

## **Roles and Responsibilities**

The bylaws of the Washington Mental Health Counselors Association (WMHCA) specify a fifteen member board. The WMHCA board is responsible for the formulation and implementation of programs and policies for the association. The 15 members include the president, president-elect (in years there is one) secretary, treasurer, and any members-at-large. The executive director is an ex-officio member of the board.

The WMCHA Strategic Plan is the driving force behind programs and policies. The standing committees and board committees are designed for the implementation goals.

### **Role & Function Statements Overview**

Role and function statements are written for individual positions, such as a position, and other entities, such as committees. Role and function statements attempt to set down in writing the expectations, duties, and responsibilities that accompany any WMHCA entity.

Role and function statements provide members with information about any requirements before they assume positions of responsibility. Role and function statements help those in positions of responsibility to be accountable to the membership.

Role and function statements are added, amended, or deleted as necessary.

### **Board Members**

The WMHCA board is responsible for the formulation of programs and policies for the association. Board members are expected to be mission advocates, fulfilling their roles in a way that reflects the values of the organization, in a legal, ethical and compliant manner. Board members' actions should strengthen the programs and services of the organization, recruit and build strong board members and enhance the organization's public standing. Board members recognize that this is a working board and there is work to be done over and above meeting attendance.

#### ***Role***

The role of the board is to establish and oversee the implementation of the programs and policies of the Washington Mental Health Counselors Association (WMHCA).

### ***Function***

The functions of the board members include:

1. Conducting, managing, and controlling the business of the association through the adoption of programs and policies.
2. Acting on the reports of committees, task forces, networks, coordinators and others responsible to the board.
3. Providing feedback on the job performance of the executive director on a yearly basis.
4. Implementing or attending annual leadership training activities at the state or regional level.
5. Exercising other functions as maybe necessary or desirable in the best interests of the association while not in conflict with the WMHCA bylaws.
6. Attending monthly board meetings (80%, exceptions of 2 per fiscal year)
7. Active participation on at least one committee, including taking on action steps and assignments to meet committee goals and objectives, and attending scheduled committee meetings for assigned committee(s).
8. Advocating for and representing WMHCA publicly and professionally as an industry-leading professional organization for mental health practitioners.
9. Recruiting new board members that add to the skills, experiences and diversity of the organization.

The president-elect is elected by the board. The president-elect assumes the role of the board president on July 1 of the following year.

### ***Role***

The role of the president-elect is to serve as a voting member of the WMHCA board and ensure an even, and thoughtful leadership transition.

### ***Function***

The functions of the president-elect include:

1. In the absence of the president, they may assume the role of president with all of its authority and responsibility.

2. Serving on the WMHCA executive committee.
3. Serving as liaison to WMHCA committees and task forces and/or other WMHCA entities as assigned, and to other organizations, institutions, and associations as appropriate.

## **President**

The WMHCA president is elected by the membership as president-elect. The presidency is a two-year commitment.

### ***Role***

The role of the president is to lead WMHCA toward fulfillment of the strategic plan. The President handles board leadership, mission advocacy, organizational governance and ensures all business is conducted in an ethical and compliant manner.

### ***Function***

The functions of the president include:

1. Governing the annual WMHCA plan of action. The plan of action is to be built on the goals in the WMHCA strategic plan for the year.
2. Representing WMHCA at meetings and conferences, with other organizations and media at national, regional, state, and local levels.
3. Acting as an advocate for the organization's mission, championing the actions of the organization, its leadership, and membership.
4. Planning agendas for board meetings.
5. Assisting executive director in coordinating new board member orientation.
6. Ensuring the board operates in compliance with the by-laws.
7. Assisting board members assess their performance and improve contributions and connection to the organization.
8. Acting as a steward of the organization by ensuring the viability of the organization and that the service level to its membership is as expected.
9. Ensuring the board and the organization conduct business in an ethical and legal manner
10. Coordinating with AMHCA regionally and nationally, sharing updates with the board.

## **President-Elect**

The president-elect is elected by the board. The president-elect assumes the role of the board president on July 1 of the following year.

### ***Role***

The role of the president-elect is to serve as a voting member of the WMHCA board and ensure an even, and thoughtful leadership transition.

### ***Function***

The functions of the president-elect include:

1. In the absence of the president, they may assume the role of president with all of its authority and responsibility.
2. Serving on the WMHCA executive committee.
3. Serving as liaison to WMHCA committees and task forces and/or other WMHCA entities as assigned, and to other organizations, institutions, and associations as appropriate.
4. Responsibilities as requested at all board meetings, or by the president
5. Assisting in the identification and mentoring of members to serve in any upcoming vacancies or expired appointed positions, e.g., committee chairs.
6. Planning and implementing activities to provide transition for incoming and outgoing board members.
7. Providing articles for the Newsletter

## **Past President**

The WMHCA past president serves the last year of the three year commitment to the office of WMHCA president.

### ***Role***

The role of past president is to serve as a voting member of the WMHCA board.

### ***Function***

The functions of the past president include:

1. Serving as liaison to WMHCA committees and task forces and other WMHCA entities as assigned and to other organizations, institutions, and associations as appropriate.
2. Serving on the WMHCA Executive Committee.
3. Planning and implementing special project(s). The project(s) may be a task not finished during the presidential year, a need that has become apparent. Any special project must fit within the WMHCA strategic plan.

4. Carrying out responsibilities as requested at all board meetings, Leadership Training and other special meetings.
5. Writing articles for the Newsletter
6. Recruiting nominees for annual election and develop slate of candidates
7. In the absence of the president, they may assume the role of president with all of its authority and responsibility.

### ***President Emeritus (ex-officio)***

The past-president may become president emeritus upon the expiration of their term as president. After the president's term ends and if they agree to continue to serve on the board, they shall be considered President Emeritus. The President Emeritus role does not have voting rights and serves as a guide to the board and to provide historical context. While serving on the board as President Emeritus, the annual membership fee shall be waived.

## **Treasurer**

The WMHCA treasurer is an elected position with a two-year term of office. The treasurer is a voting member of the board.

### ***Role***

The role of treasurer is to chair the Finance Committee and report all financial matters to the board . The treasurer is the board steward of the financial well-being of the organization and acts as the primary contact person on all financial matters.

### ***Function***

The functions of the treasurer include:

1. Submitting the Finance Committee's annual plan of action and budget for board approval. The plan of action is to be built on the goals in the WMHCA strategic plan for the upcoming year.
2. Submitting reports of income and expenditures to the board before each board meeting.
3. Recommending revisions in WMHCA fiscal policies to the board.
4. Overseeing the implementation of the functions of the Finance Committee.
5. Ensuring the monthly budget to actual performance, is up to date.
6. Supporting the Operations Director and/or Executive Director in the organization's money management and banking requirements.

7. Ensuring the audit is completed in a satisfactory way, following accepted accounting practices, for presentation at the year-end board meeting.
8. Serving on the executive committee.
9. Providing education to board members on the financial status of the organization
10. Acting as the financial committee lead, coaching and developing committee members.
11. Working with the organizational leadership to understand trends and share forecasts to budget expectations.
12. Ensuring the filing of any legal forms or financial filings, on deadline, with accuracy

## **Secretary**

The Secretary serves to promote and support the mission and board effectiveness. The secretary is also tasked with monitoring compliance with the organization's by-laws and manages any updating process.

### ***Role***

The role of secretary is to oversee the recording of all WMHCA business and to ensure accurate records are available to board members.

### ***Functions***

The functions of secretary include:

1. Ensuring minutes of board meetings are taken, reviewed, and submitted
2. Ensure minutes are taken during any executive committee meeting of the board.
3. Causing all official action to be appropriately placed in the Policies and Procedure Manual and the Policies and Procedures Manual updated on at least an annual basis.
4. Providing the Newsletter with a narrative of board meetings.
5. Serving as a member of the executive committee.
6. Ensuring official board meeting notes are maintained and posted in a manner compliant with the By-Laws and other legal documents.
7. Ensuring the By-Laws and other legal documents are regularly reviewed and reflect board practices.
8. Keeping by-laws and WMHCA's record in alignment.

## **Graduate Student Representative**

This position acts as the voice and advocate for graduate students,

## Role

The role of the graduate student representative is to oversee outreach to student members and graduate students and bring those voices back to the board.

## Function

The functions of the graduate student representative include:

1. Serves on a committee
2. Provides voice for our student members
3. Participate in outreach and activities within the graduate student community
4. Other duties as assigned

## **Executive Director (ex-officio)**

The executive director is the staff executive responsible for overseeing the operation of the association. They act as an advocate for the organization's mission, championing the actions of the organization, its leadership, and membership.

### ***Role***

The executive director is responsible for the oversight of the business and operation of WMHCA.

## **WMHCA Committees**

The President shall appoint the chairpersons of the committees and the other committee members, taking in to account their particular expertise and interest. Committees may be created as necessary and assigned duties by the Board. Committee members may be removed by the President. Committees shall act according to these By-laws or pursuant to specific authority granted by the resolution of the Board. Developing a plan of action using the goals, objectives, and tasks outlines in the WMHCA strategic plan. The chair submits the annual plan of action and suggested budget to the board for approval by the convention meeting. Keeping expenditures in line with approved budget. Reporting at end of fiscal year (June meeting) on the committee's activities including an evaluation of all activities.

## **Committee Chairs of WMHCA**

WMHCA committee chairs are appointed by the president. Committee chairs are responsible for the goals, budget, staffing and results of their committee. They report back, and request support of, the board, regularly.

## **Standing Committees**

There shall be standing committees which may consist of an Executive Committee, Legislative Committee, Education Committee, Membership Committee, and Finance Committee and a Nominating Committee.

### **Executive Committee**

The WMHCA Executive Committee is composed of the president, president-elect, the immediate past president, Treasurer, the Secretary and the executive director (ex-officio). The Executive Committee is chaired by the president.

### **Legislative Committee**

The Legislative Committee works to increase the public's and legislature's awareness of the importance and benefits of professional counseling and shall seek to enhance and protect the profession of mental health counseling by responding to legislative issues and by establishing and maintaining relationships with legislators, legislative staff, the governor's office, and administrative agencies.

### **Education Committee**

The Education Committee shall vet presenters for workshops, decide what topics of workshops best serve the members, plan, develop, and host workshops, and stay up to date on continuing education requirements as set for by the Washington State Department of Health.

### **Membership Committee**

The Membership Committee shall have responsibility for membership recruitment and retention. They engage in member outreach and ensure all members have access to benefits and resources.

### **Finance Committee**



The finance committee is responsible for the financial well-being of the organization. They are the primary stakeholders in the creation of the annual budget.

## **Nominating Committee**

The Nominating Committee is typically responsible for vetting, interviewing and presenting a list of qualified candidates for the annual election and when there are board vacancies.