MSCA Governing Board meetings and participate in the transaction of business that is brought before the Board.
- l. Generate interest and activities within the representative level work setting and encourage active participation in MSCA.
- m. Assist the president in the duties and responsibilities of that office.
- n. Communicate with ASCA specific level vice president and cooperatively seek ways to meet the needs of MSCA members in this setting.

PRESIDENT-ELECT

The President-Elect fulfills the President's obligations in the President's absence and prepares to assume the office of President. Specific responsibilities of the President-Elect include the following.

- a. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- b. In the absence of the President, assume the role of the President with all of its authority and responsibility.
- c. Prepare for Presidential year by working closely with the President so as to be knowledgeable about the issues and actions of the organization to facilitate smooth transition of leadership.
- d. Perform such duties as may be directed by the President or the Governing Board.
- e. Submit Leadership Reports to the Governing Board.
- f. Shall be a delegate with the President to the ASCA Delegate Assembly.
- g. Conduct a "First Timer" welcome reception and orientation meeting at MSCA Annual Conference.
- h. Member of selection committee for MSCA/TCF Scholarship and Potential School Counselor Scholarship.
- i. Attend all MSCA Governing Board meetings.
- j. Prepare quarterly article for publication in each MSCA *GUIDELINES*.
- k. Chair the Nominations and Elections Committee and serve on the Finance and the Membership Committees.
- l. Be an individually paid member of MSCA and ASCA

PRESIDENT

The President ensures the integrity and fulfillment of the Board's process and represents the Board to outside parties. Specific responsibilities of the President include the following.

- a. Perform duties as directed by the Bylaws and/or Governing Board.
- b. Preside at all meetings of the MSCA Governing Board.
- c. Shall represent the MSCA leadership at national, regional and state conferences, workshops and committee meetings including:
 - ASCA Delegate Assembly
 - ASCA Annual Conference
 - ASCA Leadership Development Institute
 - ASCA Advocacy and Public Policy Institute
 - Minnesota Department of Education - agency, board, committee meetings, workshops when appropriate.
- d. Submit Leadership Reports to the MSCA Governing Board.
- e. Prepare an annual report to be presented at the ASCA Annual Conference.
- f. Write articles for each issue of *GUIDELINES* and other publications as requested.
- g. Shall prepare the agenda for the MSCA Governing Board meetings.
- h. Shall serve as a Minnesota Representative to the Delegate Assembly of ASCA.
- i. Shall appoint all necessary committee chairpersons and liaison representatives of MSCA.
- j. Shall coordinate with ASCA on the organization, structure, and planning for MSCA.
- k. Shall communicate and coordinate with the MSCA officers, state division presidents, committee chairpersons and liaison representatives.
- l. Shall give direction and assistance to Governing Board members in developing a 'plan of action'.
- m. Assist the Past President in completing the MN nominations for ASCA Award categories.
- n. Shall negotiate contracts with selected facility and events management for conference/workshop events on behalf of the MSCA Governing Board.
- o. Shall negotiate contracts with the Treasurer for the Membership consultant and Lobbyist.
- p. Be an individually paid member of MSCA and ASCA

IMMEDIATE PAST PRESIDENT

The Immediate Past President provides historical perspective and guidance to the Board. Specific responsibilities of the Immediate Past President include the following.

- a. Perform such duties as may be directed by the Bylaws and/or Governing Board.
- b. Submit Leadership Reports to the Governing Board.
- c. Advise the Governing Board regarding Policy Governance.
- d. Promote and assist in the implementation of the goals and objectives of MSCA as presented by the President.
- e. Promote and implement the MSCA Awards policies and procedures. Host the MSCA Awards Banquet. Also assist the President in completing the MN nominations for ASCA Award categories.
- f. Carry out the responsibilities of committee and liaison appointments as requested by the President.
- g. Chair the Professional Recognition Awards Committee and serve on the Finance Committee.
- h. Attend all MSCA Governing Board meetings.
- i. Prepare a quarterly article for publication in each MSCA *GUIDELINES*.