

# **Florida Counseling Association**

## **A Branch of the American Counseling Association**

# **Governance Manual**

The Governance Manual guides policy decisions on the governance, organization and procedures that are adopted by the Executive Board to ensure the effective and efficient operation of the Florida Counseling Association.

*Note: this Manual along with FCA by-laws, strategic plan, calendar of events, leadership roster, reimbursement forms, membership application, etc. can be put together in a notebook for the FCA Handbook.*

**FINAL DRAFT**

12/7/2008

**ADOPTED**

*6/17/2009*

Amended

06/17/2016

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# INTRODUCTION

## FCA Mission, Purpose, and Objectives

### Mission

**To promote the value of professional counseling as well as supporting and unifying professional counselors in all settings resulting in high quality practices in Florida.**

### Purpose

**The purpose of the Florida Counseling Association is to promote the counseling profession through public awareness, professional development, and advocacy.**

### Objectives

- **To promote high standards of professional counseling**
  - **To promote public policy advocacy**
- **To provide educational opportunities for our diverse membership**
- **To provide an organizational structure and support to fulfill our mission**
- **To maintain and enhance communication among our membership**
  - **To promote public awareness of counseling and the profession**
  - **To encourage partnerships with other professional stakeholders**

### Definition of Counseling (Adopted by ACA in March 2010)

**According to 20/20: A Vision for the Future of Counseling, the delegates comprised of 31 counseling organizations agreed upon a unified definition of counseling:**

*Professional counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.*

**Counselors work with clients on strategies to overcome obstacles and personal challenges that they are facing. - See more at: <http://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling/overview#sthash.yrDkXke9.dpuf>**

# FCA LEADERSHIP INFORMATION

## Where Do I Start?

If you're reading this Leadership Handbook, it's likely that you've been elected to an office within FCA, been appointed to a leadership committee within FCA, or are interested in having such a role in the future. Some people think carefully about the commitment involved in being a leader within this association. They check with their employer, talk with their family, and carefully assess the time commitment involved. Other people agree to a leadership position more spontaneously, often at the urging of a professional colleague or at the plea of their favorite division or chapter. Regardless of the process used prior to accepting a leadership role, it is not uncommon to suddenly feel "lost" once you take office.

If you're experiencing this, you may be asking the following questions:

- Where do I start?
- What is expected of me?
- How am I supposed to know what to do?
- Who can I turn to for help?

If these questions sound familiar to you, don't worry! By attending Leadership Training and by reading this handbook, you will be answering these questions so that you can enter your leadership role with confidence. This chapter is designed to help you identify and prioritize what you should be doing in your role.

### Learn about FCA as an Organization

A good place to start is to invest some time in learning about FCA as an organization. This will provide you with an understanding of the mission and purpose of FCA, the organizational structure of the Association, and an understanding of how your division, chapter or committee relates to FCA as a whole. Without this understanding, chapter and division leaders often feel (and behave) as if they are only representing and working for the chapter or division. Indeed, this is misguided and ineffective. It is essential that you enter your position understanding that your chapter, division or committee is only a part of FCA and being able to articulate the ways in which your smaller group works toward the mission and purpose of FCA.

### Learn the Rules (and Follow Them!)

Next, you'll want to review the various sets of rules that govern FCA as well as those of your chapter or division. Committee chairs need only review FCA rules. As a leader in a non-profit organization, you may be legally liable for the finances and conduct of the association and are certainly accountable for the decisions you make. Given this, it's always good to know the rules ahead of time. Indeed, while holding a leadership position in FCA, it's not advisable to follow the philosophy of "better to ask forgiveness than permission."

To learn the rules, you will want to thoroughly read the FCA Bylaws and the FCA Policy and Procedures. In addition to learning the FCA rules, your division or chapter probably has a set of Bylaws. If you have any difficulties locating them, you will want to check with the past presidents and the FCA Office. It is safe to assume that the additional bylaws exist, so you will want to invest some energy to locate and read them. Again, you are responsible for adhering to them and could be held liable for violating them.

### Study the Strategic Plan

Your next step should be to study the strategic plan of FCA and, if you are a leader of a division or chapter, the strategic plan of your division or chapter. The strategic plan is the document that identifies the priorities of the association and operationalizes the mission and purpose of the organization. In short, it serves as a concrete guide to what is important to FCA and to the chapter or division. It helps answer the question, "How am I supposed to know what to do?" You should always be able to articulate how the activities of your committee, chapter or division are consistent with the strategic plan. Indeed, as a leader, you may be in a position in which members of your governing board or committee members come to you to ask permission for a specific activity. As a responsible leader, you will want to ask, "how does this activity reflect FCA Strategic Plan and our chapter/division Strategic Plan?"

### Develop a Team

As a new leader, you may already have a group of people to work with. At the division level, you probably have other elected offices and may also have a governing board that has been appointed. Or, you may have responsibilities to appoint members to the board. The same holds true for chapters. FCA Committee chairs have been appointed by the FCA President and may or may not already have other people appointed to the committee as members. In none of these instances, however, is it safe to assume that you have a team. As a leader, you will want to appoint people as necessary and to begin immediately to develop a team. The best way to do this is through frequent communications and meetings. Hold a meeting. Get to know your team members and help them get to know one another. Provide some basic instruction

on what they need to know to be productive team members. (Remember how much you needed to learn just to get to this point!) Review the FCA Strategic Plan and, if appropriate, the chapter/division Strategic Plan. Talk about what you would like to accomplish this year. Brainstorm activities that would be appealing to your group and would be consistent with the strategic plan. By the time you do this, in your best counselor/facilitator mode, it is likely that you will have developed a team!

### **Develop and Implement a Proactive Plan**

In developing a proactive plan, you will want to think about the legacy you'd like to leave. What, specifically, would you like to accomplish during your year(s) as a leader? What unique contribution would you like to make? Your answer to this question will likely serve as the basis for your Plan. In developing this plan, you will want to ensure that the plan is (a) consistent with the Strategic Plan, (b) of real value to FCA/Chapter/Division members; and (c) realistically do-able. Rather than making elaborate plans that your group will be unable to accomplish, you will want to make plans that will likely be successful. In deciding this, you will want to consider the resources necessary to implement the plan. These resources will involve time and energy of you and your team as well as monetary resources. This handbook includes possible monetary sources that might be used to support your activity. Once you've identified your plan, implement it!

### **Engage in Maintenance and Responsive Activities**

In addition to working toward implementation of your plan, there are likely other activities you will need to engage in during your leadership term. In short, "maintenance and responsive activities" involve the work of the chapter, division or committee that is ongoing and necessary, regardless of whom the leader is. For example, every chapter, division, and committee should submit a written report for each FCA Board meeting. As a leader, you will want to attend FCA Board meetings as often as possible. You will also need to respond to email and telephone messages from FCA members. Your division or chapter may also have a newsletter to send out on a regular basis, and you may need to write a column for each issue. Legislative issues may arise that require your attention. Your committee may have responsibilities to respond to requests from the FCA Board.

### **Identify and Lean on Your Sources of Support**

Being a leader in FCA can be one of the most rewarding experiences of your career. Simultaneously, it can be stressful and time consuming. It is therefore essential that you have a support network. In addition to your friends and family, you will want to identify other sources of support. As a division/chapter president, you may want to develop an informal support network with other division/chapter presidents. Also, be sure to stay in contact and utilize the resources of your Chapter/Division past president, who have once been in your shoes as a president of a FCA Chapter/Division. As a FCA Committee Chair, you will want to work closely with the "FCA Presidential Trio" (Past President, President, and President-Elect) -- from whom you should feel support! -- and may also find support from other committee chairs.

Another source of support can be found easily by utilizing on-line resources.

- Board Source "Building Effective Nonprofit Boards" <http://www.boardsource.org>
- Resources for Volunteer Leaders <http://saularliner.home.att.net/leadership/index.html>
- Best Association Resources & Tools <http://www.bestassociation.com>
- ASAE & The Center for Association Leadership <http://www.asaecenter.org>
- Robert's Rules of Order <http://www.robertsrules.com/>
- Sunshine Laws <http://www.leg.state.fl.us>

### **Expectations of All Board Members**

1. Maintain good standing as a professional member of FCA by renewing your membership annually, and if applicable, renew additional chapter and/or division memberships.
2. Attend and participate in all scheduled board meetings. This typically includes a meeting in the fall, with one being held before the FCA Annual Convention, an end-of-year meeting in early-mid June at the Leadership Development Institute, and may include additional teleconferences as needed.
3. Register and attend the Annual Convention held each Fall.
4. All chapters, divisions and committees must prepare and submit board reports for the Fall and June board meeting, and as directed by the FCA President. Reports should include a summary of activities, problems encountered, recommendations for actions, and names of committee members or chapter/division officers.
5. Participate in Legislative Day when held.
6. Chapter and Division Presidents should identify members to serve as a liaison on the following committees: Membership, Advocacy, Professional Development, Awards, and Newsletter.
7. Each Chapter and Division is expected to submit articles to the FCA newsletter. Committees are also encouraged to submit articles/ads/notices.

8. An alternate delegate should be arranged if any board member is unable to attend a meeting. If a chapter or division president sends an alternate delegate they must submit a written notice permitting the delegate to vote on their behalf.
9. Chapters and Divisions are asked to cover the cost of their board representatives, if fiscally possible. FCA covers the expenses of officers and committee chairs/co-chairs, based on FCA Finance Committee recommendations.

### **Summary**

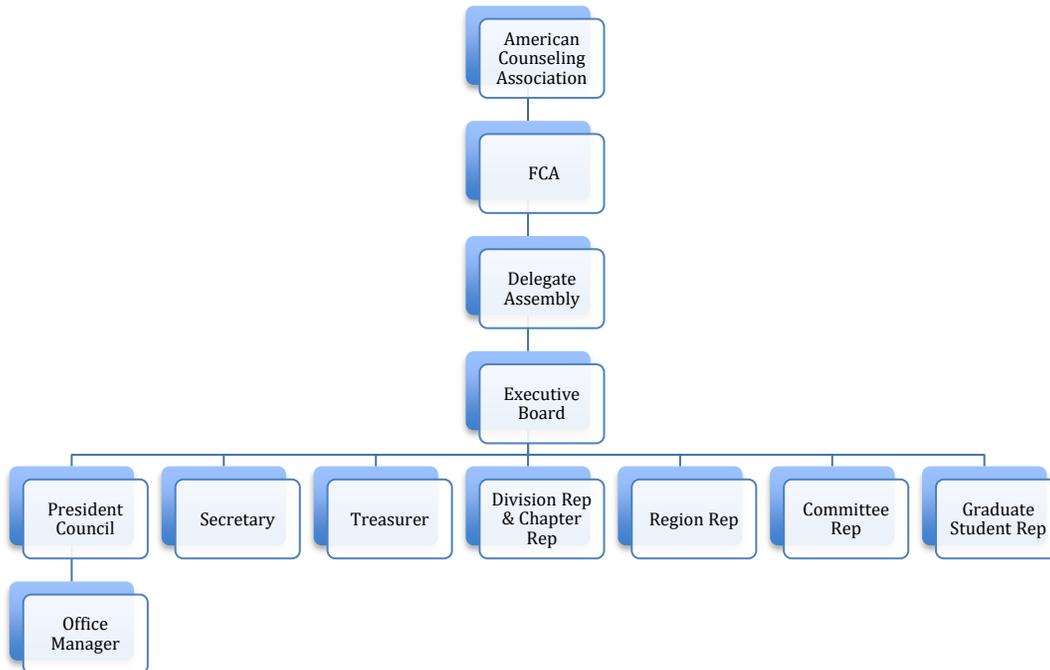
Although this information is by no means comprehensive, I hope it has provided you with an idea of where you can start as a new leader. Remember:

- ✓ Learn about FCA as an Organization
- ✓ Learn the Rules (and follow them)
- ✓ Study the Strategic Plan
- ✓ Develop a Team
- ✓ Develop and Implement an “Action Plan” (proactive activities - your legacy!)
- ✓ Do the Work of the Association (maintenance or responsive activities)
- ✓ Identify and Lean on Your Sources of Support & Utilize Resources
- ✓ Strive to meet the Expectations of Board Members

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# I. Organization



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## A. Governance

The Florida Counseling Association is a professional association governed by a Presidential Council and Executive Board, elected by its membership. Composition of the Council and Board, terms of office, powers and functions are defined in the By-laws. The officers of FCA as set forth in the By-laws are the President, President-elect, Past President, Secretary, Treasurer, Divisions Representative, Regions' Representatives' Representative, and Graduate Student Representative (non-voting).

### 1. Presidential Council

The President, President-elect, Past President serve on the Presidential Council as voting members. Functions of the Presidential Council are described in the By-Laws.

**2. Executive Board** – includes Officers (President, President Elect, Past President, Secretary, and Treasurer) and representatives of Regions, Divisions, and Graduate Student Council; meets bi-monthly or as called by the President with **thirty days** notice.

Mission: to set the direction of the Florida Counseling Association; to execute policies; to oversee the activities of the association; and to advocate for the counseling profession.

#### Responsibilities:

In addition to those described in the By-laws:

- a. Attend all meetings of the FCA Board or arrange for an alternate to attend.
- b. Review all meeting materials prior to the meetings.
- c. Serve on FCA committee(s) as the Board representative and report committee activities to the Board.
- d. Make informed decisions for the association and its members.

**3. Delegate Assembly** - is composed of the FCA Executive Board, FCA Division Presidents, FCA Regional Representatives, Graduate Student Representative, Chapter Presidents, and a maximum of five designated FCA Committee Chairs {five FCA Standing Committee Chairs designated by the FCA President.}. All delegates will be certified to the FCA President by their respective division, region, local chapter committee, or designee.

### Responsibilities:

In addition to those described in the By-laws:

- a. Attend meetings at the FCA annual convention and Leadership Development Institute or arrange for an alternate to attend.
- b. Review all meeting materials prior to the meetings.
- c. Make informed decisions for the association and its members.

## **B. Officers**

**1. President** – elected by the membership at large as President Elect for a one year term (July 1- June 30)

### Responsibilities:

In addition to the duties as described in the By-laws:

- a. Notify committee chairs of their appointments, committee membership and approved budget.
- b. Monitor divisions and committee chairs with follow up of expectations
- c. Serve as a liaison with all divisions.
- d. Invite newly elected officers to attend the June Board meeting.
- e. Has signatory authority on all FCA bank and investment accounts.
- f. Send copies of all official correspondence to the FCA office for filing.
- g. Ensure that Region Representatives and Division Presidents receive copies of all communication to Chapters and Divisions.
- h. Coordinate the annual review of the FCA management.
- i. Supervises the FCA management
- j. Represents FCA at local, state, regional and national meetings as may be required or as may be requested by the Board
- k. Submit and Publish articles or letter of each issue of the FCA newsletter\Journal.
- l. Represent FCA at the ACA annual convention and regional meetings.
- m. Review and approve all reports required by and submitted to ACA.
- n. Coordinate submission of nominations for ACA individual and branch awards with committee chair.
- o. Serve as a voting member on the Strategic Planning Committees.
- p. Be in constant communication with management and FCA office – read email daily and meet with management at least bi-weekly.
- q. Convention – work with convention coordinator on appointed times for appearance and speech; be sure that thank you letters are written to pre/post con presenters, presenters, sponsors, speakers
- r. Submit email blasts and letters to membership as needed
- s. Direct ACA requests to appropriate chair, division, etc.
- t. Foster leadership
- u. Maintain membership with FCA and ACA
- v. The President serves as an ex officio member of any FCA Committee.

**2. President-elect** – elected by the membership at large for a one-year term (July1 – June 30) followed by one term as President and one term as Past President.

### Responsibilities:

In addition to the duties as described in the By-laws

- a. Submit and Publish articles or letter of each issue of the FCA newsletter
- b. Coordinate the activities of FCA's Emerging Leaders with the FCA LDI Chair.
- c. Send copies of all official correspondence to the FCA office for filing.
- d. Participate in the annual review of the FCA management.
- e. Represent FCA at the ACA annual convention and regional meetings.
- f. Serve as a voting member on the Executive Board and Strategic Planning Committees.
- g. Collaborate with the Convention Coordinator on the calendar, keynote speakers, special events and general format of the program for the Conference held during the President-elect's term as President.
- h. Chair the Convention Committee
- i. Maintain membership with FCA and ACA
- j. Arrange and coordinate meeting with Division President- elects throughout the year.

- k. Performs duties of the President in the absence or incapacity of President and assumes Presidency if President is unable to fulfill the one year term.
- l. Serve as liaison with all chapters.

### **3. Past President**

#### Responsibilities:

In addition to the duties as described in the By-laws:

- a. Participate in the annual review of the FCA Management.
- b. Serve as a voting member on the Finance.
- c. Chair of Strategic Planning Committees.
- d. Chair the Nominations and Elections Committee
- e. Represent FCA at the ACA annual convention and regional meetings.
- f. Serve as a voting member of the Presidential Board and Executive Council
- g. Maintain current membership with ACA and becomes a lifetime Emeritus member of FCA and of the divisions to which he/she belongs at the time of Presidency.
- h. Arranges for a meeting of Past Presidents at the Annual FCA Convention

### **4. Secretary** – elected by the membership at large for a two-year term.

#### Responsibilities:

In addition to the duties as described in the By-laws:

- a. Distribute draft of minutes and motions to the Executive Board within six weeks of the Presidential Council and Executive Board meetings, Delegate Assembly and Professional Issues Forums. Within six weeks of compiling a corrected set of minutes, send the motions and the minutes clearly marked “corrected” to the Board, Region Representatives, Division Presidents and Committee Chairs.
- b. Serves as a voting member on the Strategic Planning Committees.
- c. Keep records of meetings of the Finance Committees.
- d. Ensure that a set of minutes and motions for each meeting is sent to the FCA office.
- e. Maintain membership with FCA and ACA.
- f. Chair Newsletter committee

### **5. Treasurer** – elected by the membership at large for a two-year term.

#### Responsibilities:

In addition to the duties as described in the By-laws:

- a. Serves as Chair and voting member of Finance bi-monthly Committee meeting.
- b. Has signatory authority on all FCA bank and investment accounts.
- c. Work with FCA staff to ensure timely submission of all financial statements, reports and tax filings as required by federal, state and local authorities.
- d. Oversee, in consultation with the Finance Committee, the FCA investment portfolio and report to the Board within thirty (30) days of investment decisions.
- e. Present to the Board for approval at the June meetings, the operating budget as recommended by the Finance Committee. The presentation shall include an explanation of any category of spending that increases by more than five percent.
- f. Prepare and present a financial report at each Board meeting (updates on the investment portfolio, bank reconciliations, YTD actuals vs. proposed budget).
- g. Ensure that the year-end financial statement is published in the FCA newsletter.
- h. Coordinate with FCA staff to have an audit (in some form) completed each year.
- i. Maintain membership with FCA and ACA.
- j. Pass Background check

### **6. Graduate Student Representative** – elected by Graduate Student Council for a one-year term.

#### Responsibilities:

In addition to the duties as described in the By-laws:

- a. Maintain membership with FCA and ACA
- b. Be the voice of student members
- c. Identify annual goals and objectives

- d. Prepare a budget for consideration by the Executive Board
- e. Prepare and present a report for each Board meeting
- f. Plan relevant graduate student activities at the FCA Annual Convention, workshops and networking events
- g. Be inclusive of representatives from each active FCA division
- h. Submit and Publish articles or letter of each issue of the FCA newsletter

## **7. Division Rep Rep**

- a. Maintain membership with FCA and ACA
- b. Be the voice of FCA Divisions.
- c. Chair the Division President Committee meeting bi-monthly.
- d. Gather and Submit Division reports to FCA Executive Board.
- e. Mentor, Guide and Direct Division Presidents.
- f. Identify annual goals and objectives.
- g. Set up meeting Calendar and membership drive.
- h. Submit publications to newsletter and Journal.

## **8. Region Rep Rep**

- a. a. Maintain membership with FCA and ACA
- b. Be the voice of the Regions through out the State of Florida.
- c. Chair the Region Representative Committee meeting bi-monthly.
- d. Gather and Submit Region reports to FCA Executive Board.
- e. Mentor, Guide and Direct Region Representatives.
- f. Identify annual goals and objectives.
- g. Hold 2 region events per year with one to include a membership drive.
- h. Assist with the Development of Chapters.
- i. Submit publications to newsletter and Journal.

## **9. Management**

### Responsibilities:

- a. Responsible to the Board for the day-to-day operations of the Association's programs, budget, and services.
- b. Coordinates planning the FCA Conventions in various areas of the state and assists the FCA Convention Committee in the convention planning process
- c. Administers the FCA fiscal policies and procedures.
- d. Assists President or other officers in administrative functions, such as:
  - 1. Logistical arrangements for Board meetings, Legislative Day functions or other necessary meetings
  - 2. Preparation of support/informational documents necessary for conduct of the Association business
  - 3. Association correspondence as deemed relevant and necessary
  - 4. Preparing reports/documents, conducting mass mailings, maintaining an archive, providing information, conducting inventories, and maintaining files as needed.
  - 5. Consulting with the President on any other requests made by members not outlined specifically in the Bylaws or Policy.
- e. Arranges for an annual financial compilation on the Association's fiscal records and accounts.

### Appointments, Evaluation and Compensation

Contractual agreement for the management of FCA shall be the responsibility of the Presidential Council. The management shall receive compensation as specified in the contractual agreement that shall be renegotiated in accordance with the contract terms.

## **C. FCA Divisions**

### **1. Procedures and Responsibilities**

In addition to the provisions governing Divisions in the By-laws, Divisions shall adhere to the following procedures:

- a. FCA membership is a prerequisite to join any Division.
- b. FCA is the financial manager for each Division and Divisions are responsible for maintaining fiscal solvency.
- c. Ensure that Division Presidents are members of FCA and ACA.
- d. Submit annual and other reports as required to the FCA office and the Division President. The annual report must include: newly elected officers, list of meetings and programs provided or sponsored, minutes of Division meetings, year-end strategic plan goals.
- e. Schedule activities so that they do not occur concurrently or conflict with any FCA meeting or conference.

- f. Ensure that a current copy of the Division By-laws is on file at the FCA office.
- g. Determine Divisional dues and submit for approval of the FCA Executive Board. Due changes take affect next fiscal year after approval.
- h. Incorporate in its name “ A Division of the Florida Counseling Association”
- i. All FCA Divisions must participate in the unified treasury of FCA (no exceptions).
- j. Review Division By-laws on at least a three-year cycle to ensure compliance with the FCA by-laws.

## **2. FCA Division Expectations**

The Florida Counseling Association, in its efforts to represent all counselors, has established divisions to address special interest areas of counseling. FCA has the following expectations for each of its divisions:

### **FCA Involvement**

It is important for divisions to have representation at FCA Board meetings and participate in FCA activities to foster the cohesiveness of the organization. Divisions should encourage their board involvement in FCA by participation on the FCA board, committees, etc. The active Division Presidents will identify a Representative to serve on the Executive Board each year.

### **Professional Development**

Each division should conduct Professional Development events for its members. These activities should highlight the division’s special interest areas and the needs of division members without competing with the FCA convention. Divisions are required to participate in the FCA Annual Convention and have a representative from their leadership on the Convention Committee. Each division should solicit presentations in their interest area. Divisions can also receive 50% of the profits of each exhibitor solicited.

### **Recruiting Members**

It is the responsibility of each division to recruit members for both itself and for FCA. FCA retains all rights to divisions.

### **Leadership Involvement**

The recruitment of leaders is essential to an organization. Divisions need to foster leadership within them and also foster leadership in FCA. Divisional leaders should attend the FCA Leadership Development Conference.

### **Communication**

Divisions need to consistently communicate with members via various media. They should relate what is occurring within their division and also what is occurring in FCA. Divisions should regularly contribute updates and articles to the FCA newsletter. They should also submit a report to the FCA Executive Board for each board meeting.

### **Legislative**

Advocacy is a service to members. It is important that FCA and its divisions have commonality in their legislative and advocacy platforms. Divisions should participate in legislative representation through legislative chairs, financial contributions, representation at Legislative Days, etc.

## **3. Division Presidents**

### Responsibilities:

In addition to duties as defined in the FCA and Division By-laws:

- a. Maintain FCA Membership.
- b. Assist in collectively identifying a Division Representative to serve on the Executive Board.
- c. Communicate information to/from FCA Executive Board to Divisional Board.
- d. Attend FCA Executive Board Meetings. Bring president-elect when possible. Distribute relevant memos to Divisional Board members.
- e. Insure that election information is to FCA President-elect by assigned date (Summer). Insure division volunteers work at annual convention election table. Sign-ups for election table hours will be at the August board meeting.
- f. Insure that convention information is to FCA President-Elect by assigned dates (Spring through Fall):
  - 1. meal functions/menus/costs
  - 2. socials
  - 3. names of special guests

4. usage of suites
  5. pre and post-convention workshops/times/costs
  6. legislative forums
  7. review of programs sponsored by your division
  8. adequate number of programs sponsored by your division
  9. convention volunteers for specified committees
- e. If part of unified treasury, submit all bills/receipts. Oversee transactions with treasurer. If separate treasury, insure that financial reports including possible tax information are given to treasurer. Communicate with Division Treasurer in a timely manner to insure all bills from FCA are paid/checks are deposited.
  - f. Insure current membership application is used in all division publications.
  - g. Insure all major division events are approved/placed on FCA master calendar. List dates of division board meetings on master calendar. Introduce both FCA as well as FCA officers at division functions/events.
  - h. Write article for each issue of Guidelines or identify someone from the division who will represent.
  - i. Review any legislative articles with President if language conducive to tax status is questionable.
  - j. Coordinate a membership drive annually.
  - k. Submit a list of upcoming officers for the following fiscal year by the May/June deadline. Submit a copy of by-laws and the annual report.
  - l. Insure that the division by-laws are reviewed once every three years to ensure compliance with the FCA by-laws and that a report on the status of the review is included in the Division President's report to the FCA Executive Board.
  - m. Meet with FCA Public Policy and Legislative Chair in the summer to complete platform; maintain ongoing communication with FCA Chair during legislative session.
  - n. Submit all requests for FCA work orders (membership rosters and mailing labels). Requests should be done with a minimum of three weeks in advance prior to requested delivery date.
  - o. If separate conferences held, speak with FCA office to receive an updated/ongoing list of current members for FCA and division member/non-member rates.

#### **4. New FCA Division Requirements (Creation of a Division)**

In addition to the procedures set forth in the FCA By-laws, the following shall apply:

1. Organization of Divisions
  - a. FCA Divisions are organized to represent specialized areas of interest in counseling and human development activities. (FCA By-Laws)
  - b. Divisions are organized in accordance with the FCA By-Laws and if applicable in accordance with ACA Division structure. (FCA By-Laws)
2. Conditions for formation of Divisions
  - a. A group of FCA members in the State indicates a desire to form a State Division and sets up a plan for the development of such a division.
  - b. The group must have a cadre of committed leaders.
  - c. The group must have at least 50 charter members who are also members of FCA before petitioning for a state divisional charter. (FCA Policy)
  - d. The group drafts a letter of intent, which goes to the FCA Executive Board and if applicable to the appropriate ACA Division. (FCA Policy)
  - e. The group notifies the ACA Division, if applicable, and ACA Headquarters that they desire that a State Division be formed. (ACA By-Laws)
  - f. A copy of division by-laws must be submitted and approved. All division by-laws must be congruent with FCA and if applicable ACA by-laws. (FCA Policy)
  - g. If the above requirements are met (a-f), the FCA Executive Board votes (along with the Delegate Assembly) as to whether they will grant a 'probationary' charter to the new division. (FCA By-Laws)

- h. Should the above governance bodies determine the division continues to meet the above requirements after two years, the FCA Executive Board (along with the Delegate Assembly) grants permanent division status will be granted after this two-year ‘probationary’ period.
3. Organization Functioning
- a. A Division is autonomous in the conduct of its affairs. (FCA Policy)
  - b. A Division incorporates into its name the following words: “A Division of the Florida Counseling Association”. (FCA Policy)
  - c. All officers of a Division are members in good standing of FCA. (FCA Policy)
  - d. Each Division determines its own membership dues subject to the FCA Executive Board and Delegate Assembly approval. All dues changes go into effect on July 1 of the year following the year of approval. (FCA Policy)
  - e. Divisional dues are due and payable concomitantly with FCA dues; FCA membership is a pre-requisite to join any of the Divisions. (FCA By-Laws)
  - f. Divisional dues are paid one year in advance for the same 12-month period as the FCA dues; no provision exists for partial year dues. (FCA Policy)
  - g. FCA receives the Divisional dues, maintains and updates current membership rosters, remits quarterly to the Division a sum equal to the amount paid by new/renewing divisional members for that quarter. (FCA Policy)
  - h. The Divisional President is responsible for drafting and presenting the Divisional Annual Report and the Division written report on activities to the FCA President on/before June 1. (FCA Policy)
  - i. If a FCA Division becomes non-functional due to a lack of officers or lack of membership, the Divisional monies shall be submitted to the FCA Treasurer and placed in a “holding account” pending possible dissolution of the Division. If the Division becomes active before being dissolved, the monies will be returned to the Division. (FCA Policy)
  - j. The FCA Delegate Assembly has the power to dissolve any FCA Division by a 2/3rds vote. (FCA Policy)
  - k. FCA Divisions must participate in the Unified Treasury; no exceptions (FCA Policy)
  - l. A proportional amount of division dues are deducted for management fees.

## 5. Dissolution of a Division

In addition to the procedures set forth in the FCA By-laws, the following shall apply:

- a. When the Division leadership (or if none exists, the FCA Executive Board may waive the need for such signatures) determines that the Division is no longer viable and should be dissolved, a letter stating the reason shall be sent to the FCA President signed by at least two of the following: the Division President and one officer (or if none exist, the FCA Executive Board).
- b. The FCA President shall send a notice of possible dissolution to all Division members, including the reason and providing 30 days to agree or disagree.
- c. If at the end of the 30 days, less than 50 percent of the Division members have responded or a majority of those responding agree with dissolution, the FCA President shall notify the Division President and request a final financial statement of the Division. Plans for disbursement of funds shall be made in accordance with the FCA by- laws.
- d. Upon receipt, the FCA President shall submit a recommendation of dissolution to the FCA Board, along with the financial statement. Division status may be withdrawn by a 2/3 vote of the Board. Notice of dissolution is sent to ACA and the national Division.

## 6. FCA Division Withdraw Policy

Each division of the Florida Counseling Association is an integral component and valued by all members. However, after much mutual and deliberate discussion and attempted remediation, a division may elect to initiate a procedure for withdrawal from the Association.

- 1. A division of FCA may affect its voluntary withdrawal from the association pursuant to and in full compliance with these rules, or mutually agreed upon variation.
- 2. A division shall give written notice of its concerns, including “Consideration of Possible Withdrawal,” by registered mail, addressed to the President of the Association, with a copy to the management sent to the Headquarters address, in which an effective date of considered withdrawal is specified which is not earlier than a date more than twenty-four (24) calendar months next following the month in which such written notice is received by the Association except by mutual agreement.
- 3. A division shall give written notice of its formal “Consideration of Disaffiliation,” by registered mail, addressed to the President of the Association, with a copy to the management sent to the Headquarters address, in which an effective date of proposed disaffiliation is specified which is not earlier than a date more than twelve (12)

calendar months next following the month in which such written notice is received by the Association except by mutual agreement.

4. A referendum shall be conducted by the division and in collaboration with the association on the question of the proposed withdrawal. Costs of the referendum shall be paid by the division. The referendum shall be held at any time between one year and six months prior to the intended effective withdrawal date. Each member in good standing of the division shall, by written ballot, vote as to whether or not he/she wishes the division to withdraw from the Association. All ballots, procedures, and rules for tallying the ballots and ascertaining the vote shall be jointly approved by the association and the division in question. A positive vote for a division's withdrawal from FCA will require the following: (1) In a division with fewer than 150 members, 40% must vote. (2) In a division with more than 150 members, 60% must vote. (3) Of those voting, 2/3 must agree with the withdrawal. In the event that less than 2/3 of those casting ballots vote in favor of withdrawal, the referendum shall be declared a decision against withdrawal. The ratification to dissolve a division shall also require a 2/3 vote of both the FCA Executive Board and FCA Delegate Assembly.
5. A withdrawing division shall settle by payment in full all its outstanding obligations to the Association, to third parties from whom services or materials have been secured for the benefit of the division, prior to disaffiliation.
6. Any monies (and inventory) remaining in the division treasury shall be dispersed according to FCA by-laws
7. A withdrawing division, by written formal action of its governing body, must have transferred to this Association all its right, title, members and interest in the name of the association and must have agreed to not use it thereafter. All document forms developed under FCA for a separate entity in the event that any one of the members move within 2 years of separation (non-renewal to FCA) legal action shall be pursued.

## **D. FCA Chapters**

### **1. Procedures and Responsibilities**

In addition to the provisions governing Chapters in the By-laws, Chapters shall adhere to the following procedures:

- a. Ensure that the Chapter President is a member of FCA.
- b. Promote membership in FCA at the Chapter level.
- c. Ensure a current copy of the Chapter By-laws is on file at the FCA office.
- d. Submit annual and other reports as required to the FCA office and Region Representative. The annual report must include: newly elected officers, year-end financial statements, organizations providing financial support to the Chapter, list of meetings and programs provided or sponsored, minutes of Chapter meetings, year-end strategic plan goals.
- e. Incorporate in its name "A Chapter of the Florida Counseling Association"

### **2. Regional Representatives**

#### Responsibilities:

In addition to the duties as defined in the FCA By-laws:

- a. Reside in the region that the representative represents.
- b. Ensure that Chapter Presidents submit reports as required; compile Chapter reports and present a Regional report to the Board.
- c. Serve as liaison between Chapters and the Board.
- d. Collaborate with Chapters to provide workshops on leadership development and public policy issues affecting the counseling profession.
- e. Serve as a resource for new, developing and at-risk Chapters.
- f. Submit articles on Regional and Chapter activities to the FCA newsletter.
- g. Newly elected Regional Representatives are encouraged to attend the June Board meeting, with expenses reimbursed by FCA in accordance with policy.
- h. Regional Representatives are elected by the members of the Region, may serve for two consecutive terms and may not be elected for a third consecutive term of office.
- i. Maintain membership with FCA and ACA.

### **3. Guidelines for Chapter Status (Creation of a Chapter)**

In additions to the procedures set forth in the FCA By-laws, the following shall apply:

1. Local FCA Chapter status requires approval by the FCA Presidential Council, FCA Executive Board, and FCA Delegate Assembly. The following is required for initial acceptance:
  - a. a description of the geographical area (cities, counties, etc.) to be covered by this chapter. Chapters must be from relatively contiguous geographical areas.

- b. a copy of chapter by-laws. All chapter by-laws must be congruent with FCA and ACA by-laws (e.g. chapters must be open to all different types of professional counselors, etc.).
  - c. a list of officers. All officers must be current FCA members.
  - d. a membership roster indicating FCA members. The chapter must have a minimum of 10 initial members; at least 50% of members must be current FCA members.
2. Should the chapter receive approval from the governance bodies stated above, it should be granted provisional status for a two-year period. To be granted permanent chapter status, the chapter must:
    - a. continue to adhere to the requirements stated above.
    - b. submit annually a list of officers (who must be current FCA members), by-laws to include any changes from original by-laws, and an acceptable annual report of activities.
    - c. have a representative of the chapter in attendance at Delegate Assembly meetings and the annual Chapter Presidents Breakfast at convention. Absences must be approved in advance by the FCA President and/or Executive Council.
    - d. show evidence of chapter activity through a variety of means: attendance and participation of members at the annual conference and leadership training; submission of chapter award/grant applications; involvement in public policy and legislative activities; promotion of FCA membership in addition to chapter membership; etc.
    - e. demonstrate an acceptable increase in membership.
  3. Should the above governance bodies determine the chapter has met the above requirements, permanent chapter status will be granted after this two-year time period.

#### **4. Dissolution of a Chapter**

In addition to the procedures set forth in the FCA By-laws, the following shall apply:

- a. When the Chapter leadership (or the FCA Executive Board if none exists) determines that the Chapter is no longer viable and should be dissolved, a letter stating the reason shall be sent to the Regional Representative signed by at least two of the following: the Chapter President, President-elect, Past President or officer (or if none exist, the Regional Representative).
- b. The Regional Representative shall send a notice of possible dissolution to all FCA members in the Chapter area, including the reason and providing 30 days to agree or disagree.
- c. If at the end of the 30 days, less than 50 percent of the members have responded or a majority of those responding agree with dissolution, the Regional Representative shall notify the Chapter officers and request a final financial statement of the Chapter.
- d. Plans for disbursement of funds shall be made in accordance with the Chapter By-laws. Upon receipt of the financial statement, the Regional Representative shall submit a recommendation of dissolution to the FCA Board, along with the financial statement. The Board may withdraw chapter status on a 2/3 vote.
- e. If a Chapter fails to meet all FCA Chapter requirements for three consecutive years, upon recommendation by the Regional Representative, the Board may withdraw Chapter status on a 2/3 vote.

#### **5. Chapter Accountability**

In an effort to improve communication, maintain a good relationship with all chapters and to increase accountability the following be instituted as minimum chapter requirements:

- Have current and approved by-laws on file at the FCA office and that the Chapter by-laws are reviewed once every three years to ensure compliance with the FCA by-laws
- File annually by June 30th the following items:
  1. A list of names and addresses of the officers of the chapter for the fiscal year beginning July 1. Officers must be current FCA members.
  2. File by June 30th of each year a report of chapter activities for the current year ending on that date.
  3. Send a voting delegate represent the chapter at the Delegate Assembly.
  4. It is also strongly recommended that the chapter send its president-elect and officers to leadership development conference and the annual convention.

#### **ACCOUNTABILITY**

1. Chapters will be notified by letter if the chapter report and listing of officers is not received by June 30th.
2. They will be given a time line for submission of the reports.
3. A chapter that has not submitted the required reports within a year will be notified and placed on temporary inactive status. During this time they will be offered support but will be ineligible for chapter grants or voting privileges.

4. If a chapter has not filed required reports for two years, the Delegate Assembly will vote on the revocation of the recognition of the chapter status; in effect dissolving the chapter.
5. Chapters so dissolved would need to follow FCA By-Laws for forming new chapters in order to reestablish if they so desired at a later time.
6. Chapters unable to be represented at Delegate Assembly must notify the President prior to the event. Lack of representation or notification at two consecutive Delegate Assemblies will result in a letter of concern, if the chapter fails to have representation at the next Delegate Assembly, the chapter will be placed on temporary inactive status. During this time, they will be offered support but will be ineligible for chapter grants or voting privileges. If the chapter then fails to have representation at the following Delegate Assembly, the Delegate Assembly will be asked to dissolve the chapter.
7. Chapter's officers who are not listed as FCA members will receive a letter of concern. If the officer fails to join within the next three months, the chapter will be notified and asked to remove that individual from that position unless the officer becomes a FCA member.

## **E. Emerging Leaders**

### **1. FCA Emerging Leader(s)**

- a. The FCA President-elect appoints up to two individuals to serve during the President-elect's term as President.
- b. Emerging leaders must not have previously served in elected FCA Board positions.
- c. Emerging leaders are invited when funds are budgeted to attend the fall ACA Southern Region Leadership Conference (when held) and to observe the fall FCA Delegate Assembly meeting. Emerging Leaders are presented to the membership at the FCA Leadership Development Institute, and attend any leadership training during their year as emerging leaders.
- d. All appointed FCA Emerging Leaders shall be current members of FCA.

### **2. Chapter and Division Emerging Leaders**

- a. Each Chapter/Division may nominate an Emerging Leader each year. The name of their emerging leader is submitted to the FCA office as part of their end of the year report.
- b. Chapter/Division emerging leaders are invited by the FCA President to observe the fall FCA Delegate Assembly meeting and to attend leadership training during the FCA Leadership Development Institute.
- c. All appointed Chapter and Division Emerging Leaders shall be current members of FCA.

## **F. FCA Interest Groups**

### **1. Procedures and Responsibilities**

- a. Insures that a copy of its By-laws is on file at the FCA office
- b. President or Chairperson returns annual report listing new officers by June 1 each fiscal year
- c. Incorporates in its name "An Interest Group of the Florida Counseling Association"

### **2. Creation of Interest Groups**

- a. Interest Groups are organized on a statewide or local basis to promote a professional interest not otherwise included in the FCA structure
- b. A group of 50 FCA members may petition the Executive Board for Interest Group status; the petition includes the name of the Interest Group, a copy of its By-laws, and a list of members all who must be FCA members.
- c. After two consecutive years as a recognized FCA Interest Group, they may, in they choose, begin the process to be recognized as a FCA Division.

## **G. FCA Delegate Assembly**

The Delegate Assembly is composed of the FCA Executive Board, FCA Division Presidents, FCA Regional Representatives, Chapter Presidents, and a maximum of five designated FCA Committee Chairs (five FCA Standing Committee Chairs designated by the FCA President). All delegates will be certified to the FCA President by their respective division, local chapter, etc.

The Delegate Assembly establishes policies for governing the affairs of the Association, acts on recommendations from the FCA Executive Board, adopts and amends the By-Laws, grants charters to Divisions, Chapters and Interest Groups upon recommendation of the FCA Executive Board, and approves dues changes of FCA and its divisions.

Members of the Delegate Assembly are notified 30 days prior to the meeting of the Delegate Assembly of agenda items for vote.

In addition to the procedures set forth in the FCA By-laws, the following shall apply:

#### *FCA DELEGATE ASSEMBLY OPERATING PROCEDURES*

##### Who are the official delegates of the FCA Delegate Assembly?

The FCA Delegate Assembly is composed of the official FCA Executive Board, all FCA Division Presidents, all FCA Regional Representatives, all FCA Chapter Presidents, and a maximum of five FCA Standing Committee Chairs, as designated by the FCA President. If more than one office is held by the same person, that person shall have but one vote.

##### How Do You Obtain the Floor?

Delegate Assembly is an open forum for FCA members. *All FCA members have the right to speak. Only official Delegate Assembly members have the right to vote.*

*If one wishes to speak (to make a motion, ask a question, or engage in debate), the individual must be recognized by the presiding officer (by a show of one's Delegate Assembly card or hand, if not a delegate).*

##### What is the Order of Speaking?

Speakers will speak in order of recognition.

Members should refer to the speaker by title or some other Delegate Assembly member designation, if known. A speaker's motive should not be called into question, nor should the speaker be interrupted.

##### What is the Speaking Time Limit?

Speakers should limit their comments (each time they speak) to a **maximum of five minutes. However, since a General Session follows Delegate Assembly at convention, the presiding officer may lessen the maximum time limit so that the group may adjourn on time.**

##### Voting Process:

**Voting on all issues will be done by secret ballot.**

##### When does the FCA Delegate Assembly meet?

The FCA Delegate Assembly must meet annually at the FCA Annual Convention and should it be deemed necessary by the FCA Executive Board, the FCA Delegate Assembly shall meet at the FCA Annual Leadership Conference.

##### Is there a quorum required for the FCA Delegate Assembly to meet?

Yes. A quorum consists of 50% + 1 of possible attendees

##### Is it possible for an official FCA Delegate Assembly delegate to designate a proxy?

Yes. To do so, a letter or email must be sent (postmarked) to the FCA Office no later than two weeks prior to Delegate Assembly from the official delegate designating his/her said proxy. For instance, any FCA chapter president designating a proxy must send a letter or email to the FCA Office (postmarked no later than two weeks prior to Delegate Assembly). The letter must designate the FCA chapter's proxy and must be signed by the current president of the FCA chapter. Each voting delegate or his/her proxy must be in attendance to vote. Any recognized proxy is considered an official delegate for that particular meeting.

## **II. ADMINISTRATION**

### **A. Meeting Dates**

The FCA Executive Board will meet in conjunction with the annual Convention in the Fall, Leadership Development Institute in June and Strategic Planning in the Spring. President to set dates.

### **B. Endorsement Policy**

As a non-profit organization, the Florida Counseling Association cannot endorse political or social organizations or causes, endorse political candidates or lend financial support to candidates for public office. The Association encourages each individual to exercise his or her rights and responsibilities as a member of a democratic society by participating in the political process.

### **C. Personnel**

FCA employs management and other staff within budget allocations to support the work of the Association. The Presidential Council serves as the hiring authority for the management. Employment practices are developed, approved and governed by the FCA Executive Board.

### **D. Liaison Appointments**

Liaisons to state agencies and licensure boards whose policies impact the counseling profession are appointed by the President to serve during his or her term as President. Reimbursement for expenses will be in accordance with FCA fiscal policy and budget allocations.

#### **Responsibilities:**

- a. Attend all public meetings and hearings or arrange for coverage of meetings if liaison is unable to attend.
- b. Submit written reports on a timely basis to the FCA office for inclusion in Board meeting materials.
- c. Propose recommendations for actions on rules, policies or initiatives.
- d. Represent only public positions on behalf of FCA that have been formally adopted by the FCA Board.

### **E. FCA Continuing Education Provider Number**

The Florida Counseling Association is an authorized provider for continuing education credits for several categories of mental health professionals. FCA may permit its Chapters and Divisions to use FCA's continuing education provider number for continuing education programs provided that such programs have been approved by FCA prior to presentation and that appropriate documentation is submitted to FCA within the specified deadlines. All requests for use of the FCA provider number are reviewed to ensure that they comply with the criteria as set forth by each licensure board. FCA will not approve requests for use of the FCA provider number that is received after the program has taken place.

#### **Process:**

- a. Written request to use the FCA provider number must be received in the FCA office at least 3 weeks before the date of the program or posting.
- b. Each application is reviewed by the Past President and by the CEU coordinator to ensure that the program meets the criteria established by the licensure board(s).
- c. Each Chapter or Division will receive notice of acceptance or rejection. Any programs that are rejected will include an explanation of why the program was not accepted.
- d. All paperwork required for CEU's must be obtained from the FCA office and returned to the FCA office as soon as the seminar is completed. Failure to submit this documentation can result in disqualification of CEUs. Each attendee is responsible for maintaining a personal record of continuing education credits and for reporting those credits with their license renewal forms as required by each licensure board. The FCA office will also report credits.

### **F. Membership**

In addition to the provisions governing Membership included in the By-laws, the following procedures shall apply:

#### **1. Renewal Notices**

The FCA office will send members' renewal notices by regular postal service or email.

#### **2. Severance of Membership.**

A member will be dropped from membership if dues are not paid within sixty (60) days following the renewal date.

#### **3. Access to Membership Rosters**

Membership contact information is not distributed outside the Florida Counseling Association, or its affiliated organizations. Access to membership rosters and mailing lists is limited to the FCA Board, Chapters and Divisions, and the American Counseling Association for the express purpose of promoting communication within the organization regarding chapter, regional, division and association business.

Any individual or affiliated organization that receives membership contact information must sign an affidavit confirming the purpose for which the contact information will be used. The Presidential Council will assess the cost associated with distribution of rosters and mailing labels and will invoice individuals or affiliated organizations for such costs.

#### **4. Memberships as Compensation**

Persons (i.e.: presenters) being compensated for their services may be awarded a membership to FCA and one of its divisions. The division president will be notified of the divisional membership with no transfer of funds to division account.

### **G. Exhibits, Sponsorships & Advertisements**

Organizations, businesses and individuals seeking to promote programs, services and resources that support counselors are encouraged to advertise in FCA publications as well as exhibit and sponsor FCA conferences and programs. FCA reserves the right to accept or reject any application to exhibit or sponsor any FCA event or to advertise in any FCA publication. The Presidential Council will review all applications to exhibit, sponsor or advertise and determine which applications will be accepted. Notice of decision will be sent to all applicants. The decision of the Presidential Council is final.

## **III. FISCAL POLICY**

Fiscal policies are established by the Board to ensure financial stability and fiscal responsibility for the assets of FCA in compliance with federal, state and local statutes.

### **A. Budget**

The fiscal year runs from July 1 through June 30. The annual operating budget is prepared by the Treasurer and management to be reviewed and approved by the Board in June of each fiscal year.

#### **Process:**

- a. FCA committee chairs, officers and management submit budget requests to the Finance Committee in accordance with the deadlines set by the Treasurer.
- b. Finance Committee reviews and considers rate increases for advertising and subscriptions in FCA publications as well as membership fees and includes recommendations for such rates as part of the budget process.
- c. Finance Committee develops recommendations, considering budget requests, year-to-date spending patterns, revenue projections and the Strategic Plan.
- d. Recommendations of the Finance Committee are distributed to the Board at least thirty days before the June Board meeting. The recommendations include an Explanation of Line Items, a comparison to current year budget and spending year-to-date, as well as an explanation of any spending category that increases by more than five percent (5%).
- e. Board considers the proposed budget and its recommendations in June.
- f. The Board reviews the recommendations and adopts the final budget.

### **B. Finance Committee**

The Treasurer, Past President and Division Treasurers serve on the Finance Committee as voting members. The FCA secretary maintains the minutes for the Finance committee however is not a voting member. The Treasurer chairs the Finance Committee. The Office Management serves as an ex officio member of the Finance Committee, without a vote.

**Purpose:** To oversee the fiscal operations and policies of FCA in accordance with the By-laws and Fiscal Policy established by the Board to ensure compliance with federal, state and local statutes and the financial stability of FCA.

#### **Responsibilities:**

- a. Develop and distribute a schedule for the timely review of budget requests and development of budget recommendations to the Board.
- b. Review budget requests from committees, officers and staff to develop FCA's annual budget recommendations.
- c. Develop budget recommendations, including line item explanations for presentation by the Treasurer to the Board at the June meeting.
- d. Review monthly financial reports, including updates on the investment portfolio and bank reconciliations received from the FCA office.
- e. Develop and recommend to the Board a policy on investment strategy.
- f. Review the investment program at least annually and bring recommendations to the Board at the Fall Convention meeting for adjustments to the investment program and strategy.
- g. All financial investment decisions by the committee must be unanimous and reported to the FCA Board within thirty days.
- h. Establish annually a maximum dollar amount that a committee may spend without prior approval. Any expenses over the established amount will require finance committee approval prior to the expenditure.

### **C. Administration**

Overall management of FCA operations and finances are handled by the Presidential Council and management in accordance with the following procedures:

- a. Expense vouchers that allocate costs to specific budget line items are reviewed and approved by the President and Treasurer prior to payment. The approval guidelines is as follows:
  - a. Individual's requesting finances are not able to approve his or her own.
  - b. President and Treasurer review and approve all expenditures.
  - c. In the event the President is requesting approval the Past President and Treasurer will review and approve.
  - d. In the event the Treasurer is requesting approval the President and Past President will review and approve.
  - e. In the event a Treasurer is not available the FCA Treasurer will fill the void to review and approve.
- b. The Treasurer has authority to move funds between FCA accounts and signature authority for payments up to \$2,500. Checks that exceed this amount must be approved by the following: **FCA President and Treasurer. A co-signature with the President and Treasurer.**
- c. Expenses that result in a line item exceeding budget must be reviewed and approved or denied by the Finance Committee.
- d. The President and FCA Treasurer must approve requests for payments for FCA committee expenses in writing.
- e. The Division President and Division Treasurer must approve requests for payments for Division expenses in writing.
- f. An annual audit of physical assets will be conducted by staff for review by the Finance Committee.

#### **D. General Procedures**

1. The Florida Counselors Association is a not-for-profit organization. Its federal tax ID number is available from the FCA Office.
2. The fiscal year for the Association is July 1 - June 30.
3. All payments are made by check, good for 60 days, after which the funds will be rolled back into the General account.
4. All reimbursements and/or payments will have a reimbursement voucher or receipt as a back-up document.
5. Claim reimbursements for FCA expenses, including purchases and travel, must be submitted to the FCA office within 10 days of when the expense occurs.
6. A Treasurer's Report will be given at each Board meeting to include updates on the investment portfolio and bank reconciliations received from the FCA office.
7. The budget approved by the FCA Executive Board is the official fiscal document of the Association.

#### **E. Reimbursement**

All expenditures shall be in accordance with the annual FCA operating budget as approved by the Board. Reimbursement requests must be reasonable for the area in which they occur.

##### Process:

- a. Expense vouchers must be submitted within ten (10) days of the expenditure or event with receipts attached.
- b. The Finance Committee has the authority to refuse payment of expense vouchers that are received after this deadline.
- c. All requests for payment of expenses incurred within a fiscal year must be submitted for payment within thirty days of the close of the fiscal year or will be denied payment.
- d. The Finance Committee may disallow charges that exceed budget line items or that are deemed excessive.
- e. FCA funds may not be used to reimburse for alcohol or tobacco products.
- f. All travel; meals, and lodging reimbursements are subject to change each fiscal year according to the budget and will be set by the Finance Committee.

##### **1. Travel**

Every effort should be made to travel at the lowest rate possible. All travel by air; dated receipts shall accompany train or bus. Travel by coach class air will be reimbursed. Travel by private automobile to/from an event or to/from the airport shall be reimbursed at the current IRS rate of reimbursement and must include a statement of round-trip mileage. Cost of public transportation to/from the airport will be reimbursed at cost.

##### **2. Meals**

Actual costs of meals and tips shall be reimbursed up to \$35 per meal, not to exceed \$50 per day. Dated receipts are required.

### **3. Lodging**

Lodging expenses (including appropriate taxes) will be reimbursed at no more than the rate negotiated by FCA for a specific event or at cost when rates are not negotiated. Dated receipts must accompany expense vouchers.

### **4. Region Representatives, Division Representative, and Committee Chairs**

- a. For the Fall Convention meeting, a \$25 stipend will be given to Region Reps, the Division Representative and Committee Chairs for the Board Meeting at Convention. Conference registration and meals are not reimbursed.
- b. For the Leadership Development Institute, a ½ room rate for two nights will be given to Region Representatives, the Division Representative, and Committee Chairs, for the Leadership Development Conference held in June.
- c. For the additional board meeting (decided by the President), a \$25 stipend will be given to Region Reps, the Division Representative and Committee Chairs for the Board Meeting. A ½ room rate for one night will be given to Region Representatives, the Division Representative, and Committee Chairs for the Board meeting. Every effort will be made for location to be convenient to all attending and the board meeting to take place in one day. At no more than the rate negotiated by FCA.
- d. Division Presidents expenses will come from division budgets.
- e. Expenses for Regional Representatives' Representative-Elect to attend the June Board and leadership training prior to assuming office will be charged against Officer Expenses and in accordance with the standard FCA reimbursement rate.
- f. Expenses for Division President-Elect to attend the June leadership development trainings prior to assuming office are not paid by FCA. The Divisions are encouraged to pay these expenses in accordance with the Division standard reimbursement rate.

### **6. Executive Board and Staff**

- a. Expenses for the President, President-elect and Past President will be charged against those line items in the FCA budget and in accordance with the standard FCA reimbursement rate.
- b. For the Fall Convention, if comp rooms are part of the convention contact, FCA Presidents, Executive Board Members, Convention Committee Chairs, and Staff will have rooms compensated.
- c. For the Leadership Development Institute, a ½ room rate for two nights will be given to Presidents, Secretary, Treasurer, and Staff for the Leadership Development Institute in June.
- d. For the additional board meeting (decided by the President), a \$25 stipend will be given to the Presidents, Treasurer Secretary, and Staff for the Board Meeting. A ½ room rate for one night will be given to Presidents, Treasurer Secretary, and Staff for the Board meeting. Every effort will be made for location to be convenient to all attending and the board meeting to take place in one day.
- e. Expenses for the President, President-elect and Past President to attend the ACA Conference will include travel, lodging, and meals in accordance with the standard FCA reimbursement policy. These expenses will be charged against each of the President's respective line item in the FCA budget.

- f. Expenses for the President, President-elect and Past President to attend ACA Southern Region meetings and events (including branch events held during the ACA Conference) will include travel, lodging and meals in accordance with the standard FCA reimbursement rate.
- g. Expenses for the President-elect-Elect and Secretary-Elect to attend the June Board and leadership development trainings prior to assuming office will be charged against Board meeting expenses and in accordance with the standard FCA reimbursement rate.
- h. Expenses for the Treasurer to attend Executive and Finance Committee meetings will be charged against the Officer Travel line item in the FCA budget and in accordance with the standard FCA reimbursement rate.
- i. Expenses for the Secretary to attend Executive and Finance Committee meetings will be charged against the Officer Travel line item in the FCA budget and in accordance with the standard FCA reimbursement rate.
- j. Expenses for the Graduate Student Representative at attend Executive and Finance Committee meetings will be charged against the Officer Travel line item in the FCA budget and in accordance with the standard FCA reimbursement rate.

#### **7. Committee Members**

- a. Expenses for committee members to attend committee meetings shall be charged against the committee line item, approved by the committee chair and in accordance with the standard FCA reimbursement rate.
- b. Expenses to attend committee meetings held during the FCA Conference are not reimbursed.
- c. Committees are encouraged to use conference calls for meetings. Expenses for conference calls will be charged against the committee line item.

#### **9. Emerging Leaders**

- a. FCA will provide a stipend of \$100 to each appointed Chapter, Division and FCA Emerging Leader to attend the Leadership Development Institute. These expenses will be charged against the Emerging Leaders line item in the FCA budget.

## **IV. COMMITTEES**

### **A. General**

Committee chairs and members are appointed by the President unless designated by the By-laws, and shall be current members of FCA. A committee may not delegate its responsibility or assignment to another committee or modify FCA procedures or forms without the prior approval of the FCA Executive Board.

### **B. Special Committees**

In accordance with the By-laws, the President may appoint special committees or task forces. Such special committees will follow the same procedures as established for standing committees and serve for the term as set by the Board at the time of appointment or until completion of the special project(s) as assigned.

### **C. Committee Chairpersons**

Responsibilities:

- a. Coordinate the work of the committee in compliance with its budget and FCA's Strategic Plan.
- b. Monitor committee expenses and approve all expense vouchers, remaining within the committee's approved budget. Submit requests for payment within ten days of meeting, event, or expense.
- c. Schedule committee meetings and notify the FCA management and President of the date, time and location of each meeting. (Committees are encouraged to meet during the Convention and LDI.)
- d. Submit the budget request developed by the committee for consideration by the Finance Committees.

- e. Submit written reports on committee activity for presentation at each meeting of the Board and upon request of the FCA President.
- f. Maintain records of committee work and assist in the orientation of new committee chairpersons and members.
- g. Be available to serve as a mentor of incoming chairperson for one year after service.

## **D. Standing Committees**

### **1. Nominations and Elections Committee**

The Immediate Past President chairs the Nominations and Elections Committee and recommends approval by the Board of the committee members.

Candidate Qualifications.

- a. Candidates for elected office in the Association shall be current members of FCA and ACA.
- b. Executive Board members must reside within the State of Florida.
- c. Regional Representatives must live within the region for which they are seeking election.
- d. The Nominations and Elections Committee shall be responsible for verifying a candidate's qualifications for elected office within FCA and his/her willingness to serve.

Process for Nomination and Election of Officers

- a. The FCA Nominations & Elections Committee shall submit to the FCA Executive Board for approval the proposed time schedule for carrying out the annual elections.
- b. The FCA Nominations & Elections Committee shall conduct the election of officers by ballot, which shall be electronically mailed to the individual members of the Association.
- c. Each Division, Chapter, and Special Interest Group president shall serve on the FCA Nominations & Elections Committee and shall have the right to submit nominations to the FCA Nominations and Elections committee.
- d. All nominations for the Executive Board shall be submitted to the FCA Nominations & Elections Committee in writing.
- e. Nominations & Elections Committee shall submit the names of two (2), and no more than two, candidates to be placed for nomination for the office of President-Elect.
- f. The FCA Nominations & Elections Committee shall prepare a list of at least two (2), but no more than three (3), candidates for every other elective office.
- g. Should the list of nominees for office exceed three (3) for each elective office, the FCA Nominations & Elections Committee shall prepare and circulate a preliminary confidential ballot to select the final candidates.
- h. The FCA Nominations & Elections Committee shall, upon preparation of a slate of candidates, conduct the elections by secret ballot. The nominated slate shall be circulated among the members by electronic email or snail mail at least thirty (30) days prior to elections.
- i. The FCA Nominations & Elections Committee shall conduct tabulation and certification of the election results. Results of the election shall be presented to the FCA Executive Board at its next regularly scheduled meeting following the election and shall be published in a FCA publication. Candidates shall be informed of the results of the election immediately upon completion and certification of the. Ballots shall be retained by the committee for one (1) calendar year from the date of election.
- j. The FCA Nominations & Elections Committee shall submit to the FCA Executive Board for approval the proposed time schedule for carrying out the annual elections.

Election Results. A majority vote of official ballots cast shall carry the election. The Chairperson of the Nominations and Elections Committee shall notify the candidates and publish the results of the election in an FCA publication.

### **2. Awards Committee**

Purpose: To select recipients for the FCA Awards of Excellence along with FCA Division and Chapter Awards; and to nominate the recipients of these awards or other individuals for ACA awards.

Responsibilities:

- a. Promote the Awards program by publishing articles in the FCA newsletter and contacting Chapters and Divisions to promote nominations for awards.
- b. Awards nominations are received by the Committee by 60 days prior to convention of each year for Division and Chapter Awards and 60 days prior to convention for FCA Awards of Excellence
- c. Review nominations and select recipients for each award. There is no requirement to present an award in each category each year. In the case of a tie vote in the committee, the chair will cast the deciding vote.

- d. Notify each award recipient and his or her employer by 30 days prior to convention and encourage each recipient to attend the Awards ceremony held during the Annual Convention.
- e. Notify each nominating organization and each nominee of the committee's decisions no later than 30 days prior to convention.
- f. Coordinate with the Convention Coordinators, the FCA office and the FCA President to present the Awards during the FCA Annual Convention.
- g. Submit an article promoting the Award recipients to the FCA newsletter.
- h. Members of the Awards Committee may not submit or support nominations for awards. The committee chair will notify a committee member who is nominated for or submits an award prior to the Awards Committee selection meeting. The committee member has the option of resigning from the committee, withdrawing the nomination, or withdrawing from award consideration.

### **3. Public Policy and Legislation Committee**

Purpose: To monitor public policy issues that reflects the FCA mission and impact professional counselors and make recommendations on policy positions to FCA. This committee should include a representative from each division.

Responsibilities:

- a. Monitor federal, state, local and private reimbursement policies for clinical services and make recommendations to FCA.
- b. Provide input to FCA on legislative and public policy issues that impact the delivery of effective therapeutic services.
- c. Advocate to the general public, public officials and corporate decision makers on the credentials and benefits of services provided by Licensed Professional Counselors.
- d. Monitor issues that affect the accreditation and licensure of Licensed Professional Counselors, including the standards for specialization.
- e. Monitor issues that affect school counselors and their services
- f. Recommend to FCA a legislative platform that reflects the FCA mission and addresses professional counseling issues.
- g. Public Policy and Legislation Committee chair will work closely with employed lobbyist.
- h. Work closely with divisions on Public Policy and Legislative issues.
- i. Coordinate Legislative Days in the spring of each year
- j. Survey membership to determine legislative priorities.
- k. Submit articles to the newsletter, develop educational materials, and provide training for advocacy.

### **Legislative Consultant**

The Legislative Consultant serves the Association by providing consultative services to further the legislative matters of FCA as delegated by the President and the Public Policy/Legislative Committee.

Responsibilities:

- a. Assist the Legislative Committee in the development of legislative proposals affecting FCA membership.
- b. Assist in instructing FCA about introducing approved legislation into the appropriate channels and monitoring the progress of this legislation.
- c. Present written and oral testimony to Legislators, Staff Committees, and other interested groups involved in the legislative process as required to support FCA legislative proposals
- d. Maintain an awareness of any legislation, which might affect FCA and make the status of this legislation known to the President and / or the Legislative Chairman.
- e. Provide updated reports to the President and Legislative Chairman as requested by FCA for use in networking and publications
- f. Maintain necessary communication with the FCA President and Legislative Chairman
- g. Attend appropriate meetings at the FCA Convention and Legislative Days for the purpose of reporting to FCA and assisting in decisions.

Appointment and Compensation

The Presidential Council and Legislative Chair shall submit recommendations for Legislative Consultant to be appointed by the Executive Board. The Legislative Consultant shall receive compensation as specified by the contractual agreement that shall be renegotiated in accordance with the contract terms.

### **4. Ethics and Professional Practices Committee**

Purpose: To educate FCA members on ethical principles, processes and practices.

Responsibilities:

- a. Assist members to understand the ACA Code of Ethics.
- b. A member of the committee will serve on the Conference Program selection committee to review proposals on Ethics workshops.
- c. Chair will collaborate with the President-elect to review requests to use the FCA CEU Provider number to present programs for Ethics credit.
- d. Review all situations regarding possible FCA or ACA ethical violations according to guidelines adopted by the Executive Board.
- e. Monitor and periodically upgrade the documents and procedures pertinent to the ethical standards

## **5. Human Rights and Development Committee**

Purpose: To promote policies and activities that support diversity, provide a voice for the voiceless and protect individual rights and values.

Responsibilities:

- a. Review and recommend public policy positions to FCA on human rights issues.
- b. Identify and work in coalition with other organizations and FCA Divisions to advocate on human rights issues.
- c. Participate in the development of the FCA Legislative platform

## **6. Membership Committee**

Purpose: To promote membership through relevant and beneficial member services.

Responsibilities:

- a. Conduct periodic review of FCA membership categories and make recommendations to the Board.
- b. Review member services including membership application and make recommendations to the Board.
- c. Recommend strategies and programs to increase and retain FCA members.
- d. Submit a report to the Executive Board for each board meeting (with the assistance of the Office Management).

## **7. Convention Committee**

Purpose: Planning and arrangements for the convention

Responsibilities:

- a. Chair of this committee will be the President-Elect. Chair will collaborate with the Presidential Council and the FCA management on event planning.
- b. Subcommittees as follows:
  1. Exhibits – update and develop exhibit brochure, solicit exhibitors, work in conjunction with division presidents on soliciting exhibitors, correspond and coordinate exhibits at convention working with the FCA office and divisions. Divisions will receive 50% of profit for each exhibitor solicited.
  2. Volunteers – work with FACES the Graduate Student Council, and universities/colleges to obtain graduate student volunteers for convention, coordinate volunteers
  3. CEU – work with committee on content session selection for convention, assuring a variety of content; assure appropriate paperwork for CEUs; verify convention attendee’s CEUs
  4. Program/Booklet – program layout and flow of content sessions
  5. Hospitality – assist the committee with planning and organizing meetings and social events during convention (i.e. First-timers Orientation, Presidents’ Breakfast, Sunshine Social, Division meetings, CSI Colloquium and Reception).
  6. Service Project – help in identifying a local charity to support as a part of convention; create informational flyer to be sent to membership about the service project; coordinate with the local charity the details of the service drive.
- c. Ensure that the theme of the convention, the specific program content, the balance of programs are allocated various aspects of the profession and the provision of services and facilities blend into a cohesive whole to accomplish the purposes set forth.
- d. Follow up with post convention items such as thank you letters, etc.
- e. Submit reports to the Executive Board for each board meeting
- f. Additional responsibilities in Appendix B

## **8. Finance Committee**

The Immediate Past President, FCA Treasurer, Division Treasurers serve on the Finance Committee. The FCA Treasurer chairs the Finance Committee.

Purpose: To oversee the fiscal operations and policies of FCA in accordance with the By-laws and Fiscal Policy established by the Board to ensure compliance with federal, state and local statutes and the financial stability of FCA.

Responsibilities:

- a. Develop and distribute a schedule for the timely review of budget requests and development of budget recommendations to the Board.
- b. Review budget requests from committees, officers, and staff to develop FCA's annual budget recommendations
- c. Develop budget recommendations, including line item explanations for presentation by the Treasurer to the Board at the June meeting
- d. Review monthly financial reports, including updates on the investment portfolio and bank reconciliation received from the FCA office.
- e. Develop and recommend to the Board a policy on investment strategy.
- f. Review the investment program at least annually and bring recommendations to the Board at the Fall Convention meeting for adjustments to the investment program and strategy.
- g. All financial investment decisions by the committee must be unanimous and reported to the FCA Board within thirty days.
- h. Report to the Executive Board an annual inventory of FCA equipment.

## **9. Public Awareness**

Purpose: Promote the goals and purposes for the Association throughout Florida and promote a working relationship with other groups who share FCA interests. It is this committee that works toward creating public awareness, understanding, recognition, and support of FCA goals and purposes.

Responsibilities:

- a. Plan an annual statewide public relations campaign for the year utilizing all forms of media
- b. Collect/develop and make available a packet of public relation materials for Divisions and Chapters to use
- c. Collect/develop materials about counseling to be made available to any interested person for a nominal fee
- d. Monitor the use of the FCA "display board" at various professional conventions and other assemblies where FCA or one of its Divisions or Chapters is displaying "PR" material
- e. Establish and promote a speaker's bureau to be shared with other associations as well and Divisions and Chapters.

## **10. Professional and Leadership Development Committee**

Purpose: Keep the Association abreast of contemporary issues and foster leadership development within FCA

Responsibilities:

- a. Plan the Leadership Development Institute in June collaborating with FACES Leadership, the Presidential Council and FCA management
- b. Survey the leadership about leadership development needs and strengths
- c. Support the Divisions and Regional officers in putting on professional development events

## **11. Strategic Planning Committee**

Purpose: To coordinate the strategic planning process to ensure that FCA priorities, activities and budget are aligned to the FCA Three Year Strategic Plan.

Responsibilities:

- a. Review stakeholders' needs, wants, and preferences
- b. Survey the Association's environment for current realities and evolving dynamics
- c. Report to the Board on the capacity and strategic position of the Association
- d. Review ethical implications of the Association's choices
- e. Develop a process and timeline for the Board to evaluate and revise the Strategic Plan in the spring of the third year of the Three Year Plan.
- f. Schedule and coordinate a review of prior and current year plans and accomplishments during the mid-winter FCA Board meeting in the first and second year of the Three Year Plan to assess progress toward achieving the goals established in the Strategic Plan.
- g. Conduct training on creating and implementing the Strategic Plan during the FCA Leadership Development Institute.
- h. Collaborate with the President-elect to design and conduct training for committee chairs on developing the Committee strategic plans.
- i. Assign the strategic directions from the strategic plan to committees for inclusion in their goals.
- j. Review each committee's goals to insure the proposed activities are within the scope of the FCA Strategic Plan and report results to the FCA Finance Committee prior to the Budget Planning meeting each spring.
- k. Upon request, help Chapters, Divisions and committees design activities in compliance with the FCA Strategic Plan.
- l.

## **12. Graduate Student Council**

Purpose: Coordinate all activities of the graduate student members of FCA. The Chair of Graduate Student Council will serve as the Graduate Student Representative on the FCA Executive Board.

Responsibilities:

- a. Be the voice of student members
- b. Identify annual goals and objectives
- c. Prepare a budget for consideration by the Executive Board
- d. Plan relevant graduate student activities at the FCA Annual Convention, as well as other workshops and networking events throughout the year.
- e. Be inclusive of representatives from each active FCA division

## **13. Publications Committee**

Purpose: To ensure that FCA publishes professional quality newsletters, journals and brochures that promote the counseling profession and support the mission of the organization.

Responsibilities:

- a. Recommend appointments to the FCA Board for editorial staff positions for FCA publications.
- b. The Executive Editors of the FCA newsletter and journal shall serve as ex officio members with a vote. The FCA President-elect shall serve as an ex officio member without a vote.
- c. Monitor the overall publication efforts of FCA.
- d. Review and approve all brochures published by FCA

## **14. Past Presidents' Council**

Purpose: Provide historical information and perspective to the Executive Board and offer mentoring and support to the leadership of the association. Comprised of at least three FCA Past Presidents.

Responsibilities:

- a. Recommend strategies and perspective.
- b. Assist with recommendation of Emerging Leaders
- c. Plan an annual Past President Breakfast forum.

## **15. Technology Committee**

Purpose: To ensure that FCA stays on the cutting edge of technology. To promote FCA through technology. To advance the counseling profession through the continual growth in the cyber world.

Responsibilities:

- d. Recommend appropriate software that interface with the association site.
- e. Suggest appropriate placement of templates
- f. Strengthen the Division webpage

# **V. AWARDS**

Purpose: To recognize individuals for service and/or leadership within the counseling profession

## **A. FCA Awards of Excellence**

Purpose: To honor individuals who have given outstanding service and/or leadership to FCA and/or to the guidance and counseling profession.

Awards:

- FCA Advocate of the Year – recognizes an individual or organization who has made a significant contribution to the improvement of the counseling profession in Florida
- FCA Member of the Year – recognizes an individual who has made significant contribution to FCA
- Pete Fisher Humanitarian Award – Pete Fisher epitomized caring, sensitivity, and compassion for others. This award is designed to recognize an individual or organization that has made a significant contribution for the betterment of humanity and the human condition.
- Jeff Siskind Leadership Award - As the FCA Executive Director, Jeff Siskind demonstrated exceptional leadership qualities. This award is designed to recognize an individual or organization who/that has made a significant contribution in leading their Chapter, Division, and Association.
- Past President's Award - This award is designed to recognize an individual who has served the association as its President and contributed to the success of the association. Presidents are given a Past-President's Award, which

includes Life Membership, at the conclusion of their term. This award is approved by the Executive Board and is not by nomination.

Process:

- a. Any FCA member can submit a nomination for the FCA Awards of Excellence.
- b. Nominations must be submitted in writing and include supporting data that cite the leadership and/or service.
- c. Nominations must be received by the FCA office no later than 60 days prior to convention of each calendar year.

## **B. FCA Division and Chapter Awards**

Purpose: To honor Divisions and Chapters who have demonstrated outstanding commitment, leadership or service in support of the counseling profession and their membership.

Awards:

- 1) *Outstanding Chapter of the Year:* This award is designed to recognize the chapter that best demonstrated the objectives of a FCA chapter.
- 2) *Outstanding Division of the Year:* This award is designed to recognize the division that best demonstrated the objectives of a FCA division.
- 3) *Best Membership Service or Best Membership Recruitment Campaign by a Chapter:* The purpose of this award is to recognize the chapter that best promotes the counseling profession or a chapter that creatively recruited new membership to the chapter.
- 4) *Best Membership Service or Best Membership Recruitment Campaign by a Division:* The purpose of this award is to recognize the chapter that best promotes the counseling profession or a chapter that creatively recruited new membership to the division.
- 5) *Best Chapter or Region Newsletter:* This purpose of this award is to recognize the chapter that publishes a newsletter in a timely fashion and informs, educates, and motivates to participate actively in chapter activities.
- 6) *Best Division Newsletter:* This purpose of this award is to recognize the Division that publishes a newsletter in a timely fashion and informs, educates, and motivates to participate actively in division activities.

Process:

- a. Nominations must be received by the FCA office no later than May 30th of each calendar year.
- b. The Awards Committee reviews all nominations and makes selections for presentation at the Annual Convention.

## **VI. PROFESSIONAL DEVELOPMENT**

### **A. Conferences**

#### **1. Annual Florida Counseling Association Convention**

FCA annually sponsors a professional growth conference to provide continuing education and professional development programs to professional counselors in Florida. The convention will be held in a location as determined by the Board and Convention Committee that has the hotel and meeting facilities to support attendance and a commitment from the local Chapter to host and fully support the event.

Convention Coordinators are appointed by the FCA Board. The Conference Coordinators are responsible for the overall coordination of FCA Convention activities, in collaboration with the Presidential Council, management and FCA Board. Coordinators recruit members to the Convention Planning Committee. Each Division is required to provide a member to serve on the convention committee.

#### **2. Leadership Development Institute**

The FCA Leadership Development Institute is held in June of each year just before the new leaders come into office. This conference focuses on the fostering of leadership and the training of emerging leaders in the Association, its divisions, and chapters.

#### **3. Professional Development Workshops**

FCA will hold Professional Development Workshops throughout the state on a variety of topics. Chapters and Divisions are encouraged to host workshops. CEUs are available.

#### **4. Symposium**

FCA will hold an annual Symposium in the Spring.

### **B. Professional Development**

Purpose: To provide funds to help Chapters and Divisions provide programs and workshops to help address the professional development needs of FCA members. Application forms are available on-line or from the FCA office.

Process:

- a. Applications must be submitted to the FCA office six weeks before the planned activity and must document that the proposed activity is consistent with FCA's strategic plan and is relevant to the professional concerns of the target audience. A letter of support from the President or President-elect of the Chapter or Division must be included.
- b. Grants are awarded based on funds budgeted for this purpose. Each Chapter and Division is limited to one grant of not more than \$200 per fiscal year.
- c. The President or President-elect reviews and approves or denies the grant application.
- d. If denied, the Chapter or Division is notified of the reason the grant was denied.
- e. If approved, all programs must list FCA as a co-sponsor. Programs may not conflict with FCA meetings or conferences.
- f. A report and evaluation of the program must be submitted to the FCA office within thirty (30) days of completion of the program. Chapters and Divisions sponsoring financially successful programs and activities are encouraged to return the amount of the grant to further support grants to other Chapters and Divisions.

### **C. Individual Grants**

Purpose: FCA provides grants to individual FCA members to support professional growth and development. The Presidents Council and Professional Development Committee reviews and approves all grant requests.

### **D. FCA Continuing Education Provider Number**

The Florida Counseling Association permits FCA Chapters and Divisions to apply to use the FCA Continuing Education Provider Number in accordance with the procedure set forth in the Administration Section.

## **VII. Publications**

The Florida Counseling Association, in support of its mission and strategic plan, publishes a professional newsletter brochures, and a professional journal to support the professional development of its members and to promote the activities of the Association. The newsletter is sent electronically to each current member of FCA upon publication as a benefit of membership.

### **A. Newsletter – “Guidelines”**

#### **1. Publishing Guidelines**

- a. The newsletter is published in accordance with the timeline established by the Editor in consultation with the Presidential Council.
- b. Articles may be submitted to or solicited by the Editor of the newsletter.
- c. Divisions and Chapters are encouraged to submit articles promoting activities and programs of interest to the general membership.
- d. Advertisements for services, instruments, products, programs or educational institutions that promote professional value or services to FCA members may be accepted on a space-available basis.

#### **2. Newsletter Editor**

Responsibilities:

- a. The FCA Secretary is the chair for the Newsletter
- b. Plan and coordinate the features for each issue of the newsletter.
- c. Coordinate editorial review and submission of articles.

- d. Solicit articles from committees, Divisions and individuals.
- e. Edit articles and work with authors to revise articles submitted for publication.
- f. Make the final decision regarding publication of such articles, in consultation with the Presidential Council. In case of disagreement, the FCA President shall make the final decision.
- g. Coordinate with the Presidential Council on the length of each issue, the budget request for the newsletter, and publication timelines and specifications.
- h. Proofread and approve the final copy of the newsletter prior to publication.

## **B. Journal**

### **1. Editorial Board**

- a. The Editorial Board of the Journal shall consist of one (1) member from each of the Divisions of the Association and 3 at large slots to be determined by the Editor.
- b. The Editorial Board of the newsletter, "Guidelines" shall consist of one (1) member from each Chapter, Region, and Division of the Association, and a member at large to be determined by the Editor.
- c. The Publications Committee, working with Chapter and Division Presidents, will recommend to the Executive Board candidates from each of the Region, Chapters and Divisions who are qualified and willing to serve on the Editorial Board. The Executive Board shall have authority of appointment of Editorial Board members, and authority to relieve an Editorial Board member of his/her duties upon the recommendation of the Publications Committee.
- d. Members of both Editorial Boards shall serve three (3) years rotating terms, beginning on July 1 of a given year and ending on June 30 three years later.

### **2. Journal Editor**

- a. Editor must be a member of the Florida Counseling Association.
- b. Applications for the positions of Editor of the Journal shall be received and reviewed by the Publications Committee, who shall make recommendations for both positions to the President and the Executive Board. The Executive Board shall then make the appointment to the Editorial board positions.
- c. Editor shall serve for three (3) year terms, which may be renewed one (1) time. Appointments to the position of Editor shall be made approximately one (1) year before the beginning of the term in which the Editor is to serve.
- d. The Editor of the Journal shall receive and evaluate all manuscripts proposed for publications in the Florida Counseling Association Journal.
- e. Each Editor shall, with the assistance of the Editorial Boards, be responsible for accomplishing the tasks and adhering to the policies as outlines in the Association's Publication Guidelines.
- f. Editors shall serve as Co-chairs and full voting members of the Publications Committee.
- g. Editors shall serve as non-voting members of the Executive Board.

### **3. Editor Designee**

- a. The Editor Designee shall be identified one (1) year prior to assuming the position of Editor. He/she shall serve as an apprentice during the final year of an Editor's term, supporting him/her in the accomplishment of the duties of the Editor.

## **C. Brochures**

FCA produces brochures to support its mission and strategic plan, to promote its activities, and to advocate for the counseling profession.

- a. Committees may develop and recommend publication of brochures.
- b. All FCA brochures will be forwarded to the FCA Board for final approval.
- c. Publication of brochures is contingent upon approval by the Board and fund availability.

- d. FCA will provide a reasonable quantity of brochures, as determined by the Presidential Council, to FCA members at no cost as a benefit of membership.

## **VIII. FCA OFFICE**

An integral component of the Florida Counseling Association is the FCA Office Management. Because of the size of the association, the administrative responsibilities involved in FCA operations are too extensive for a volunteer leader. For this reason, FCA employs management. An additional benefit of this arrangement is that the personnel associated with the FCA Office tend to remain stable, adding continuity to the organization when FCA leadership changes each July.

Among the many duties of this office, staff at the FCA Office perform or assigns the following:

- Handle all calls into the FCA Office
- Compile the FCA calendar
- Maintain and update the FCA website
- Process all membership applications and renewals
- Provide membership reports for FCA quarterly, its divisions and chapters
- Provide membership reports to division and chapter presidents quarterly
- Provide mailing labels per FCA Policies and Procedures
- Staff the FCA Information Table at the Annual Conference
- Respond to requests from the FCA Executive Board
- Offer consultation as needed to the FCA Executive Board
- Offer general support and consultation regarding an array of member and leader needs
- Provide on-line event registration with or without payment collection (fee or profit sharing may apply)
- Collect and deposit dues money for FCA, chapters and divisions, and disburse the monies on a predetermined schedule. Each time funds are disbursed; a financial transaction will be provided. The transaction report will list the chapter and division members who have paid dues during the time period for which the check is written.
- Assist the President and the FCA Treasurer in paying the Association bills.
- Maintain membership database, including data entry, updates and compilation of membership reports, labels and directories.
- Manage FCA office operations, including: office budget management, accounts payable/receivable, equipment and materials purchase and maintenance, printing and mailing, records upkeep.
- Collect and Maintain Archive Materials
- Serve as customer service liaison to membership (actual and potential) and Board
- Assist with planning of scheduled meetings and functions.
- Provide assistance with preparing for annual FCA Convention.
- Attend Executive Board meeting and Finance committee meeting as a non-voting member.
- Maintain files for the Association
- Serve as central communications person for various Board and Committee projects.
- Provide supplemental clerical support as needed to Executive Board.

Should you contact the FCA Office, you can always depend upon being treated in a professional manner. You will want to give your name and identify your position within FCA. In most cases, the staff at the FCA Office will be able to provide information you request, or you may be referred to a representative from a Division, Chapter, or FCA Committee. At times, however, they may indicate a need for approval from the FCA Executive Board before giving you information or providing you with services. If this happens, do not take it personally. In certain instances only the FCA Executive Board can approve “other services” to be provided. This is common practice in professional associations.

### **Hiring, Evaluation and Compensation**

The management is contracted by the Board. The management shall perform such duties as may be contracted by the Executive Board. The management shall be evaluated annually by the Executive Board and shall receive such compensation from FCA as may be fixed by the Board. Such compensation shall include hourly wages, fringe benefits, and reimbursement for expenses incurred in the performance of duties.

## **IX. Collection and Maintenance of Archive Materials**

Physical Storage

Virtual Storage

## **X. MEMBERSHIP POLICIES/PROCEDURES**

## **MEMBERSHIP PROCESSING GUIDELINES**

All memberships must be processed through the FCA Office. Memberships not processed through the FCA office will not appear in any FCA records, rosters, or directories.

1. All FCA chapters and divisions should have a Membership Chair or person(s) who handle that task for their group. This person should be well versed in membership policies and procedures in order to better serve applicants to that group, and to smooth transitions in working with FCA. Applicants are welcome to send their information directly to the FCA office, but if there is a chapter or division membership person in attendance at group meetings, he or she can answer questions that potential members may have-- which can help them avoid the possibility of having their applications sent back due to small errors (i.e.; outdated forms, incorrect dues amounts, etc.). If a chapter or division does not have such a person, one should be appointed.
2. Chapter and division presidents must ensure that their groups are using the most recent FCA membership form, especially when using it for newsletters or in other publications put out by that group. FCA members who are counselor educators/supervisors should check each student application they sign, so that they may catch outdated forms before the student sends them in to FCA.
3. Student members are eligible for reduced rates **only** under the following conditions:
  - a) if the instructor has signed and dated the application form
  - b) if he/she is engaged in at least nine credit hours in an undergraduate or are enrolled in an advanced degree counseling program in Florida
  - c) if the student is a member of or is joining FCA.
4. Emeritus status is for retired members who have held membership in FCA for 20 years, have provided outstanding service or leadership to FCA and the counseling profession, is a FCA Past-President. Nominations for this award must be made to the Executive Board. Emeritus FCA members may be granted emeritus divisional memberships in divisions held at the time of application. Nomination forms are available from the Board.
5. Honorary status is granted by the Executive Board to a person outside the profession who has made outstanding contribution to the counseling profession. Honorary members do not have the right to vote or hold leadership positions in FCA.

## **MEMBERSHIP SERVICES POLICIES/PROCEDURES**

### **1. Mailing Labels**

Each FCA chapter and division is entitled to a mailing list per quarter base system (Quarter 1-July 1-Sept 30; Quarter 2 October 1-December 30; Quarter 3 January 1- March 30; Quarter 4 April 1- June 30). Chapters and division are provided a copy at the end of each quarter as sending too far in advance, new members who join later **will not be included, nor will any changes of address**. Also discouraged is the practice of obtaining a set of labels for a group and using them to set up a personal label file for the same reasons listed above. Any one found to be using the membership in other ways outside of FCA purposes would lose the right to receive the information.

### **2. Rosters/Directories**

Chapters and divisions membership rosters are provided on the quarter base system (Quarter 1-July 1-Sept 30; Quarter 2 October 1-December 30; Quarter 3 January 1- March 30; Quarter 4 April 1- June 30) Labels and rosters are free of charge to those persons who are approved to obtain them for each group; however, if an individual member wishes to order labels or rosters, the same fee charged to educational institutions is assigned. **Under no circumstances is any group or individual authorized to sell or transfer membership lists to any organization outside FCA unless written permission from the FCA Executive Board.**

## **MEMBERSHIP LIST AVAILABILITY FOR RESEARCHERS<sup>1</sup><sub>SEP</sub>**

At the discretion of the President Council, FCA may distribute to the current membership the hyperlink to the researcher's inquiry tool. Researchers would be charged a \$15 administrative fee. The fee includes the distribution to FCA membership twice on the researcher's behalf.

2. The purpose of the research should be in keeping with the FCA mission statement.
3. Professional counselors or graduate counseling students requesting member contact information for research purposes should be a member of FCA.
4. Members who have requested that they not be solicited will have their privacy respected.
5. Before approval is granted, researchers should submit for review all materials that will be used in the research including – but not limited to - the informed consent document and any survey or instruments utilized.
6. Researchers must have Institutional Review Board (IRB) approval and submit a copy of the approved IRB form.
7. Due to the volume that would occur, FCA will not allow researchers to post requests for research

- participation on FCA communities.
8. Provide the dates for submission to the queue. Along with the electronic statement for the submission.

### **MEMBERSHIP DUES COLLECTION POLICIES/PROCEDURES**

**All** dues must be processed through the FCA management. Chapters and divisions should not collect dues at meetings. Applications and dues should be sent directly to the FCA management by the prospective member. The practice of keeping division monies while sending the rest to FCA is prohibited. **All dues must be paid through FCA first.**

FCA management is responsible for implementing the following procedures:

1. There will be no refunds for membership dues.
2. If members provide insufficient payment, the payment will be accepted and an email notice will be sent to the member requesting the additional payment. Insufficient payments will be applied to FCA dues first and then to the primary division and any secondary divisions.
3. If members provide overpayment, the payment will be accepted and an email notice will be sent to the member requesting information on applying the additional payment. If no answer is received, the additional payment will be placed in the general fund.
4. If the member fails to indicate the primary division for membership, an email notice will be sent requesting a choice of primary division. If no answer is received, a primary division will be chosen for the member based on a rotating basis.
5. Renewal notices will be sent to members three times within the month before and the month of renewal, at least one by mail.
6. If members fail to renew, a membership application and notice of non renewals will be sent on month after the renewal deadline. A postcard notification will be sent within 60 days following the renewal date.
7. If students do not provide a professor signature, an email notification will be sent to submit the signature or the membership will be processed as a regular membership and the additional dues must be submitted. If no answer is received, the student will be processed as a regular member and an email notification will be sent requesting the additional dues.
8. Current FCA Presidents will be provided free membership in FCA and all divisions during their term.

### **HOW DO I BECOME A MEMBER OF FCA, ITS CHAPTERS AND/OR DIVISIONS?**

On-line membership applications (new and renewing professional/regular, first year professional, associate, student, and retired) are available at [www.flacounseling.org](http://www.flacounseling.org) (click on Membership Information). Alternately, an application form can be obtained by contacting the FCA office in writing at PO Box 300457; Fern Park, FL 32730, or by telephoning 407-628-0793.

### **APPLICATION TIPS:**

- Complete the application fully, including e-mail address. We are now collecting applicant's personal information to better assess our membership population. This information is optional.
- Make check payable to FCA. This includes all membership fees for chapters and divisions.
- Payment for on-line applications can be made with credit card (VISA or MasterCard) or payment can be mailed to the FCA Office. Hard copy applications can be mailed or faxed (407-628-0790 fax).
- **DON'T** forget to have your instructor sign and date the application form if you are requesting student membership rates.

## APPENDICES

### Appendix A: FCA Office Contact Information

**Mailing Address**

Post Office Box 300457  
Fern Park, FL 32730-0457

**Phone**

407-628-0790

**Website**

[www.flacounseling.org](http://www.flacounseling.org)

**Physical Address**

2750 Taylor Ave. Suite A-36  
Orlando, Florida 32806

**Fax**

407-628-0793

**Email**

fcaoffice@flacounseling.org

### Appendix B: ACA Office Contact Information

FCA is a Branch of the American Counseling Association and a member of the American Counseling Association Southern Region.

**Mailing Address**

5999 Stevenson Ave  
Alexandria, VA 22304

**Phone**

800-347-6647

**Website**

[www.counseling.org](http://www.counseling.org)

**Physical Address**

5999 Stevenson Ave  
Alexandria, VA 22304

**Fax**

703-823-0252

## APPENDIX C

### FCA FALL CONVENTION

**Objectives of the FCA Annual Fall Convention: the annual Fall Convention will serve the multiple needs of its members; the needs can be categorized as professional, personal/social, and political.**

- A. Programs are designed to upgrade skills and knowledge of those attending.
- B. Visibility for future professional leaders is attained for those making presentations or carrying on committee work.
- C. Development of special interests through workshops is provided.
- D. Cross fertilization of ideas among professionals with similar goals is made available.
- E. Increasing pride in and identification with the state and national organizations are encouraged.
- F. Professional contact with leading practitioners in all areas of counseling is made possible.
- G. Opportunities for the conduct of FCA business are scheduled.

#### **Personal/Social**

- A. Opportunities are provided to renew old friendships and to establish new ones.
- B. Selection of different locations for the annual convention will expose members to different areas of the state and socio-cultural environments.
- C. Activities are provided to honor outgoing officials, to introduce incoming officials, and to enjoy conviviality with other members.

#### **Political**

- A. Opportunity for the membership to identify legislative needs, to establish positions related to legislative activities, and to speak out as a unified profession on these positions is provided.
- B. Opportunity is provided to familiarize the entire membership with legislation affecting guidance counseling.

### **GENERAL**

- A. Convention coordinator and planners should take into account all of the needs in order to provide a meaningful annual convention and professional growth experience.
- B. The theme of the convention, the specific program content, the balance of programs allocated to various aspects of the profession, and the provision of services and facilities should blend into a cohesive whole to accomplish the purposes set forth.

### **STRUCTURE OF THE CONVENTION**

#### **A. Responsibilities of the FCA Executive Board**

- 1. The policy structure for the Fall Convention is determined by the FCA Executive Board.
- 2. The Convention Coordinator is responsible to the FCA Executive Board regarding major changes in the annual FCA Fall Convention.
- 3. The Convention Coordinator reports to the FCA Executive Board on plans and progress of the annual convention at each Board meeting.
- 4. At the end of each annual convention the FCA Convention Coordinator will prepare an evaluation of their activities for the Board as well as for the information of succeeding convention planners and committees.

- 5 The FCA Executive Board accepts or rejects future convention sites on receipt of an invitation from the local chapter(s) who wishes to host the convention. After acceptance by the Board, the local chapter notifies the FCA Board concerning the individual(s) named as Local Arrangements Chairperson.

## **B. FCA President's Responsibilities**

- 1 The President participates with the Past-President and the Convention Coordinator in the selection of Convention speakers.
- 2 The President extends invitations to honored guests and to the recipients of awards who are requested to be present at designated times during the convention.
- 3 The President approves the arrangements for the FCA Delegate Assembly meeting and for FCA Executive Board and committee meetings held in conjunction with the annual FCA Fall Convention.
- 4 The President is available for at least one visit to the annual convention site for purposes of reviewing plans with the Convention Coordinator and/or committee chairs.
- 5 The President initiates selection of content programs by Division Presidents. These selections are due by June 1st. The number of programs a given division is entitled to is determined by that division's percentage of FCA membership.
- 6 The Presidential Council will review all applications to exhibit, sponsor or advertise and determine which applications will be accepted. Notice of decision will be sent to all applicants. The decision of the Presidential Council is final

## **C. The Management's Responsibilities**

The Executive Board approves convention sites and programs. The Management in cooperation with the Convention Coordinator keeps the Board updated on the progress of Convention.

- 1 The Management works with the FCA Guidelines Editor(s) to oversee the inclusion of "Call for Programs" in the January issue and other announcements and reminders about the upcoming Fall Convention.
- 2 The annual Fall Convention is the major undertaking of FCA each year. Therefore, the management and other FCA staff and leadership act as resource persons for all aspects of the Fall Convention; pre-convention workshops, speakers, exhibits, programs, printing, budget, publicity, special services, time line, registration, CEU's, etc.
- 3 The management should maintain a current list of convention exhibitors, advertisers, and sponsors, to be made available to the Convention Coordinator annually.
- 4 The Management figures rebate payments to the divisions and provides a financial report to the Executive Board of the Convention by February 15 of the year following convention
- 5 The management administers the convention refund policy: Registrants must submit a written letter of cancellation. Cancellations received 4 weeks prior to convention will receive a full refund. Those received two weeks prior to convention will receive a refund minus a \$25 cancellation fee. No refunds will be given during the two weeks prior to convention. All purchase orders during this time will be invoiced for the full amount, including the processing fee. No transfers of registrations are accepted.
- 6 The management administers convention registration and payment. The payment by signed purchase order will be accepted with a \$15 purchase order fee.
- 7 The management administers convention discounts for primary presenters, \$25 for the first presentation and \$50 for two or more presentations., and for volunteers, 50% of the early bird registration fee for half of the convention hours and 100% of the early bird registration fee for all of the convention hours.

## **D. The Convention Coordinator's Responsibilities**

1. The Convention Coordinator is responsible for the overall running of the FCA annual Fall Convention under the direction of the FCA Past President.
2. The Convention Coordinator plans the budget for the convention, coordinates all business services required for the convention, appoints committee chairpersons, sets up the calendar of events for various committees and oversees and coordinates committee activities.
3. The Convention Coordinator oversees advertising for exhibitors and makes arrangements for exhibit booths and fixtures.
4. The Convention Coordinator insures that all appointed committee chairpersons are members of FCA.
5. The Convention Coordinator meets with the Board prior to the annual convention to discuss the convention plans.
6. The Convention Coordinator assures that packets of information and evaluation forms for each content program presenter are prepared.
7. The Convention Coordinator assures that packets are available for registrants. The packets will include appropriate receipts, meal tickets, name tags, and other convention information.
8. The Convention Coordinator organizes all registration materials for registration committee.
9. The Convention Coordinator writes an article pertinent to convention issues for each issue of the FCA Guidelines.
10. The Convention Coordinator prepares an in-depth evaluation from member evaluation forms and presents a report at the next FCA Executive Board meeting after the convention.
11. The Convention Coordinator prepares and presents an evaluation of the convention at the close of the convention and presents a summation to the board.
12. The Convention Coordinator prepares and presents Certificates of Appreciation to the local hosts and committee chairpersons.
13. The Convention Coordinator will meet with the On-site Committee Chairmen at least twice prior to the Fall FCA Convention to clarify the chairman's responsibilities and to assure that the Committee Chairmen are meeting their responsibilities.
14. The Convention Coordinator receives updated reports of income and expenditures as needed.
15. The Convention Coordinator establishes and maintains an expense record for convention.

## **E. The President-Elect's Responsibilities**

- a. The President-Elect is responsible for making arrangements for, and chairing the annual Past-President's social held in conjunction with the annual Fall Convention.
- b. The President-Elect is responsible for making arrangements for, and chairing the annual First Timers Orientation session held during the early hours of each convention.

## **TIME LINE**

### **Pre-Convention**

1. The traditional meeting date for the FCA Fall Convention has been in November. This date may be moved but only with the approval of the FCA Executive Board at least a year in advance.

2. The Convention Coordinator and FCA Past-President should begin working on the convention plans and appointing committees 10-12 months in advance of the actual convention dates.

### **During the Convention Year**

1. The Convention Coordinator meets with the FCA Executive Board at the final business meeting at the end of the previous year's convention.
2. The "Call for Programs" is included in the January issue of Guidelines and again in the March issue. The deadline for return is May 1 each year.
3. Programs are separated by Division and given to Division Presidents respectively to be prioritized for sponsorship by that division. Each division will be allowed "x" number of programs sessions based on that division's percent of the total FCA membership.
4. Invitations to and contracts for exhibitors are mailed in the spring by the Convention Coordinator or Exhibit Coordinator.
5. Publicity items are readied for each issue of Guidelines from the February issue through the Convention issue.
6. The August/September issue of Guidelines carries the pictures of the main speakers if available. An insert of the presentation, programs, pre-convention workshops, and other pertinent information is readied for publication by mid-July for the August/September issue of Guidelines.
7. A special FCA Fall Convention Packet of program registration materials is readied and mailed to the FCA membership three or four months in advance of the annual convention. This can be done electronically.
8. The convention program is ready to go to the printers by September 15.
9. Pre-Registration packets are mailed or sent electronically before September 15.
10. Deadline for returning registration is November 1st or three weeks prior to the date of the convention.

### **Post-Convention**

1. Evaluation of the fall convention is presented at the Board meeting following the convention.
2. Accounts are closed out and final financial report presented the FCA Treasurer with copies to the FCA President and Executive Board by February 15 of the year following the convention.
3. FCA Certificates of Appreciation and letters of thanks are presented to the convention local hosts, committee chairpersons, and speakers, etc at the end of the convention, if possible, but no later than February 1st of the year following the convention.

## **GENERAL**

The Convention Coordinator along with the management of the FCA Annual Fall Convention is responsible for the use of the "seed" money in the convention account to meet expenses incurred prior to the convention.

Traditionally, the FCA Executive Board meets for at least a one-day meeting prior to the annual convention. The expenses of this Board meeting are charged to the regular Board account and are not a part of the convention expenses.

**Appendix D**  
**Leadership Development Institute**

## Appendix E Templates

- A. Agenda
- B. Budget- [Blank Budget](#)
- C. Board Report
- D. Minutes
- E. **Recruitment letter Example**

Here in the Sunshine State, the demand for **quality** professional counselors is on the rise. The **Florida Counseling Association** is the key to opportunities for professional development, networking, legislative awareness/public policy, advocacy and much more! FCA supports the continual growth and development of **your skills** as a professional counselor. Mental health, couples, marriage and family, school counselors and counselors in training are **networking** with each other more and more to empower clients to live health lifestyles and cope with the complicated world we live in today. **Awareness and advocacy** in state legislation plays a prominent role in allowing professional counselors to freely counsel populations ethically and effectively. **FCA** is a support system for *all* professional counselors and counselors in training.

**FCA would like to invite you to renew or join our association.** We are constantly on the move to improve and advance the counseling profession. Membership has its benefits! In our 65 years of serving counselors, we have been instrumental in “growing” qualified professional counselors through the services we provide...

- **ACA CONFERENCE REGISTRATION DISCOUNT:** FCA members will receive a registration discount for attending the 2015 ACA Conference & Expo at a cost of \$275 for Professionals and \$160 for New Professionals/Students/Retirees. Attendees can earn up to 17 CE hours with up to 32 tracks to choose from. Please contact ACA Member Relations Representatives to sign up for the conference at 1-800-347-6647 x 222, Monday – Friday, 8:00 am – 6:00 pm ET. For more information about the ACA Conference & Expo, please visit the website at [www.counseling.org/conference](http://www.counseling.org/conference).
- **Professional Development:** FCA hosts an **Annual Convention** (October), **Leadership Development Institute** (June). **Professional Development Institute** (year round) are a series of educational workshops provided by our Divisions and Regions throughout across the state throughout the year. Registration information about counseling workshops are posted on the website and in the Guidelines newsletter along with leadership opportunities. Visit us at [www.flacounseling.org](http://www.flacounseling.org)
- **Networking:** FCA provides opportunities for networking at **conventions, conferences, Divisional and Regional trainings and socials**. We support and sponsor local efforts to increase our public presence and network regionally, divisionally and across sister Associations. Our up-dated website and Guidelines newsletter inform you of the going on's around the state and regionally. **Division membership** provides you a connection to those who share your field and/or interests in professional counseling.
- **Legislation, Public Policy and Advocacy: FCA works for you.** Our association is active in state legislative issues. We work closely with likeminded sister Associations and encourage “grassroots” advocacy. Join others in Tallahassee, DC and in your home districts to see your efforts recognized and our legislative process in action at **Legislative Day(s)** and **Legislative Week(s)**. Train to be an advocate for your state and county at our half day **legislative training** offered in the Fall at convention. We hope that you will join us in our advocacy campaigns for counselors and those we serve. **Don't be a victim, be an advocate.**
- **FCA Guidelines:** FCA's premier **newsletter!** Find out the latest in legislative matters, division and chapter updates, recognition, trainings, counseling websites and more!
- [www.flacounseling.org](http://www.flacounseling.org): Our evolving **website!** Check out more detailed information about FCA and give us feedback on what you would like to see on our website. Join or renew FCA or register for convention on-line.

The **Florida Counseling Association** is working hard to promote and support the field of professional counseling in the state of Florida. We strive to provide the best tools and resources for our counselors to grow professionally and be successful in serving individuals, families and communities in Florida.

**Activate your membership today and encourage a friend too!**

Michelle Bradham-Cousar, FCA  
President, 2014-2016

Anne Flenner, FCA  
President-Elect, 2014-2016

Shon D. Smith, FCA,  
Past President, 2014-2016

F. Division President Expectations

***FCA DIVISION PRESIDENTS' EXPECTATIONS***

1. Communicate information to/from FCA Executive Board to Divisional Board.
2. Attend FCA Executive Board Meetings. Bring president-elect when possible. Distribute relevant memos to Divisional Board members.
3. Insure that election information is to FCA Past-President by assigned date (Summer). Insure division volunteer's work at annual convention election table. Sign-ups for election table hours will be at the September board meeting.
4. Insure that convention information is to FCA President-Elect by assigned dates (Spring through Fall):
  - a. meal functions/menus/costs
  - b. socials
  - c. names of special guests
  - d. usage of suites
  - e. pre and post-convention workshops/times/costs
  - f. legislative forums
  - g. review of programs sponsored by your division
  - h. adequate number of programs sponsored by your division
  - i. convention volunteers for specified committees
5. If part of unified treasury, submit all bills/receipts. Oversee transactions with Office Manager. If separate treasury, insure that financial reports including possible tax information are given to Office Manager. Communicate with Division Treasurer in a timely manner to insure all bills from FCA are paid/checks are deposited.
6. Insure current membership application is used in all division publications.
7. Insure all major division events are approved/placed on FCA master calendar. List dates of division board meetings on master calendar. Introduce both FCA as well as FCA officers at division functions/events.
8. Write article on a regular basis for Guidelines.
9. Submit Division reports to Division Rep Rep prior to each board meeting.
10. Coordinate a membership drive annually.
11. Submit a list of upcoming officers for the following fiscal year by the May/June deadline. Submit a copy of by-laws and the annual report.
12. Meet with FCA Public Policy and Legislative Chair in the Summer to complete platform; maintain ongoing communication with FCA Chair during legislative session.
13. Submit all requests for FCA work orders (membership rosters and mailing labels). Requests should be done explicitly with ample lead-time.

14. Submit all request for Professional Developments (PDI) to FCA office on completed request for to include CEU request.

**G. FCA Treasurer Checklist**



<b>CHECKLIST</b>		
<input type="checkbox"/>	Connect with office manager for introductions	
<input type="checkbox"/>	End of fiscal year Budget Reports Fiscal year-end: June 30	End of year budget reports from FCA and Divisions
<input type="checkbox"/>	Contact each Division Treasurer for introductions	FACES,FACAC,FAMCD,FASERVIC,FCDA
<input type="checkbox"/>	Check for budget submissions for the upcoming fiscal year from each division. In the event the submission is not submitted contact them and cc the FCA office on the communication along with the president.	FACES,FACAC,FAMCD,FASERVIC,FCDA
<input type="checkbox"/>	Set up file folders for the divisions and FCA	For easier tracking
<input type="checkbox"/>	Quarterly report is sent to the FCA President council and treasurer: Quarter 1: July-September= on October 15 submitted to division Quarter 2: October-December= on Jan 15 submitted to division Quarter 3:Jan-March= on April 15 submitted to division Quarter 4:April-June= on July 15 submitted to division	It is for the committee business
<input type="checkbox"/>	Separate quarterly reports are sent to the divisions for tracking: Quarter 1: July-September= on October 15 submitted to division Quarter 2: October-December= on Jan 15 submitted to division Quarter 3:Jan-March= on April 15 submitted to division Quarter 4:April-June= on July 15 submitted to division	They would include this information in the bimonthly meeting of the proposed, actual and proposed for the next year.
<input type="checkbox"/>	All receipts and documentation are due to the office prior to another submission request being authorized.	
<input type="checkbox"/>	Choose your own way to proceed [Cash/Accrual]	
<input type="checkbox"/>	Our software is Quickbooks managed by the office manager and accountant	
<input type="checkbox"/>	Send out the meeting calendar for the next two years to the finance team. Send out a calendar in google calendar	So every has the date and time in their calendar

<input type="checkbox"/>	Use the google group for sending out responses to everyone	This is so no one is left out.

## H. PDI\ Event Submission

### Event Submissions

Submissions must be approved by the FCA Executive Board in advance and then sent to the FCA Office at least two (3) weeks before publication date.

1) Dates Needed:

- Date(s) of event / Time(s) of event
- Last date for on-line registration (day before event, one week in advance, etc)
- Early Bird registration dates, if any
- Is on-site registration allowed?
- First date for event publication

2) Fees to be charged (indicate separately):

- Non-member fees
  - Professional
  - Student (list documentation requirements)
  - Retired
  - Other (example: \$10.00 discount for UCF faculty member, etc.)
- FCA member fees
  - Professional, Associate, First Year Professional
  - Student
  - Retired
- Division with FCA discount
  - Indicate specific fee(s) or
  - Dollar amount discount (i.e. \$10 off) or
  - Percentage discount amount (i.e. 10% off FCA Professional fee, etc)

3) Will Continuing Credits (CEC / CEU) be offered? If so, FCA's fee is \$25.00 per person to provide. Indicate amount of CEC/CEU offered. See below requirements to offer continuing credits.

4) Cancellation Policy and Fees

(It is suggested cancellation fees be charged to offset the projected costs of the meeting room, speaker fees, meal charges, printing, etc. / Example, if 15 people are expected for an event at \$50 and 3 people cancel, that's a loss of \$150 for the event).

Indicate the fee to be charged for cancellations:

- i) Full refund if cancelled \_\_\_\_\_ (weeks/days) in advance of event
- ii) Refund less cancellation fee (\$25.00 or ½ or Percentage) when cancelled between \_\_\_\_\_ (weeks/days) and \_\_\_\_\_ (weeks/days) in advance of event
- iii) No refund if cancelled after \_\_\_\_\_ (weeks/days) in advance of event

5) Provide event location: Name of Facility, Room/Building Number, Exact Address, Facility Phone Number, web site link, additional driving/parking directions, Parking fees, etc.

6) If arrangements have been made for sleeping rooms, outside meals, etc., provide specific information.

7) Indicate if additional information is needed from registration, other than registrants full name, address, phone number, email address, division affiliation, and CEC/CEU request (if applicable).

8) Provide purpose of event, introduction of speaker(s), learning expectations, etc. to be posted on the FCA web site. Provide the name of contact person for event (probably not Presenter), phone number, and email address.

9) For Email Blasts:

- a) Provide exact verbiage for each email blasts
- b) Indicate if email blast to be sent to a specific audience (Division, Region, etc.) or entire FCA membership
- c) Advise approximate date to be emailed

- d) Provide above for each email blast. Information must be sent to [fcaoffice@flacounseling.org](mailto:fcaoffice@flacounseling.org) at least 2 weeks in advance of requested email date.
- 10) The following must be obtained and/or completed for each event, obtain forms from the FCA Office:
- a) Event Registration List (sent to event contact person each Friday)
  - b) Blank Registration Form
  - c) Blank FCA Membership Form
  - d) Event Payment Worksheet
  - e) Credit Card / Payment Instructions
  - f) Registration Sign-In Sheet
  - g) Event Evaluation Forms
  - H) CEC/CEU Form
- 11) For continuing credits to be offered (CEC/CEU), the following must be on file at the FCA Office:
- a) Name of Presenter(s) and Title
  - b) Presenter(s) Work Location
  - c) Presenter(s) Education: Degree, Major, Year, School
  - d) Presenter(s) Experience: Title, Years, Duties
  - e) Provide TWO - Prior Workshops / Presentations
    - Audience / Location
    - Date
    - Workshop Objective
  - f) Learning Objective of this Event  
[Ex. After having ....., participants will be able to ...]
  - g) Information can be provided in a Bibliography and/or Vitae format

## Appendix F Strategic Plan

### FLORIDA COUNSELING ASSOCIATION STRATEGIC PLAN 2014-2020

- I. To Establish and Maintain the Financial Stability**
- II. Increase Public Awareness about the Florida Counseling Association (FCA) throughout the state**
- III. Improve Legislative Advocacy efforts on state a, local level and federal.**
- IV. Utilize and monitor Technology/Social Media resources.**
- V. DEVELOP A MENTORING PROGRAM TO STRENGTHEN DIVISIONS**
- VI. DEVELOP BUSINESS LEADERSHIP SKILLS ACROSS THE FCA ORGANIZATION**
- VII. COMMUNICATING AND BRANDING WHO WE ARE AS FCA AND WHAT WE REPRESENT**
- VIII. MAINTAIN A SYNCHRONIZED STRATEGIC PLANNING PROCESS**

<b>I: To Establish and Maintain the Financial Stability.</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
<b>A.</b> Maintain a balanced budget.	1) Have regular finance committee meetings in conjunction with Executive Board meetings.	1) July 2014-2020 2) September 2014-2020 3) November 2014-2020 4) January 2014-2020 5) March 2014-2020 6) June 2014-2020	1) Financial Committee, Office Manager, President	1)
<b>B.</b> Conduct an annual evaluation for Office Manager.	1) Review and update written job descriptions. 2) Conduct annual evaluations of Office Manager.	1) June 2014-2020 2) December 2014-2020	1) FCA President and Executive Board 2) President's Council	1) 2)
<b>C.</b> Implement annual budget process & audit.	1) Financial Committee will conduct annual review of financial records. 2) External audit every 5 years. 3) Present findings at the Executive Board meeting at the annual convention and Delegate Assembly.	1) June 2014-2020 2) June 2014-2020 3) September 2014-2020	1) Financial Committee, President,	1)
<b>D.</b> Extend the annual budget and audit process for all Divisions.	1) Each FCA Division will conduct an annual review of financial records. 2) Division heads will meet with the Financial Committee and Office Manager for a budget workshop. 3) Division leadership will meet with the Business Manager to construct 990's each year during tax season.	1) May 1 2014-2020 2) LDI 2014-2020 3) Annual convention 4) May 31 each year	1) Financial Committee, Office Manager, Division Presidents and Treasurers 2) Same as above 3) Same as above 4) Same as above	1) 2)

	4) Division leadership will submit a budget for the upcoming year.			
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<b>II: Increase Public Awareness about the Florida Counseling Association (FCA) throughout</b>			
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSONNEL</b>
<b>A.</b> To engage a community service project	1) Continue to provide toiletry items for homeless population through annual toiletry drive collecting at FCA Convention. 2) Continue to serve meals to homeless populations at various shelters and communities in each region	1) October 2014-2020 2) Spring 2014-2020	1) Regional Rep, D Rep., Human Right Committee and FC President 2) Regional Rep, D Rep., Human Right Committee and FC President
<b>B.</b> Continue to publicize opportunities for social action.	1) Educate and elicit public interest with counseling programs and other mental health and school counseling professional's programs regarding social action. 2) Assess professionals' needs & concerns in diverse settings using a survey instrument	1) Ongoing 2) December 2014-2020	1) Human Rights C FCA President 1) Human Rights C FCA President
<b>C.</b> Continue PR efforts: Promote FCA and divisions to maintain membership and recruit professional non-members.	1) Recognize FCA accomplishments and include them in Guidelines Newsletter, share and submit to local media resources. 2) Develop and print FCA's end of year report, and post on webpage. 3) PSAs, local media, 491 Board, FDOE, and/or PBS to promote FCA and division initiatives (school, mental health), 4) Approach the Governor's Office about declaring October Florida Counseling Month to coincide with annual convention. 5) Create contact list to inform professional nonmembers of FCA activities via mail &/or e-mail.	1) Ongoing 2) May 2014-2020 3) May & December 2014-2020 4) July 2014-2020 5) March 2014-2020	1) Guidelines Edito 2) FCA President, Manager 3) President's Coun Manager 4) President's Coun Manager PR Comr 5) President's Coun Manager
<b>D.</b> Promote FCA and divisions, and continue networking with our public and building coalitions.	1) Advertise the mission of FCA in the Florida state and local media resources 2) Continue development and utilization of FCA webpage. 3) Continue to network and collaborate with other mental health/counseling associations. 4) Encourage FCA members to volunteer or contract community speaking opportunities 5) Update FCA brochure.	1) Ongoing 2) Ongoing 3) Ongoing 4) Ongoing 5) December 2014-2020	1) Office Manager, Newsletter, and Pre Council 2) Office Manager, President's Council 3) FCA Executive all FCA Division P and Regional Rep 4) FCA Executive all FCA Division P and Regional Rep 5) Public Policy an Advocacy Commit President's Council Manager

<b>III: Improve Legislative Advocacy efforts on state a, local level and federal.</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
<b>A.</b> Identify, introduce, & monitor legislation during the annual General Session that would impact the counseling profession	1) Actively engage and maintain the Public Policy and Advocacy Committee (PPAC) Chair(s) and committee. 2) Keep membership aware of issues through legislative alerts for action.	1) Ongoing 2) Ongoing	1) Public Policy and Advocacy Committee, Office Manager	1)
<b>B.</b> Implement grassroots networking; town hall meetings; email updates when needed to facilitate education of current legislators and notification of FCA membership at large of needed legislative action.	1) Develop and maintain grassroots network and facilitate weeks of advocacy and Day in Tally, pending legislative outcome. 2) Invite legislators to attend legislative breakfast, FCA convention, and other FCA functions. 3) Send FCA member to ACA, Regional and Divisional legislative/leadership institute when funding is available. 4) Encourage and equip FCA members to advocate for the profession under the direction of the PPAC.	1) Ongoing 2) Ongoing 3) Ongoing 4) Ongoing	Strategies 1) through 4) Public Policy and Advocacy Committee, FCA President, and the FCA President-Elect	1) 2)
<b>C.</b> Communicate with state leadership, (i.e. governor and legislature), the mission of the Florida Counseling Association.	1) Develop a contact plan of action. 2) Send Thank You letters to legislators for assistance with legislation.	1) Ongoing 2) Ongoing	1) Public Policy and Advocacy Committee	1)

<b>IV: Utilize and monitor Technology/Social Media resources.</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
<b>A.</b> Increase FCAs use of technology and social media.	1) Evaluate the functionality of current website to determine how it best serves FCA, 2) Evaluate all social media resources that FCA currently has established to determine how it best serves FCA	1) April 2014-2020 2) April 2014-2020	1) Technology/Social Media Task Force, President's Council, Office Manager 2) Technology/Social Media Task Force, President's Council, Office Manager	1) 2)
<b>B.</b> Establish a Technology/Social Media Standing Committee	1) Develop a committee description, purpose and responsibility statement.	1) December 2014 2) February 2015 4) May 2015	1) Technology/Social Media Task Force, President's Council	1) 2)

	2) Present committee description to President's Council; 3) Follow all policies and procedures outlined by By-laws to obtain standing committee status.		2) Technology/Social Media Task Force, President's Council	
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<b>V: DEVELOP A MENTORING PROGRAM TO STRENGTHEN DIVISIONS</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETE</b>
<b>A.</b> Provide the FCA Leadership Development Institute (LDI) annually.	1) Continue to develop the Leadership Development Institute, coordinated by past FCA president, involving a two-year commitment of participants selected. 2) Provide leadership training as a convention activity to new Leadership Development Institute members and encourage development of a leadership plan to be completed during the following year. 3) Invite all FCA Board members, division board members, regional representatives and other interested members to apply to the Leadership Academy. 4) Recruit 1 leading graduate student from each counseling program in the state to participate in Leadership Development Institute	1) Ongoing 2) Ongoing 3) Ongoing 4) Ongoing 5) Ongoing	1) Past Presidents/ recommendations by Executive Board 2) Past-President, President and FCA Division Presidents and Regional Reps 3) Past-President, President, FCA Division Presidents and Regional Rep 4) Office Manager	1)
<b>B.</b> Provide ongoing leadership training for Division presidents and their boards	1) Continue leadership induction series once each quarter to orientate board members of FCA, divisions, regional reps and promote team-building. 2) Encourage division presidents, and their boards, to use former officers as resources for information and ideas.	1) February, May, August, November 2014-2020 2) Ongoing	1) President's Council 2) FCA Executive Board	1) 2)
<b>C.</b> Continue to encourage emerging leaders; provide leadership training for individuals identified as emerging leaders; have one emerging leader attend ACA, Regional or Division Leadership Convention as budget allows.	1) Have national & state association leaders meet with graduate students during convention to inform & encourage organization involvement. 2) Invite one emerging leader to attend the ACA, Regional or Division Leadership Institute. 3) Ongoing correspondence between FCA and division leadership. 4) Divisions are encouraged to send emerging leaders to national training events.	1) June 2014-2020 2) October 2014-2020 3) Ongoing 4) Ongoing	1) President's Council 2) FCA President 3) FCA President 4) President, Division Presidents and Regions Reps	1)
<b>D.</b> Division presidents are to invite their President-Elects to FCA Board meetings	1) Funding to attend FCA meetings will be from respective division & region budgets.	1) Ongoing	1) Division Presidents, Regional Rep	1) 2)

E. A rating scale for divisions will be developed, with a goal of fostering sustained division leadership and effectiveness.	1) Criteria for quantifying division and region effectiveness will be determined. 2) A rating scale will be developed. 3) The rating scale will be implemented and utilized annually.	1) Fall 2015 2) Dec. 2015 3) May 2016	1) Division Presidents, Regional Reps, President's Council	
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<b>VI: DEVELOP BUSINESS LEADERSHIP SKILLS ACROSS THE FCA ORGANIZATION</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
A. Provide non-profit business skills training to FCA leaders.	1) Conduct Non-Profit Business Skills on a quarterly basis in the following area(s): <ul style="list-style-type: none"> <li>• Finance</li> <li>• Communication</li> <li>• Management</li> </ul>	1) February, May, August, November 2014-2020	FCA Past President, President's Council, Office Manager	1)
B. Establish FCA Foundation	Obtain, complete and submit 501c3 application	December 2016	President's Council, Finance Committee	1)

<b>VII: COMMUNICATING AND BRANDING WHO WE ARE AS FCA AND WHAT WE REPRESENT</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
A. To increase FCA professional membership	1) Membership campaign. 2) Conduct a needs assessment every 2 years. 3) Send email satisfaction survey to current members annually	1) Ongoing 2) Ongoing 3) March 2014-2020 4) December 2014	1-3) President's Council, Division Rep, Regional Rep, Rep 4) President's Council	1)

	4) Create an exit survey for people who elect to discontinue FCA membership 5) Increase organizational membership by 30%	5) Spring 2018	5) FCA Executive Board	
<b>B.</b> To encourage membership in FCA by members of related groups (e.g., nonmembers; rehabilitation counselors; substance abuse counselors; marriage & family therapists, etc.)	1) Send letters to non-FCA member LMHC, School Counselors, LMFT, CAP in the state. 2) Send email survey to non-FCA member LMHC, LMFT, CAP to assess reasons for decision not to join FCA. 3) Conduct outreach activities to other groups and organizations. 4) FCA will attend/present at related professional conventions and events.	1) May 2014-2020 2) May 2014-2020 3) May 2014-2020 4) Ongoing	1) President's Council 2) President's Council 3) President's Council 4) Executive Board	1) 2)
<b>C.</b> Assist Educators in encouraging graduate student involvement and FCA membership	1) Promote FCA division membership in counselor education programs, undergraduate human service programs, through e-mails, letters and visits by FCA Executive Board members and FACES. 2) Counselor Educators will promote FCA membership to college students. 3) Continue to provide volunteer opportunities at convention to students. 4) Divisions will provide graduate representative scholarships. 5) Provide membership literature to Chi Sigma Iota chapters and other related student organizations. 6) Create Counselor Educator list for each FL Counseling program; and encourage each to monitor student interest & potential membership	1) Ongoing 2) Ongoing 3) Ongoing 4) Ongoing 5) Ongoing 6) Ongoing	1) FACES President, Graduate Student representative, 2) President's Council 3) Convention Committee 4) FCA President 5) GSR 6) FACES President, FCA President	1)
<b>D.</b> To retain and develop membership involvement and participation.	1) Welcome to new members. 2) Follow up via email or mail.	1) Ongoing 2) Ongoing	1) FCA President and Guidelines editor 2) Office Manager	1) 2)
<b>E.</b> Nominate FCA for local, state, & national awards to promote FCA as an exemplary organization.	1) Contact ACA for award nomination form. 2) FCA divisions should contact their national division for nomination forms & submit nominees.	1) November 2014-2020 2) November 2014-2020	1) Awards Chair, President's Council 2) Division Presidents, Awards Chair	1) 2)
<b>F.</b> Maintain membership directory.	1) Post membership directory on webpage for member access only.	1) Ongoing	1) President's Council, Office Manager	1)
<b>H.</b> Explore ways to increase FCA membership benefits.	1) Provide job board/fair at annual convention.	1) October 2014-2020 2) Ongoing	1) FCDA President 2) FCDA Executive Board	1) 2) 3)

	<p>2) FCDA members will present content sessions on career planning, career development, job search strategies, and career transitions.</p> <p>3) Explore ways to augment the value of being an FCA member</p>	3) December 2014-2020	3) President's Council, Division Rep, Regional Rep Rep.	
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<b>VIII: MAINTAIN a SYNCHRONIZED STRATEGIC PLANNING PROCESS</b>				
<b>TASK/OBJECTIVE</b>	<b>STRATEGY/ACTION PLAN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>COMPLETED</b>
<b>A.</b> Develop and maintain a five-year strategic planning cycle for FCA.	<p>1) Executive Board members will develop, discuss, and implement the FCA Strategic plan for the year at the May executive meeting.</p> <p>2) Strategic planning activities will occur at various times during the year, with reports/updates provided at Executive Board meetings</p> <p>3) Two weeks prior to both the annual convention AND the May Executive Board Meetings Division Presidents and Regional Representatives will provide reports to the Division Rep and Regional Rep Rep for an Executive Council presentation report</p>	<p>1) May 2014 - 2020</p> <p>2) Ongoing</p> <p>3) October &amp; May 2014 - 2015</p>	<p>1) Executive Board</p> <p>2) Strategic Plan Chair/ Executive Board</p> <p>3) Goal Group Chairs, Division Presidents and Strategic Planning Chair</p>	1)
<b>B.</b> Develop and maintain a three-year strategic planning review cycle for FCA.	<p>1) Executive Board members will evaluate, assess and review status and implement the FCA Strategic plan for the first three years at the May executive meeting.</p> <p>2) Strategic planning review activities will occur yearly each winter with reports/updates provided at Executive Board meetings</p> <p>3) Two weeks prior to both the annual convention AND the May Executive Board Meetings Division Presidents and Regional Representatives will provide reports to the Division Rep and Regional Rep Rep for an Executive Council presentation report</p>	<p>1) May 2014 - 2020</p> <p>2) Winter 2014-2020</p> <p>3) October &amp; May 2014 - 2015</p>	<p>1) Executive Board</p> <p>2) Strategic Plan Chair/ Executive Board</p> <p>3) Goal Group Chairs, Division Presidents and Strategic Planning Chair</p>	1) 2)
<b>C.</b> Utilize a Goal Group format for this Strategic plan.	1) Strategic Planning Chair will compile, maintain and develop a yearly strategic planning report	1) Ongoing	1) Strategic Planning	1)

			Chair/Executive Board	
<b>D.</b> Strategic plan updates will be posted to the FCA website.	1) Updates on the progress of strategic planning objectives will be posted to the FCA website at least bi-annually.	1) Ongoing	1) Office Manager	1) 2)

**Appendix G**  
**Employee Handbook & Training**

# **Florida Counseling Association**

## **Employee Handbook**

Florida Counseling Association  
Employee Handbook  
December 28, 2014

Contributors:  
Michelle Bradham-Cousar  
Kathryn Williams

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# **Section 1**

## **Introduction**

### **1.1 Welcome to Florida Counseling Association**

FCA is engaged in the business of promoting the value of professional counseling as well as supporting and unifying professional counselors in all settings resulting in high quality practices in Florida. We welcome you to our team.

Michelle Bradham-Cousar, MA, CRC  
FCA President 2014-2016

### **1.2 Employee Handbook**

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of Florida Counseling Association (the "Company") and to acquaint employees with many of the rules concerning employment with the Company. This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

### **1.3 Changes in Policy**

Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Company.

If you are uncertain about any policy or procedure, please check with your manager or Human Resources.

### **1.4 Employment-At-Will**

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the CEO, President, or CFO has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the CEO, President, or CFO of the Company has the authority to make any such agreement, which is only binding if it is in writing and signed by the President of the Company.

### **1.5 Arbitration Policy**

In consideration of your employment with Florida Counseling Association, its promise to arbitrate all employment-related disputes, and your receipt of the compensation, pay raises, and other benefits paid to you by the company, at present and in the future, you agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, or benefit plan of the company, in their capacity as such or otherwise), whether brought on an individual, group, or class basis, arising out of, relating to, or resulting from your employment with Florida Counseling Association or the termination of your employment with the company, including any breach of this agreement, shall be subject to binding arbitration under the terms and conditions set forth in the at-will employment, confidential information, invention assignment, and arbitration agreement between you and Florida Counseling Association (or such other confidentiality agreement between you and the company, each the "confidentiality agreement"). In the event the confidentiality agreement between you and Florida Counseling Association does not contain an arbitration provision, then you nevertheless agree to arbitrate any and all claims set forth above in a neutral, mutually agreeable forum according to the applicable minimum standards for arbitration.

## **Section 2 Employment Policies**

### **2.1 Employee Classifications**

The following terms are used to describe employees and their employment status:

**Exempt Employees** - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Florida state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

**Nonexempt Employees** - Employees whose positions do not meet specific tests established by the FLSA and Florida state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

**Full-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 40 hours per work week.

**Part-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 40 hours per work week.

**Temporary Employees** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

**Independent Contractor or Consultant** - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause and with or without notice.

## **2.2 Equal Employment Opportunity & Americans with Disabilities Act.**

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

The Company expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Company will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with the Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Company provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you are in need of an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

## **2.3 Confidentiality.**

In the course of employment with the Company, employees may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications. See also Internet, Email and Computer Use policy, herein.

As a condition of employment with the Company, all employees must sign a Non-Disclosure Agreement.

## **2.4 Employment of Minors.**

The FLSA's child labor provisions, which the Company strictly adheres to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.

Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

## **2.5 Employment of Relatives.**

The Company recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Company's operations. When the Company determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include: father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Company should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Company's operations exists. If the Company determines that such a problem exists, the Company will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

## **2.6 Introductory Period.**

The first 90 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If the Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Company for any definite period of time, but instead allows both you and the Company to evaluate whether or not you are right for the position. Your status as an at-will employee does not change-the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

## **2.7 Personnel Records and Employee References.**

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

By policy, the Company will provide only the former or present employee's dates of employment and position(s) held with the Company. Compensation information may also be verified if written authorization is provided by the employee.

## **2.8 Privacy.**

The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Company will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

## **2.9 Immigration Law Compliance.**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

## **2.10 Political Neutrality.**

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The Company will not discriminate against any employee because of identification with and support of any lawful political activity. Company employees are entitled to their own personal political position. The Company will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Company, and that you are not representing the Company.

# **Section 3**

## **Hours of Work and Payroll Practices**

### **3.1 Pay Periods and Paydays.**

Employees are paid on a bi-monthly basis. All employees will be paid on the 1st and 15th of the month. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

### **3.2 Overtime.**

Nonexempt employees will be paid in accordance with federal and Florida state law.

All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

### **3.3 Rest and Meal Periods.**

All rest and meal periods will be in accordance with Florida state law.

To the extent Florida state law does not require rest and meal breaks, nonexempt employees will be provided a 10-minute rest break for every four hour period of work. This time is counted and paid as time worked. Nonexempt employees scheduled to work more than a five hour period will be provided a 30-minute unpaid meal period.

### **3.4 Time Cards.**

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

### **3.5 Payroll Deductions.**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

### **3.6 Wage Garnishment.**

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Company receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

### **3.7 Direct Deposit.**

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

## **Section 4 Standards of Conduct and Employee Performance**

### **4.1 Anti- Harassment and Discrimination.**

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

## **Prohibited Conduct:**

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other on-line conduct.

## **Complaint Procedure:**

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **4.2 Attendance.**

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

## **4.3 Discipline and Standards of Conduct.**

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of Company records;
- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules;
- g. Unauthorized or careless use of the Company's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of the Company's confidential information;
- l. Violation of any Company policy.

#### **4.4 Dress Code.**

What we wear to work is a reflection of the pride we have in our Company, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the safe performance of your job.

#### **4.5 Safety.**

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

#### **4.6 Substance and Abuse.**

The Company is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer

illegal drugs at any time while on the Company's premises or while using the Company vehicles or equipment, or at any location during work time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Any violation of this policy will result in disciplinary action, up to and including termination.

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

#### **4.7 Workplace Searches.**

All offices, desks, file drawers, cabinets, lockers, Company vehicles, and other Company equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on Company premises are the property of the Company ("Company Property"), and are intended for business use. Employees should have no expectation of privacy with respect to Company property and/or items stored within Company Property or on Company premises. Inspection may be conducted at any time, without notice, at the discretion of the Company.

In addition, when the Company deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Company's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

#### **4.8 Internet, Email and Computer Use Policy.**

The Company uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Company premises; (2) accessed using the Company computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Company. The following list is not exhaustive and the Company may implement additional rules from time to time.

- a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Company computer systems.

- b. Employee's own electronic media may only be used during breaks. All other company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.
- c. All electronic information created by any employee on Company premises or transmitted to Company property using any means of electronic communication is the property of the Company and remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. The Company will override all personal passwords if necessary for any reason.
- d. The Company reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system
- e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications.
- f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.
- g. Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about Florida Counseling Association, its products or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

#### **4.9 Social Media Policy.**

Florida Counseling Association is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms.

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Company and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the company's interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Company will be the property of the Company.

Employees must not disclose private or confidential information about the Company, its employees, clients, suppliers or customers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

The Company maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

#### **4.10 Cell Phone Policy.**

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The Company may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Company business, employees must comply with all Company policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

## **Section 5 Employee Benefits and Services**

### **5.1 Generally.**

The Company provides insurance programs as mandated by state and federal regulations for all employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact \_\_\_\_\_.

### **5.2 Worker's Compensation.**

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Florida Counseling Association carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

### **5.3 Social Security Benefits (FICA).**

During your employment, you and the Company both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

#### **5.4 Unemployment Insurance.**

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

## **Section 6 Employee Leaves of Absence and Time Off**

### **6.1 Generally.**

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 14 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Company.

All requests for a leave of absence will be considered in light of their effect on the Company and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the Company will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

### **6.2 Family and Medical Leave.**

Because of the Company's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

### **6.3 Workers' Compensation Leave.**

Any employee who is unable to work due to a work related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

#### **6.4 Jury Duty.**

U.S. citizens have a civic obligation to provide jury duty service when called.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

## Job Description of the Office Manager Florida Counseling Association

### POSITION TITLE: OFFICE MANAGER

#### BASIC FUNCTION:

Serves as the Association's main resource for office organization. Maintains and tracks internal and external activities. Works with all levels of the Association. Supports general membership in answering questions and assists in renewing/joining the Association. Displays professionalism when conducting FCA business.

#### ADMINISTRATIVE SUPPORT:

1. Attends all meetings of the FCA Executive Board and submits a report on the status of office. [L] [SEP]
2. Supervises, guides, and directs any part-time or full-time staff working in the FCA office, as well as [L] [SEP] any independent contractors, consultants, or volunteers working for or on behalf of FCA. [L] [SEP]
3. Oversees maintenance of the personnel, legal, tax and membership records and the preparation of [L] [SEP] appropriate reports as may be required by law or by the FCA Executive Board. [L] [SEP]
4. Provides assistance to FCA programs as directed by the FCA Executive Board. [L] [SEP]
5. Represents the Association to other organizations and individuals as directed by the FCA Executive [L] [SEP] Board. [L] [SEP]
6. Provides administrative support for board, divisions, committees, regions, and chapters. [L] [SEP]
7. Processes all financial reimbursement requests and maintains documents. [L] [SEP]
8. Coordinates CEU application approvals with Ethics Committee and Past-President. [L] [SEP]
9. Maintains Association's business records. [L] [SEP]
10. Maintains inventory and orders office supplies. [L] [SEP]
11. Maintains all databases the Association uses for the virtual office. [L] [SEP]
12. Manages archives of FCA files and historical records. [L] [SEP]
13. Completes publication orders, coordinates production when necessary. [L] [SEP]

#### ACCOUNTING SUPPORT:

1. Provides financial information to the Treasurer, President, and FCA Executive Board as required.
2. Provides necessary information to the Finance Committee to assist in the development of a budget

based on identified needs.<sup>[[L]]</sup><sub>[[SEP]]</sub>3. Attends all Finance Committee meetings as an ad hoc member.<sup>[[L]]</sup><sub>[[SEP]]</sub>4. Assumes, along with the Treasurer, the responsibility for all financial transactions of the Association

as directed by the Association's fiscal policy.<sup>[[L]]</sup><sub>[[SEP]]</sub>5. Transfers funds between bank accounts.<sup>[[L]]</sup><sub>[[SEP]]</sub>6. Makes recommendations for investments to the Finance Committee.<sup>[[L]]</sup><sub>[[SEP]]</sub>7. Oversees all fiscal procedures of FCA, The FCA Foundation, Divisions, Regions, Chapters and

Committees.<sup>[[L]]</sup><sub>[[SEP]]</sub>8. Arranges for an annual audit.<sup>[[L]]</sup><sub>[[SEP]]</sub>9. Prepares and submits, along with the Treasurer, all financial reports (quarterly or otherwise) required

by the IRS and Finance Committee, with such documents to be signed by the Treasurer on behalf of the FCA Executive Board.<sup>[[L]]</sup><sub>[[SEP]]</sub>10. Posting of routine accounting transactions (payables and receivables) on a monthly basis. 11. Complete and sign reports and reconciliations.<sup>[[L]]</sup><sub>[[SEP]]</sub>12. Process expense vouchers/checks.

#### MEMBERS SERVICES:

1. Answers membership questions via telephone and email.<sup>[[L]]</sup><sub>[[SEP]]</sub>2. Monthly membership application processing.<sup>[[L]]</sup><sub>[[SEP]]</sub>3. Continually update membership database with current member information.<sup>[[L]]</sup><sub>[[SEP]]</sub>4. Provides quarterly membership report to FCA Executive Board, Division, Regions and Chapters.

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#### Job Description of the Office Manager Florida Counseling Association

#### PROFESSIONAL TRAINING AND CEU SUPPORT:

1. Onsite assistance at convention, Leadership Development Institute (LDI), Professional Development Institutes (PDI).<sup>[[L]]</sup><sub>[[SEP]]</sub>
2. Works closely with Convention Committee Co-Chairs on the format of the convention.<sup>[[L]]</sup><sub>[[SEP]]</sub>
3. Works closely with all Divisions, Regions and Chapters on PDIs and CEUs.<sup>[[L]]</sup><sub>[[SEP]]</sub>
4. Attends all meetings of the Convention Committee.<sup>[[L]]</sup><sub>[[SEP]]</sub>
5. Maintains statistical record of all PDIs, LDI and Conventions within FCA and Divisions, Regions<sup>[[L]]</sup><sub>[[SEP]]</sub> and Chapters which will include attendance, hotel utilization, exhibit sales and actual expenses and<sup>[[L]]</sup><sub>[[SEP]]</sub> income.<sup>[[L]]</sup><sub>[[SEP]]</sub>

6. Reviews final and any outstanding bills to ensure charges are correct and completed within 14 business days after the event.
7. Assists the Convention committee in review and selection of program proposals for section programs, pre and post conference workshops and main speakers.

COMMUNICATIONS AND MARKETING SUPPORT:

1. Submits matters of the Association's interest to publications editors.
2. Assumes responsibility for publications subscriptions, copyright applications, requests for reprints, author's copies, and complimentary mailing lists.
3. Assists the President in preparation of support/informational documents necessary for conducting Association business.
4. Participates in the education of consumers, political and corporate decision-makers, and reimbursement entities in regard to the training, credentialing, and services of Licensed Professionals.
5. Maintains FCA's website
6. Keeps FCA membership informed of the Association activities and programs.
7. Prepares and disseminates information such as: general public relations pieces, issues and position papers, general legislative platform and research documents.
8. Prepares and disseminates materials to educate the FCA membership, members of the Florida Legislature and other governmental agencies (i.e. legislative briefs, fact sheets, flyers).

GENERAL DUTIES:

1. Performs other duties and responsibilities as required by the FCA Governance Manual or as assigned by the FCA Executive Board and/or the Presidents' Council.

REPORTS TO:

FCA Executive Board

EXTERNAL RELATIONSHIP: Extensive contact with the general membership regarding membership join/renew, membership benefits questions, conference/convention, LDI, PDIs, registration, and publication orders. Weekly contact with the FCA Presidents' Council. Frequent contact with FCA Executive Board, Divisions, Committees, Regions and Chapters.

## QUALIFICATIONS:

Able to work with a small staff in a fast-paced, deadline driven, smoke-free environment. Ability to work independently. Accounting aptitude, accuracy and attention to detail required. Customer service orientation. High degree of proficiency in the use of technology in your work, to include but not be limited by Microsoft Excel, QuickBooks and Microsoft Office. Minimum two years related experience in an office environment. Membership services experience preferred. Other duties as assigned.

## **At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook**

**Employee:** \_\_\_\_\_

I acknowledge that I have been provided with a copy of the Florida Counseling Association (the "Company") Employee Handbook, which contains important information on the Company's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice. Furthermore, the Company has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that the Company reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Company Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

X

I understand and agree this is a legal representation of my signature.

## ***EMPLOYMENT CONTRACT***

This Employment Contract (this "Contract") is made effective as of \_\_\_\_\_ by and between Florida Counseling Association ("FCA"), of P. O. Box 300457, Fern Park, Orlando, 32730 and Name & Address

A. FCA is engaged in the business of to promote the value of professional counseling as well as supporting and unifying professional counselors in all settings resulting in high quality practices in Florida. Name of Contractor will primarily perform the job duties at the following location: virtual office, convention, leadership institute and strategic planning or as necessary.

B. FCA desires to have the services of Name of Contractor

C. Name of Contractor is an at will employee of FCA. Either party is able to terminate the employment agreement at any time.

Therefore, the parties agree as follows:

**1. EMPLOYMENT.** FCA shall employ Name of Contractor as a Manager. Name of Contractor shall provide to FCA the services described on the employment job description, which is made a part of this Contract by this reference. Name of Contractor accepts and agrees to such employment, and agrees to be subject to the general supervision, advice and direction of FCA and FCA's supervisory personnel.

**2. BEST EFFORTS OF EMPLOYEE.** Name of Contractor agrees to perform faithfully, industriously, and to the best of Name of Contractor ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Contract, to the reasonable satisfaction of FCA. Such duties shall be provided at such place(s) as the needs, business, or opportunities of FCA may require from time to time.

**3. OWNERSHIP OF SOCIAL MEDIA CONTACTS.** Any social media contacts, including "followers" or "friends," that are acquired through accounts (including, but not limited to email addresses, blogs, Twitter, Facebook, YouTube, or other social media networks) used or created on behalf of FCA are the property of FCA.

**4. COMPENSATION OF EMPLOYEE.** As compensation for the services provided by Name of Contractor under this Contract, FCA will pay Name of Contractor and agreed amount of pay for the amount of hours unless otherwise approved by the Presidents' Council. The hours total for the entire year should not exceed \_\_\_\_\_ hours. This amount shall be paid in accordance with FCA's usual payroll procedures. Upon termination of this Contract, payments under this paragraph shall cease; provided, however, that Name of Contractor shall be entitled to payments for periods or partial periods that occurred prior to the date of termination. This section of the Contract is included only for accounting and payroll purposes and should not be construed as establishing a minimum or definite term of employment.

**5. EXPENSE REIMBURSEMENT.** FCA will reimburse Name of Contractor for "out-of-pocket" expenses incurred by Name of Contractor in accordance with FCA's policies, By-Laws and governance manual in effect.

**6. RECOMMENDATIONS FOR IMPROVING OPERATIONS.** Name of Contractor shall provide FCA with all information, suggestions, and recommendations regarding FCA's business, of which Name of Contractor has knowledge that will be of benefit to FCA.

**7. CONFIDENTIALITY.** Name of Contractor recognizes that FCA has and will have information regarding the following:

- inventions
- products
- product design
- processes
- trade secrets
- copyrights
- customer lists
- business affairs
- future plans

and other vital information items (collectively, "Information") which are valuable, special and unique assets of FCA. Name of Contractor agrees that Name of Contractor will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate any Information to any third party without the prior written consent of FCA. Name of Contractor will protect the Information and treat it as strictly confidential. A violation by Name of Contractor of this paragraph shall be a material violation of this Contract and will justify legal and/or equitable relief as described in the confidentiality agreement.

**8. UNAUTHORIZED DISCLOSURE OF INFORMATION.** If it appears that Name of Contractor has disclosed (or has threatened to disclose) Information in violation of this Contract, FCA shall be entitled to an injunction to restrain Name of Contractor from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed. FCA shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

**9. CONFIDENTIALITY AFTER TERMINATION OF EMPLOYMENT.** The confidentiality provisions of this Contract shall remain in full force and effect for a "2-year" period after the voluntary or involuntary termination of Name of Contractor employment. During such "2-year" period neither party shall make or permit the making of any public announcement or statement of any kind that Name of Contractor was formerly employed by or connected with FCA.

**10. EMPLOYEE'S INABILITY TO CONTRACT FOR EMPLOYER.** Name of Contractor shall not have the right to make any contracts or commitments for or on behalf of FCA without first obtaining the express written consent of FCA.

**11. TERM/TERMINATION.** Name of Contractor employment under this Contract shall be for an unspecified term on an "at will" basis. This Contract may be terminated by FCA upon "14 days" written notice, and by Name of Contractor upon "14 days" written notice. If Name of Contractor is in violation of this Contract, FCA may terminate employment without notice and with compensation to Name of Contractor only to the date of such termination. The compensation paid under this Contract shall be Name of Contractor exclusive remedy.

**12. COMPLIANCE WITH EMPLOYER'S RULES.** Name of Contractor agrees to comply with all of the rules and regulations of FCA.

**13. RETURN OF PROPERTY.** Upon termination of this Contract, Name of Contractor shall deliver to FCA all property which is FCA's property or related to FCA's business (including keys, records, notes, data, memoranda, models, and equipment) that is in Name of Contractor possession or under Name of Contractor control. Such obligation shall be governed by any separate confidentiality or proprietary rights agreement signed by Name of Contractor.

**14. NOTICES.** All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when delivered in person or on the third day after being deposited in the United States mail, postage paid, addressed as follows:

Employer:

Florida Counseling Association  
P. O. Box 300457  
Fern Park, Florida 32730

Employee:

Name of Contractor and Address

Such addresses may be changed from time to time by either party by providing written notice in the manner set forth above.

**15. ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

**16. AMENDMENT.** This Contract may be modified or amended, if the amendment is made in writing and is signed by both parties.

**17. SEVERABILITY.** If any provisions of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**18. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**19. APPLICABLE LAW.** This Contract shall be governed by the laws of the State of Florida.

**20. SIGNATORIES.** This Contract shall be signed by \_\_\_\_\_, President of FCA on behalf of the Florida Counseling Association and by Name of Contractor in an individual capacity. This Contract is effective as of the date first above written.

X

I understand and agree this is a legal representation of my signature.

## ***CONFIDENTIALITY AGREEMENT***

This Confidentiality Agreement (this "Agreement") is made effective as of \_\_\_\_\_, between Florida Counseling Association, of PO Box 300457, Fern Park, Florida 32730, and Name of Contractor & Address.

In this Agreement, the party who owns the Confidential Information will be referred to as "FCA", and the party to whom the Confidential Information will be disclosed will be referred to as "Name of Contractor".

FCA is engaged in Promoting the value of professional counseling as well as supporting and unifying professional counselors in all settings resulting in high quality practices in Florida. Name of Contractor is engaged in Office Manager Information will be disclosed to the Recipient to determine whether the Recipient could assist FCA with the development and progression of FCA business. The Owner has requested and the Recipient agrees that the Recipient will protect the confidential material and information which may be disclosed between the Owner and the Recipient. Therefore, the parties agree as follows:

**I. CONFIDENTIAL INFORMATION.** The term "Confidential Information" means any information or material which is proprietary to FCA, whether or not owned or developed by FCA, which is not generally known other than by FCA, and which Name of Contractor may obtain through any direct or indirect contact with FCA.

**A. Confidential Information includes without limitation:**

- business records and plans
- financial statements
- customer lists and records
- trade secrets
- technical information
- products
- inventions
- product design information
- pricing structure
- discounts
- costs
- computer programs and listings
- source code and/or object code
- copyrights and other intellectual property and other proprietary information.

**B. Confidential Information does not include:**

- matters of public knowledge that result from disclosure by FCA
- information rightfully received by Name of Contractor from a third party without a duty of confidentiality
- information independently developed by Name of Contractor
- information disclosed by operation of law
- information disclosed by Name of Contractor with the prior written consent of FCA and any other information that both parties agree in writing is not confidential.

**II. PROTECTION OF CONFIDENTIAL INFORMATION.** Name of Contractor understands and acknowledges that the Confidential Information has been developed or obtained by FCA by the investment of significant time, effort and expense, and that the Confidential Information is a valuable, special and unique asset

of FCA which provides FCA with a significant competitive advantage, and needs to be protected from improper disclosure. In consideration for the disclosure of the Confidential Information, Name of Contractor agrees to hold in confidence and to not disclose the Confidential Information to any person or entity without the prior written consent of FCA. In addition, J Name of Contractor agrees that:

*i. No Copying/Modifying.* Name of Contractor will not copy or modify any Confidential Information without the prior written consent of FCA.

*ii. Application to Employees.* Further, Name of Contractor shall not disclose any Confidential Information to any employees of Name of Contractor, except those employees who are required to have the Confidential Information in order to perform their job duties in connection with the limited purposes of this Agreement. Each permitted employee to whom Confidential Information is disclosed shall sign a non-disclosure agreement substantially the same as this Agreement at the request of FCA.

*iii. Unauthorized Disclosure of Information.* If it appears that Name of Contractor has disclosed (or has threatened to disclose) Confidential Information in violation of this Agreement, FCA shall be entitled to an injunction to restrain Name of Contractor from disclosing, in whole or in part, the Confidential Information. FCA shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

**III. RETURN OF CONFIDENTIAL INFORMATION.** Upon the written request of FCA Name of Contractor shall return to FCA all written materials containing the Confidential Information. Name of Contractor shall also deliver to FCA written statements signed by Name of Contractor certifying that all materials have been returned within five (5) days of receipt of the request.

**IV. NO WARRANTY.** Name of Contractor acknowledges and agrees that the Confidential Information is provided on an AS IS basis. FCA MAKES NO WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE CONFIDENTIAL INFORMATION AND HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL FCA BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR ARISING OUT OF THE PERFORMANCE OR USE OF ANY PORTION OF THE CONFIDENTIAL INFORMATION. FCA does not represent or warrant that any product or business plans disclosed to Name of Contractor will be marketed or carried out as disclosed, or at all. Any actions taken by Name of Contractor in response to the disclosure of the Confidential Information shall be solely at the risk of Name of Contractor.

**V. LIMITED LICENSE TO USE.** Name of Contractor shall not acquire any intellectual property rights under this Agreement except the limited right to use set out above. Name of Contractor acknowledges that, as between FCA and Name of Contractor, the Confidential Information and all related copyrights and other intellectual property rights, are (and at all times will be) the property of FCA, even if suggestions, comments, and/or ideas made by Name of Contractor are incorporated into the Confidential Information or related materials during the period of this Agreement.

**VI. GENERAL PROVISIONS.** This Agreement sets forth the entire understanding of the parties regarding confidentiality. The obligations of confidentiality shall survive indefinitely from the date of disclosure of the Confidential Information. Any amendments must be in writing and signed by both parties. This Agreement shall be construed under the laws of the State of Florida. This Agreement shall not be assignable by either party, and neither party may delegate its duties under this Agreement, without the prior written consent of the other party. The confidentiality provisions of this Agreement shall remain in full force and effect after the effective date of this Agreement.

X

I understand and agree this is a legal representation of my signature.

## Consent to Background and Reference Check

Applicant Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, **Name of Contractor** hereby authorize Florida Counseling Association and/or its agents to make investigation of my background, references, character, past employment, consumer reports, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

I hereby consent to Florida Counseling Association verifying all the information I have provided on my application form. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for the Florida Counseling Association to obtain access to and copies of records pertaining to this information. I also hereby authorize the Florida Counseling Association access to any medical histories or records pertaining to me (and any other individuals who due to my employment may be covered by any Company medical or other insurance program). With regard to the foregoing disclosures, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying the Company with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application or for my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

X

I understand and agree this is a legal representation of my signature.

# Contractor\Employee Evaluation Form

NAME:

Florida Counseling Association

JOB TITLE: Office Manager

DATE OF LAST EVALUATION: NA

PERIOD OF PRESENT EVALUATION:

TYPE OF EVALUATION: BiAnnually

## 1. ATTITUDE:

(a) The extent to which the employee demonstrates a willingness to fulfill position requirements and assigned tasks.

RATING: Excellent

COMMENTS: \_\_\_\_\_

(b) The extent to which the employee takes appropriate corrective action in response to constructive criticism by supervisor.

RATING:Excellent

COMMENTS: \_\_\_\_\_

## 2. PLANNING AND SCHEDULING:

The extent to which the employee plans and schedules work for the accomplishment of objectives.

RATING:Excellent

COMMENTS: \_\_\_\_\_

## 3. PRODUCTIVITY:

The level of output attained by the employee as compared to the standard established for the assigned tasks.

RATING:Excellent

COMMENTS: \_\_\_\_\_

## 4. QUALITY OF WORK:

The degree to which the employee produces work that is accurate, comprehensive and effectively communicated.

RATING:Excellent

COMMENTS: \_\_\_\_\_

## 5. TIMELINESS:

The extent to which the employee completes assigned tasks within the allotted time.

RATING:Excellent

COMMENTS: \_\_\_\_\_

**6. JUDGMENT:**

The extent to which the employee utilizes job knowledge and sound reasoning to analyze situations, resolve problems and reach decisions.

RATING:Excellent

COMMENTS: \_\_\_\_\_

**7. INITIATIVE:**

The extent to which the employee is self-motivated; takes appropriate action on work related issues without being prompted.

RATING:Excellent

COMMENTS: \_\_\_\_\_

**8. COMMUNICATION:**

The extent to which the employee communicates effectively and accurately with peers, supervisors and other business contacts. Consider written and verbal communications.

RATING:Excellent

COMMENT: \_\_\_\_\_

**9. COOPERATION:**

The extent to which the employee cooperates and works harmoniously with peers, supervisors and other business contacts.

RATING:Excellent

COMMENTS: \_\_\_\_\_

**10. PUNCTUALITY AND ATTENDANCE:**

**PUNCTUALITY:**

Acceptable

DAYS LATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**ATTENDANCE:**

Acceptable

DAYS ABSENT: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**11. TRAINING AND EVALUATION:**

\_\_\_\_\_

**12. COMMUNICATION AND EXECUTION OF GOALS AND OBJECTIVES:**

\_\_\_\_\_

**13. LEADERSHIP QUALITIES:**

\_\_\_\_\_

**14. PERSONNEL UTILIZATION:**

\_\_\_\_\_

**15. COMPANY POLICIES:**

\_\_\_\_\_

**MAJOR ACTIVITIES/OBJECTIVES:**

\_\_\_\_\_

**ACCOMPLISHMENTS:**

\_\_\_\_\_

**OVERALL PERFORMANCE:**

\_\_\_\_\_

RATING:Excellent

**PROGRESS SINCE LAST EVALUATION:** \_\_\_\_\_ NA \_\_\_\_\_

**RECOMMENDATIONS FOR FUTURE DEVELOPMENT:** \_\_\_\_\_

(The employee's signature is only an acknowledgment that the evaluation has been completed, examined and discussed in detail and is not to be construed as an agreement with the evaluation.)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X

I understand and agree this is a legal representation of my signature.

# Florida Counseling Association

## Training Guide

Florida Counseling Association  
Training Guide  
December 28, 2014

Contributors:  
Michelle Bradham-Cousar  
Kathryn Williams  
Anne Flenner

Section 1  
**ADMINISTRATIVE SUPPORT**

<b>Task</b>	<b>Description</b>	<b>Progress</b>	<b>Resource</b>
Your Membership	This is the associations member based organization software	Tutorial	<a href="http://unity.yourmembershipinc.com/">http://unity.yourmembershipinc.com/</a>
Customer Service	The meaning of excellence for our members and volunteers	1 hour	Part 1 <a href="https://www.youtube.com/watch?v=RyrjeDWQ0Vw">https://www.youtube.com/watch?v=RyrjeDWQ0Vw</a> Part 2 <a href="https://www.youtube.com/watch?v=tn0veQ7_stI">https://www.youtube.com/watch?v=tn0veQ7_stI</a> Part 3 <a href="https://www.youtube.com/watch?v=ybCxN86n61k">https://www.youtube.com/watch?v=ybCxN86n61k</a> Part 4 <a href="https://www.youtube.com/watch?v=eB9Bq3YJGcA">https://www.youtube.com/watch?v=eB9Bq3YJGcA</a>
Conference Call & Phone Etiquette		30 mins	Phone Etiquette <a href="https://www.youtube.com/watch?v=54xYxV1SoaU">https://www.youtube.com/watch?v=54xYxV1SoaU</a> Conference Calls <a href="https://www.youtube.com/watch?v=DYU_bGbZiiQ">https://www.youtube.com/watch?v=DYU_bGbZiiQ</a>
Organization & Bylaws & governance manual		1 hr	<a href="file://localhost/Users/michellebradham/Downloads/FCA%20By-Laws%20FINAL%20Rev%20Sept%202013%20(1).docx">file://localhost/Users/michellebradham/Downloads/FCA By-Laws FINAL Rev Sept 2013 (1).docx</a>  <a href="file://localhost/Users/michellebradham/Downloads/FCA%20GOV%20MANUAL%20kmw%20July%202014.doc">file://localhost/Users/michellebradham/Downloads/FCA GOV MANUAL kmw July 2014.doc</a>

**Section 2**  
**ACCOUNTING SUPPORT**

<b>Task</b>	<b>Detail</b>	<b>Progress</b>	<b>Resource</b>
QuickBooks	This is the associations member based organization software	Tutorial- 2 hr	Part 1 <a href="https://www.youtube.com/watch?v=S3N4DiTC48A&amp;noredirect=1">https://www.youtube.com/watch?v=S3N4DiTC48A&amp;noredirect=1</a> Part 2 <a href="https://www.youtube.com/watch?v=Cc-vqXV_6U8">https://www.youtube.com/watch?v=Cc-vqXV_6U8</a> Part 3 <a href="https://www.youtube.com/watch?v=OVCEwRjYcC">https://www.youtube.com/watch?v=OVCEwRjYcC</a> Part 4 <a href="https://www.youtube.com/watch?v=Z8Qp5LawnpQ">https://www.youtube.com/watch?v=Z8Qp5LawnpQ</a>
Quick books for associations		Tutorial- 1 hr	<a href="https://www.youtube.com/watch?v=C8qsoIuR-mM">https://www.youtube.com/watch?v=C8qsoIuR-mM</a>
QuickBooks online	Online 2014 Tutorials for beginners by village park	Tutorial- 41.18 hrs	<a href="https://www.youtube.com/watch?v=8aZUBTjnYds&amp;list=PLnWrVWj1APWvnyGQiYDN5YAwt_6WRWdpp&amp;index=1">https://www.youtube.com/watch?v=8aZUBTjnYds&amp;list=PLnWrVWj1APWvnyGQiYDN5YAwt_6WRWdpp&amp;index=1</a>

	source 11 videos		
Excel tips		Webinar- 1 hr	<a href="https://www.youtube.com/watch?v=fx0H8IeZuMc">https://www.youtube.com/watch?v=fx0H8IeZuMc</a>
IRS 990	Guidestar tutorial highlights	Webinar- 6 hr	Part 1 <a href="https://www.youtube.com/watch?v=cgrxDudlB8M">https://www.youtube.com/watch?v=cgrxDudlB8M</a> Part 2 <a href="https://www.youtube.com/watch?v=amQfR04nkNA">https://www.youtube.com/watch?v=amQfR04nkNA</a>
Financial	1 hours	Webinar	<a href="https://www.youtube.com/watch?v=qyNhbFH4ZWw">https://www.youtube.com/watch?v=qyNhbFH4ZWw</a>
Bank Reconciliation	Tutorial	Webinar- 1.30 hr	Part 1 <a href="https://www.youtube.com/watch?v=MyAuzqjFYNg">https://www.youtube.com/watch?v=MyAuzqjFYNg</a> Part 2 <a href="https://www.youtube.com/watch?v=-UhQ92wzk-w">https://www.youtube.com/watch?v=-UhQ92wzk-w</a> Part 3 <a href="https://www.youtube.com/watch?v=9LfnlMz2Aic">https://www.youtube.com/watch?v=9LfnlMz2Aic</a>
Reading a financial statement	Tutorial Biola University	1 hr	<a href="https://www.youtube.com/watch?v=Jkse-Wafe9U">https://www.youtube.com/watch?v=Jkse-Wafe9U</a>

### Section 3 MEMBERS SERVICES

Task	Description	Progress	Resource
Email	This is the associations member based organization software		<a href="mailto:fcaoffice@flacounseling.org">fcaoffice@flacounseling.org</a>
Membership Website	Please illustrate your time management for membership monthly application processing		<a href="http://www.flacounseling.org/">http://www.flacounseling.org/</a>
Notary			

### Section 4 PROFESSIONAL TRAINING AND CEU SUPPORT

Task	Description	Progress	Resource
Licensure			<a href="http://www.counseling.org/knowledge-center/licensure-requirements">http://www.counseling.org/knowledge-center/licensure-requirements</a>
ACA American counseling association	This is our link to our mother organization		<a href="http://www.counseling.org/">http://www.counseling.org/</a>
ACA code of ethics			<a href="http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4">http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4</a>