

KCA Committees

General information for all committee chairs.

Successfully fulfilling your role as committee chair and completing committee duties and goals is dependent upon your understanding that role and those duties and goals in detail. This understanding grows through the year, and although these tasks may even change somewhat as situations change and new organizational expectations and responsibilities emerge, it is still best to start by knowing as much as you can about the committee.

Normally the President is the person who asks you to assume the role of committee chair. Before taking on the position, ask the president about the committee activities and duties, and the responsibilities of the committee chair. You also should try to gain some insight into any expectations the president has of you; this sometimes is somewhat different than the duties that are generally listed for the committee. Inquire if there is a written “committee charge” from the president outlining these expectations. * It is also appropriate to confirm the committee budget.

When appointed to chair a committee, request a copy of the preceding committee’s reports. You may be able to receive a transition packet from the previous committee chair and that material could include documents such as those mentioned below which may outline duties and indicate obligations that have time restrictions or other committee requirements. (For example, a nominations and elections committee will probably have statutory requirements in the Bylaws specifying when elections will be held and who will serve on the committee.)

At the summer transition meeting of the Executive Council, you should receive a board book which will generally include documents such as the Bylaws, the Policies and Procedures handbook, and the Strategic Plan, all of which you will need to review for reference to your committee.

Thus, you will start your year’s term with several sources of information. Some may mandate the duties of the committee, and others may help you gain insight into your committee functions and responsibilities. These sources may include:

- Bylaws
- Policies and Procedures handbook
- Strategic Plan
- Committee Charge from the President
- Past committee reports or past chair contact which may communicate “carry over” responsibilities

It should be mentioned that the President and the Executive Council may also add additional relevant goals as the year progresses, depending on emerging circumstances.

In addition, if your committee chair’s position is included as part of the KCA Executive Council, you may be involved in some activities and have additional opportunities for leadership which emerge from being part of that body rather than your involvement being limited to constricted definition of committee duties.

Finally, be prepared for surprises and become adept at adapting. For example, sometimes actions have been taken by previous Executive Councils relevant to expectations of your committee, but these actions have fallen through the cracks, and have not been reflected in any of the carryover documents above.

* [Note: the KCA President appoints all committee chairs and committee members (unless otherwise specified in the KCA Bylaws or KCA Policies and Procedures handbook) and holds ex-officio membership on all committees. Therefore, it seems appropriate that the president be “kept in the loop” and be notified of committee meetings and committee activity and progress.]

The ultimate goal of the History and Traditions Committee is the identification, collection and preservation of the documents, memorabilia, history, and traditions of KCA and its Regions and Divisions.

One of the purposes of this committee is to promote this goal in KCA and among the regions and divisions. This involves fostering the involvement and action necessary to achieve this goal through direct communication with leaders and members and through displays of historical materials where possible.

The History and Traditions Committee also may research historical background, provide perspective and advise the officers and Executive Council on historical issues as desired or requested

The History and Traditions Committee charge in the KCA Policies and Procedures manual is as follows:
KCA Policies and Procedures (2007-2008)

3.14 KCA HISTORY AND TRADITIONS COMMITTEE CHARGE

The History and Traditions Committee will be composed of the chairperson and one committee member appointed by the President. The chairperson shall be appointed by the KCA President and the member must have served on the Executive Council. The purpose of this committee is to preserve and honor the history and traditions of the association, and ensure a consideration of historical perspective in current decision making. This committee shall have the following tasks and responsibilities:

1. Research the historical background of issues coming before the Executive Council as requested.
2. Provide perspective as to the reasons and rationale for various traditions, traditional practices/decisions, and policies/guidelines as they have developed in the association as requested.
3. Serve in the capacity as an advisor to the officers and Executive Council as they may desire.
4. Maintain, or have maintained, all historical organizational data and materials to insure accessibility in order to share the rich history of KCA.
5. The term of appointment to this committee is the KCA fiscal year.

Suggested time lines for the History and Traditions Committee Chair 2008-2009:

May

Contact the previous committee chair to discuss committee purpose and goals, and to request any materials which will help to develop goals and plans for the History and Traditions Committee for the coming year such as Policies and Procedures guidelines, committee reports, Strategic Plan and so on. Identify people whom you would like to participate on this committee, recognizing that many other people may become involved as plans emerge.

June

Prepare a set of goals for the committee based on your discussions with the KCA President and the past History and Traditions Committee Chair and on expectations of the committee outlined in the documents listed above.

Prepare an outline of the activities/projects you plan for the committee to accomplish during your year in office. Examples might be: a KCA spring convention program, presentations or workshops at the regions or divisions, and communication with all region and division presidents in regard to encouraging the collection and preservation of historical materials, or directly soliciting specific information.

July

Complete a tentative outline of committee goals, planned activities and timelines for accomplishing these. Submit this for the summer meeting Board Book for discussion at the Executive Council meeting.

At the summer Executive Council meeting

Obtain the schedule of Executive Council meetings and KCA Newsletter deadlines, so that you can schedule these meetings on your calendar and plan for report preparation as desired or required. If information is not available about spring KCA Convention program proposal deadlines, identify the person who will be coordinating the convention programs for later inquiry if your plans include a program at the spring convention. If your plans include visiting region or division meetings, or utilizing KCA officer visits as a means of promoting their collection and preservation of historical organizational information, try to obtain region and division meeting schedules, or contact the presidents later.

Ask selected region and division presidents for the name of a contact person for questions regarding historical information. (Some regions and divisions have already begun archival deposits at the Kansas Historical Research Center in Topeka.)

August

Refine the plans and timelines as a result of discussions with selected region and division presidents at the Executive Council meeting, and as a result of follow up conversations.

Exact plans will determine future timelines. If plans involve presentations at region and/or division meetings, 3 to 6 month lead times may be desirable, but they should be contacted as soon as possible so that they can build you (or someone else) into the program or build the program around you (or someone else.)

August-April

Review historical lists and groups of records to identify areas with missing information.
Research additional record sources for the missing information

September

Contact region and division presidents requesting information related to their organization if not available in currently archived materials.

Contact region and division presidents encouraging them to appoint a person to gather their historical documents and be the contact person for information.

November have any spring convention programs in place and ready for entry in the Program Proposal.

During the month before the spring convention, develop summary reports for the Executive Council/President (Board Book), and for the KCA Annual Meeting if appropriate. Submit the Board Book report according to the President's timetable, and if desired take multiple copies for the Annual Meeting.

May -June

Prepare a transition packet for the incoming committee chair. Include materials which will be helpful to the new chair such as committee charges, information on continuing projects, time lines, your reports, etc.

Contact the new chair and transfer the materials to them. Give the incoming History and Traditions Committee Chair as much lead time as possible to prepare for the summer transition meeting, which is the first Executive Council meeting of the year, usually in July or August.

The History and Traditions Committee

Relevant Documents

KCA Bylaws

There is no specific mention of the History and Traditions Committee in the KCA Bylaws. It is not a Standing Committee, and Special Committees appropriately are not listed.

Information concerning committees in general which is relevant to the History and Traditions Committee is as follows:

“The president shall appoint all members of committees unless the method unless the method is otherwise specified by the Executive Council or by by-laws and shall hold ex-officio membership on all committees.” (Kansas Counseling Association Bylaws: Article VI: Section B: 2.)

KCA Bylaws Article IX: Section B: Special Committees

1. The president shall appoint such special committees as are needed for effectively carrying out the goals and purposes of the Association.
2. The chairperson of each special committee shall attend the meetings of the Executive Council upon the invitation of the president.
3. The chairperson and members of each special committee shall serve until, in the opinion of the president and the Executive Council, the purpose of said committees has been accomplished. “

The appointed committee chairs who have been approved by the Executive Council are voting members of the Executive Council. (KCA Bylaws: Article VII; Section A: Executive Council Membership) (It would seem that at the first Executive Council meeting of the new fiscal year, the first agenda item motion should be for the elected members of the Executive Council to vote to approve appointment of the committee chairs so that the committee chairs may vote on subsequent issues at that and future Executive Council meetings of the year.)

All committees shall report annually to the Executive Council and/or as is otherwise directed. (Article IX: Section C: Committee Report.) (This is commonly considered to be an end of the year report for the Spring KCA Convention Executive Council and general membership meetings, but progress and completed task reports are welcome and appropriate also.)

KCA Strategic Plan

Review the 2007-2008 KCA Strategic Plan and monitor the new 2008-2009 Plan for Committee involvement. If not listed, look for places where the History and Traditions Committee might provide assistance or relevant information.

The past 2004-2007 Strategic Plan provides some perspective also regarding past committee activities.

KCA Policies and Procedures (2007-2008)

(Note that the Policies and Procedures guidelines are subject to change by the Executive Council. This is different from the KCA Bylaws which can only be changed by a vote of the KCA membership under specified conditions.)

Information concerning committees in general:

Policies and Procedures 2.5 Duties of Officers A. President: confirms that the KCA President
“4. Appoints all members of committees except as otherwise specified.”
“5. Holds ex-officio membership on all committees.”

Travel Reimbursement information:

(It is recommended that committee chairs review the latest Policies and Procedures sections on travel reimbursement and ask for clarification if there is confusion.)

Committee chairs may be reimbursed for travel to attend “Executive Council meetings when these meetings are not held in conjunction with a conference or convention.” (KCA P&P Section 2.1.B.1) “Under no circumstances should any ... committee chair ... receive any travel for attendance at the fall conference or Executive Council meeting held in conjunction with the annual convention.”

“Committee chairs may utilize the budgets allocated to them by the KCA Executive Council and reimbursement will be in accordance with the reimbursement policy found in section C.1-4.” (KCA P&P 2.1B.2)

There appears to be some inconsistency in the KCA Policies and Procedures guidelines about the name “travel budgets” for Committee chairs. One section (KCA P& P 2.1.B.3) indicates that “...the President, President Elect, and the Executive Director are the only persons to be allocated a travel budget.”

But another section (P&P 2.1.B.5) states that “Committee chairs ... may utilize their allocated travel budgets for expenses incurred to attend committee meetings.”

What seems to be the situation is that Committee chairs may have a line item budget for overall committee expenses, but they do not have a line item “travel budget“ (which some of the officers do.) It appears that any travel expenses which the committee chairs requests and are approved for travel to committee meetings and appropriate Executive Council meetings might be taken from their general committee expenses budget., but this needs to be clarified by the KCA Executive Council.

KCA Policies and Procedures Section 2.1.C. Amounts of Reimbursement

1. Mileage: Approved travel by motor vehicle (check current rate) and turnpike fees (receipts required).
2. Room: Approved overnight lodging at no more than single rate (double occupancy encouraged) Receipts required.