

OFFICE OF THE PRESIDENT

I. PURPOSE

To provide general leadership and guidance to the Board, committees and general membership in achieving the goals of the Association.

I. TERM OF OFFICE

The President serves a one year term beginning January 1 and ending December 31, following his/her election as President-Elect.

II. HOW APPOINTED

The President is elected by the general membership, succeeding to the office after serving as President-Elect for one year.

III. FINANCING

The President will prepare an annual budget for the Association and submit it to the Board for their review and approval at the first Board meeting of the year.

The President may use an Ad Hoc Budget Committee, as described in this manual, if desired.

IV. DUTIES AND RESPONSIBILITIES

To ensure that Robert's Rules of Order, Revised edition, shall govern, when applicable, at all Association meetings.

The President appoints Committee Chairpersons with input from the President-Elect and approval of the Board. Preference should be given to senior class Board members as the designated Committee Chairpersons.

The President serves as an ex-officio member with voting privileges on all the committees, including the Organizational Operations Committee.

Confirms appointments by email and/or letter (copy to the President-Elect) with an attached copy of the Committee Chairperson's job description, duties and responsibilities, policy and procedures manual and a copy of the progress reports regarding activities of the previous Committee Chairperson(s).

Unfinished business should be brought to the attention of each new Committee Chairperson.

Sets time, place, and date of the first Board meeting and informs all Officers, Board members, Committee Chairperson(s), and Division Presidents of the meetings. Dates and places of future meetings are usually decided at the first Board meeting and should be posted in the VRA NewsNotes as well as the website calendar.

With the assistance of the Board, sets forth program goals and specific objectives at the first Board meeting.

Writes a VRCEA message for each VRA NEWSNOTES publication which is published at least quarterly and utilizes the VRA website for other important and timely messages to the membership.

Plans for the VRCEA Annual Business meeting, usually held in conjunction with the Collaborations Conference.

Represents VRCEA at the VRA Board meetings during the year and provides a division report, including an annual report to VRA at the VRA annual meeting (usually held at the Collaborations Conference).

Selects recipients and presents Certificates of Recognition, if desired, and notifies the Awards Committee Chairperson(s) to coordinate the activity.

Presents Certificates of Appreciation to outgoing Board members and Committee Chairpersons, if desired, and notifies the Awards Committee Chairperson(s) to coordinate the activity.

Obtains an annual report from each Committee Chairperson at the end of the year and provides adequate committee reports for distribution at the VRCEA Annual Business meeting.

Ensures all incoming mail is directed to appropriate individuals in the Association.

Keeps the President-Elect informed by sending copies of correspondence and reports. Keeps the membership informed of Association activities, utilizes and provides mechanism(s) that will involve as many members as possible in association activities, i.e. website.

Assess activities and functions of the Association, and identifies needs and directions for Board, Committee Chairpersons, and Association members.

Ensures utilization of the VRA NewsNotes and website, www.vra.org, to keep the membership informed, to the extent possible.

Involves members of private and public organizations in activities of the Association.

In cooperation with the Treasurer, ensures that an annual audit of the Association's financial records is made.

Provides guidance for the Officers, Board, and Committee Chairpersons regarding appropriate Association activities, those within the realm and responsibility of the Association as approved by the Board and membership.

Provides leadership in the pursuit of goals that will advance the profession of rehabilitation counseling and rehabilitation education by promoting ethical practice, enhancing public understanding and developing innovative programs and services for all persons with disabilities.

Authorizes expenditures within the scope of responsibility granted by the Board and approves non-budgeted expenditures for payment by the Treasurer.

OFFICE OF THE PRESIDENT-ELECT

I. PURPOSE

To provide aid and assistance to the President, Officers, Board members and general membership in achieving the goals of the Association.

II. TERM OF OFFICE

The President-Elect serves from January 1 to December 31 following his/her election to the office of President-Elect.

III. HOW APPOINTED

The President-Elect is elected by the general membership, and after serving the one year term, succeeds to the Office of President.

IV. FINANCING

The President-Elect will prepare and submit for approval by the Board, an annual budget for the operation of the Awards Committee.

V. DUTIES AND RESPONSIBILITIES

The President-Elect aids and assists the President, Officers, and Board members in carrying out their duties and responsibilities as well as other duties as assigned by the President.

In the absence of the President, the President-Elect will preside at board meetings and assume other responsibilities of that office.

If the Presidency should become vacant, the President-Elect should serve as President until such time as the Board fills the vacancy.

Initiates and dates any invoice for expenditures related to his/her responsibilities, prior to sending it to the Treasurer for payment.

Assists in the development of goals and activities of the chapter and is a resource person to the President in committee appointments.

Serves as the Awards Committee Chairperson and as a member of the Organizational Operations Committee.

Presents the President with an appropriate award in appreciation for his/her service to the association. This activity should be coordinated with the Awards Committee Chairperson.

VI. REPORTS

Provides an Awards Committee report at Board meetings, the VRCEA Annual Business Meeting, and others as outlined in committee duties.

OFFICE OF THE PAST PRESIDENT

I. PURPOSE

To provide resource leadership to the Board, committees and general membership in achieving the goals of the Association.

II. TERM OF OFFICE

The Past President serves a one year term beginning January 1 and ending December 31, following his/her term as President.

III. HOW APPOINTED

The Past President is elected by the general membership, succeeding to the office after serving as President-Elect for one year and President for one year.

IV. FINANCING

The Past President will prepare and submit for approval by the Board, an annual budget for the operation of the Nominations and Elections.

V. DUTIES AND RESPONSIBILITIES

The Past President chairs the Nominations and Elections Committee and oversees all duties and responsibilities of that committee.

The Past President also serves on the Organizational Operations Committee.

The Past President assists in the development of goals and activities of the division and serves as a resource person to the Officers, Board and Committees.

OFFICE OF THE SECRETARY

I. PURPOSE

The purpose of the Office of Secretary is to assist the Officers and Board members of the Association in meeting their clerical support needs related to the Association's business matters.

II. TERM OF OFFICE

The Secretary is elected for a term of one calendar year.

III. HOW APPOINTED

The Secretary is elected by the membership.

IV. FINANCING

The Secretary will submit an annual budget request to the President for review and approval by the Board.

V. DUTIES AND RESPONSIBILITIES

The Secretary records minutes of all Board meetings and annual meetings; transcribes the minutes, confers with the President for content and accuracy, and forwards a copy to all Board members, Officers, Committee Chairperson(s), Mid-Atlantic and/or NRA representatives, and others as requested.

The Secretary is responsible for having adequate copies of the previous year's annual meeting minutes and distributing to the membership present at the current annual meeting.

The Secretary is to distribute a roster of current officers, Board members, Committee Chairperson(s), and Divisional Presidents to the Officers, Board members, Committee Chairperson(s), Mid-Atlantic and/or NRA representatives, and others as requested.

The Secretary purchases stationery and supplies for the Association and distributes as requested by Board members, Officers and Committee Chairperson(s).

The Secretary reviews, maintains and updates the historical records of the Association in collaboration with a designated Historian. Historical files should be converted to .PDF format and saved to the VRCEA external drive as well as the backup external drive.

The Secretary expedites matters which require clerical attention.

Initials and dates any invoices for position expenditures prior to submitting it to the Treasurer.

Ensures that changes to the VRCEA Duties and any other policy or procedures manual(s) is updated annually as directed by the President.

OFFICE OF THE TREASURER

I. PURPOSE

The purpose of the Office of Treasurer is to conduct the financial transactions of the Association.

II. TERM OF OFFICE

The Treasurer is elected for a term of two (2) calendar years, beginning January 1.

III. HOW APPOINTED

The Treasurer is elected by the membership.

IV. FINANCING

The Treasurer will submit an annual budget request for the Treasurer's expenses to the President for review and approval by the Board.

V. DUTIES AND RESPONSIBILITIES

A request for and/or reimbursement must be in writing to the Treasurer for funds to be expended. If these funds are a part of the original committee budget approved by the Board, the Treasurer will make the disbursement without further approval. If the request is not part of a budget, the expenditure must be approved by the President with subsequent notification to the Board at the next Board meeting. All invoices must be approved and dated by the appropriate Committee Chairperson or President prior to submission to the Treasurer for payment. All expenditures must be validated by a receipt for items purchased or services received. It is the responsibility of each Committee Chairperson and/or individual to document expenditures. A report of funds disbursed will be given to the Treasurer no later than December 1. This report will itemize expenditures made and accompany expenditure receipts.

The Treasurer will cooperate with the President to ensure that an annual audit is conducted and recorded by **March 31** each year. The Treasurer may request an interim audit at any time.

The Treasurer will maintain a file of the amount of the check, to whom written and for what purpose, requests for refunds, reimbursements and receipts and make them available to the Audit Committee.

Annual purchases of plaques and certificates for awards and recognition of service i.e., Board member, Officer, will be made from the VRCEA account. The Awards Committee selects and purchases the plaques and upon receipt of invoice, approves and forwards it to the Treasurer for payment.

The Treasurer must ensure that the division is meeting all obligations of the Internal Revenue Service, State Corporation Commission (SCC), or other legal body as required. At this time, VRCEA has no status with the SCC, but must file a Form 990 with the IRS each year.

Each new Treasurer must complete and sign a revised signature card for the bank checking/savings account(s). This should be done for all accounts at one time. One or more other signatures should be authorized at this time, usually one of the active officers.

Ensures that the Chapter has adequate insurance and bonding and maintains those files until the end of the year at which time they are turned over to the Secretary for the permanent record.

VI. REPORTS

A Treasurer's report is prepared quarterly, and copies provided each Officer and Board member at the Board meetings. An additional report of annual business is prepared for the annual meeting of the Virginia Rehabilitation Association. The annual report should reflect financial activity for the full year, since the last annual report (usually presented at the annual meeting held in conjunction with the Collaborations Conference)

The annual audit report is presented to the Board at the meeting following the completion of the audit.

The Treasurer will ensure retention of all financial records for five (5) years following the audit, after which time outdated records may be destroyed.

BOARD OF DIRECTORS

“At Large”

I. PURPOSE

To serve as the Virginia Rehabilitation Counselors and Educators Association (VRCEA). To transact the business of the Association.

II. TERM OF OFFICE

The “At Large” Board Members are elected for a term of three (3) calendar years each.

III. HOW APPOINTED

These Board Members are elected by the general membership.

IV. DUTIES AND RESPONSIBILITIES

Board Members are expected to participate in **all** Board meetings. If an absence is necessary, the President should be notified in writing prior to the meeting and provided an explanation for the absence. Two (2) absences during a calendar year may result in removal from the Board.

Board Members are expected to be proactive in Association Activities, Meetings, and Business, and to participate, lead, assist, advocate and promote.

Every Board Member should actively serve on at least one VRCEA Committee.

Senior Class Board Members (third year members) should assume responsibility as a Committee Chair to add knowledge and strength to the committee.

Assure the financial solvency of the Association.

Become knowledgeable about Robert’s Rules of Order, Revised edition to assure that the business of the Association is conducted democratically and orderly.

AWARDS COMMITTEE

I. PURPOSE

This subcommittee of the Organizational Operations Committee is responsible for the recognition of outstanding individuals and groups who have served persons with disabilities as well as recognition of the achievement of persons with disabilities.

II. TERM OF OFFICE

The Chairperson shall hold the office for one calendar year.

III. HOW APPOINTED

The Chairperson is appointed by the President with the approval of the Board.

IV. COMPOSITION OF COMMITTEE

The Chairperson is to select a minimum of four (4) additional committee members.

V. FINANCING

An annual budget request is to be submitted to the Organizational Operations Committee Chair, who will include it as part of the budget submitted to the President for review and approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

Serves as liaison between the Association and other groups honoring those who serve people with disabilities.

Informs the full membership of the awards to be presented and solicits their participation through the VRA NEWSNOTES, website and/or special mailings.

Assures that all nominators for awards are current members of the National Rehabilitation Counselors and Educators Association (NRCEA).

Selects the recipients from those nominated. Provides recipients with copies of the award nomination information.

Informs the President of the committee's selection of recipients for the VRCEA awards one month prior to presentation of said awards.

Arranges for recipient(s) to be present at the annual awards celebration for receipt of the award(s), if possible.

Selects the form that the awards will take, if not already established.

Notifies the NewsNotes Editor and Website Coordinator of award recipients and presentations for publication of the information.

Recommends to the Board the addition or deletion of awards.

Compiles and keeps a current list of former recipients; a copy of which is to be kept in the permanent records of the Association.

Represents the Board in matters related to regional and national awards.

Submits local award winners for the nomination of appropriate regional and national awards.

Exercises discretion and confidentiality in the handling of all nominations.

Involves the President and/or designee in the work of the committee as an exofficio member.

Selects and provides an appropriate award to be presented to the outgoing President by the President-Elect.

Recognizes the efforts of outgoing officers and Board members by preparing certificates of special recognition for each which shall include the office held and for the period it was held. These certificates should be presented by the President.

Initials and dates any invoices for committee expenditure prior to being sent to the Treasurer.

VII. REPORTS

Brief oral and written reports of progress should be presented at each Board meeting. A report is to be submitted at the end of the calendar year setting for the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted for the VRCEA Annual Business Meeting.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.

CRITICAL ISSUES AND POLICY COMMITTEE

I. PURPOSE

To focus on legislative and policy issues affecting rehabilitation practice and education, and to develop necessary resolutions and public relationship activities to implement and promote the purpose of VRCEA. To inform the membership, the VRCEA Board, VRA Board and others as deemed appropriate of any past, current and/or proposed legislation (federal and state) that would impact the course of rehabilitation practice and education.

II. TERM OF OFFICE

The term of office will be one calendar year.

III. HOW APPOINTED

The Chairperson is appointed by the President with the approval of the Board. Preference should be given to a senior class (third year) Board member.

IV. COMPOSITION OF COMMITTEE

The Chairperson is to select a minimum of two (2) members to serve in addition to himself/herself.

V. FINANCING

The Chairperson shall submit an annual budget request to the President for review and approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

Maintain effective communication with agencies and organizations represented by the VRCEA membership to learn of their legislative and policy needs and proposals.

Participate with VRA in maintaining a statewide "Legislative Network" of members who are responsible for securing direct phone, mailgram, letter and personal contact with state and federal legislators at appropriate times as determined by the Chairperson or the President.

Keeps abreast of federal and state legislative information - past, present and future.

Seeks approval from the Board on any matter that the committee wishes to pursue.

Serves as liaison to VRAs legislative committee and legislative advocate.

Recommends appropriate legislative resolutions.

Initials, dates and submits budgeted invoices for payment to the Treasurer upon receipt.

VII. REPORTS

Brief oral and written reports of progress should be presented at each Board meeting. A report is to be submitted at the end of the calendar year setting for the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted for the VRCEA Annual Business Meeting.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.

MEMBERSHIP COMMITTEE

I. PURPOSE

To develop, evaluate and implement diversified service to the membership including publications, recognition and recruitment.

II. TERM OF OFFICE

The Chairperson shall hold the office for one calendar year. A Chairperson designee may be appointed by the president and approved by the Board by August 1 to assume the chairmanship the following year, assuring continuity and replacement training.

III. HOW APPOINTED

The Chairperson is appointed by the President with approval of the Board. Preference should be given to a senior class (third year member) Board Member or experienced member.

IV. COMPOSITION OF COMMITTEE

The Chairperson is to select a minimum of two (2) additional committee members. Committee members are appointed from various geographic areas of the chapter and/or represent the membership geography.

V. FINANCING

The Chairperson submits an annual budget request to the President for review and approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

Communicates regularly with the office of the National Rehabilitation Association and/or National Rehabilitation Counselors and Educators Association in regard to conducting an active membership campaign. And receiving timely reports regarding current VRCEA membership.

Acts as liaison between the National Rehabilitation Counselors and Educators Association and the Virginia Rehabilitation Counselors and Educators Association in meetings pertaining to memberships.

Secures recruitment materials for the membership campaign and assures that they are properly distributed.

Conducts membership committee meetings to help coordinate and promote the membership campaign.

Reviews the national membership reports and maintains a list of Virginia members. Maintains a list of email addresses and a mailing list for distribution of Association information.

Initials and dates invoices from committee expenditures prior to being sent to the Treasurer for payment.

Works in partnership with NRA/VRA and NRCEA to ensure renewal reminders and renewal acknowledgements are sent to members as appropriate.

Assists members, divisional representatives, and non-members with problems that might arise in regard to membership.

Issues new member VRCEA certificates and welcome letter.

Promotes and coordinates the membership campaign throughout the Commonwealth.

VII. REPORTS

Brief written and oral reports of progress will be presented at each Board meeting. A report will be submitted at the end of the calendar year setting forth accomplishments, names, addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee chairperson.

An annual report will also be submitted to the President for the VRCEA Annual Business Meeting.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.

NOMINATIONS AND ELECTIONS COMMITTEE

I. PURPOSE

The purpose of the Nominations and Elections Committee shall be to select (through nomination and election procedures) the ongoing leadership of the Virginia Rehabilitation Counselors and Educators Association.

Insofar as possible, the Virginia Rehabilitation Counselors and Educators Officers and Board of Directors shall be representative of the membership (representative of the various agencies, private companies, professional organizations which are represented in the membership, representative of the various disciplines and occupations in the membership, representative of non-discrimination with regard to ethnic background, age, race, disability and geographic area), and will be representative of the state.

II. TERM OF OFFICE

The Chairperson shall hold the office for one calendar year.

III. HOW APPOINTED

The Immediate Past President will serve as Chairperson.

IV. COMPOSITION OF COMMITTEE

The Chairperson is to select a minimum of two (2) additional committee members representing the state.

V. FINANCING

An annual budget request is to be submitted to the President for review and approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

The committee shall solicit nominations from the Association membership utilizing all appropriate media i.e., VRA NEWSNOTES, email and/or hard copy mailing to the membership.

The Chairperson will ascertain the candidate's willingness to serve if elected and that each candidate minimally meets the appropriate guidelines.

Provides mail and/or e-mail ballots for the newsletter to allow all members the opportunity to participate in the election.

Conducts the mail and/or e-mail balloting; counts and certifies the results to the President at the VRCEA Annual Business Meeting.

The Chairperson initials and dates invoices for committee expenditures prior to being sent to the Treasurer.

The Chairperson ensures some kind of recognition i.e., plaque, certificate, gifts, for presentation to the outgoing President at the VRCEA Annual Business meeting.

VII. REPORTS

Brief written and oral reports of progress will be presented at each Board meeting. A report is to be submitted at the end of the calendar year identifying the accomplishments, suggested goals and unfinished business to be carried on by the following committee Chairperson.

A written annual report will also be submitted for the VRCEA Annual Business Meeting that includes the election results.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.

PROGRAM AND PROFESSIONAL DEVELOPMENT COMMITTEE

I. PURPOSE

The Committee is responsible for planning, evaluating and implementing the professional development of VRCEA, including education, research and conference programs.

II. TERM OF OFFICE

The Chairperson shall hold the office for one calendar year.

III. HOW APPOINTED

The Chairperson is appointed by the President with the approval of the Board. Preference should be given to a senior class (third year) Board member, or experienced member.

IV. COMPOSITION OF COMMITTEE

The Chairperson is to select a minimum of two (2) additional committee members. Geographic representation of the membership is encouraged.

V. FINANCING

An annual budget is to be submitted to the President for approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

Determine appropriate educational opportunities from colleges and universities on an ongoing basis and disseminate these to the members.

Coordinates, directs and facilitates educational seminars as approved and directed by the Board.

Works to ensure that VRCEA sponsored training programs include programs that lead to certification for rehabilitation professionals and recognition at the national level.

Coordinates the certification and accreditation of VRCEA sponsored programs for CEU, CRC, CIRS, etc.

Maintains calendar of training and special events for the Association and ensures posting of these dates in the VRA NewsNotes and on the website.

VII. REPORTS

Brief reports of progress will be made at each Board meeting. A report will be submitted at the end of the calendar year setting forth the accomplishments, names and addresses of

committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted to the President for the VRCEA Annual Business Meeting.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.

WAYS AND MEANS COMMITTEE

I. PURPOSE

To raise funds for VRCEA and support fund raising efforts of the NRCEA at the national and regional level as necessary., to advance the profession of rehabilitation counseling and rehabilitation education.

II. TERM OF OFFICE

The Chairperson shall hold the office for one (1) calendar year.

III. HOW APPOINTED

The Committee Chairperson will be appointed by the President with the approval of the Board.

IV. COMPOSITION OF COMMITTEE

The committee Chairperson shall select two (2) or more additional committee members.

V. FINANCING

An annual budget request will be presented to the President for approval by the Board.

VI. DUTIES AND RESPONSIBILITIES

The committee shall be responsible for raising funds for VRCEA and for the coordination and support of fund raising efforts of NRCEA. This may include serving as liaison between the state chapter and the national association in the raising of funds at the national level; this may also apply at the regional level.

To coordinate a fund raising effort to be held in conjunction with the Collaborations Conference.

To coordinate other fund raising events to the extent possible with the VRA Ways and Means Committees in order to avoid duplication or conflict.

VII. REPORTS

Brief reports of progress will be made at each Board meeting. A report will be submitted at the end of the calendar year setting forth the accomplishments, names and addresses of committee members, suggested goals, and unfinished business to be carried on by the following committee Chairperson.

An annual report will also be submitted to the President for the VRCEA Annual Business Meeting.

ALL records shall be completed and submitted to the Secretary prior to Board meetings for distribution to the Board.