



## **Community and Professional Relations Committee**

The **Community and Professional Relations Committee Chair(s)** shall lead and coordinate the duties of the committee. The Chair(s) shall be appointed by the NvSCA President and serve during the President's Term of Office, and may be reappointed by the President-Elect. Specific responsibilities of the Community and Professional Relations Committee Chair(s) shall include:

- Shall be responsible for completion of an annual strategic plan specific to the committee. A copy of the plan shall be given to the President.
- Shall establish regular meetings with committee members averaging 1/monthly.
- Shall produce an end-of-year summary between April and June to the Executive Board.
- Shall have representation at all board meetings.
- Prepare an agenda and ensures minutes are prepared for each meeting.
- Providing training to incoming Committee Chair.
- Maintaining a record of activities to be passed on to the next Committee Chairperson.
- Performing any other duty that may be appropriate to the committee's charge.
- Assuming other responsibilities as agreed upon by the President.

The **Community and Professional Relations Committee** shall promote and facilitate collaboration between NvSCA and other institutions, organizations, and associations that share common interests or goals. Specific responsibilities of the Community and Professional Relations Committee shall include:

- Identifies educational and community issues influencing professional school counseling and the Association.
- Develops a strategic plan to affect the educational and community issues related to school counseling.
- Implements said strategic plan.
- Engages in outreach activities with other educational and community organizations for the purpose of educating others and advocating for the school counseling profession.
- Educates members and other practicing school counselors on the above mentioned issues and methods for affecting those issues.
- Assists in planning and coordinating professional development activities for the Association.
- Provides to the President and Secretary a written committee report one week before a board meeting regarding strategic plan progress and committee activities.
- Submits a budget request annually to the President for expenses of the committee to submit to the Treasurer to build into the annual budget.
- Performs functions in accordance with NvSCA Policies & Procedures and at the request of the Executive Board.