

KMHCA DIVISION TIMELINE

- July 1 Assume Duties. It is helpful to get an updated KMHCA membership list from the Executive Director and create a list serve so that you can be in contact with KMHCA members.
- Attend summer board meeting. Expenses paid by KCA. Prior to the board meeting, you will be asked to submit a report on KMHCA activities for the board book.
- August Newsletter article (ask someone from the KMHCA membership to write an article on a mental health issue of interest)
- October KMHCA can submit a nominee for Counselor of the Year. Poll the KMHCA membership to see if there is anyone they would like to nominate. Follow up on submitting the application, either yourself or delegate someone to do this.
- November Call for programs – KMHCA needs to submit five or six mental health programs for the convention so that there is a mental health option for each breakout session. E-mail KMHCA members to remind.
- Attend fall board meeting. This is usually held in conjunction with the KSDE conference at Emporia, so no expenses will be paid. Prior to the board meeting, you will be asked to submit a report on KMHCA activities for the board book.
- Newsletter article (Ask someone from the KMHCA membership to write an article on a mental health issue of interest.)
- Jan/Feb Find candidate for president-elect if this is the year to do so
Request that KCA treasurer complete financial reporting form that is given to the KCA Executive Director – get a copy for KMHCA records
- March Attend spring board meeting which is held the day before the annual KCA conference....no expenses are paid since it is in conjunction with a conference. Prior to the board meeting, you will be asked to submit a report on KMHCA activities for the board book.
- Hold business meeting for KMHCA at KCA convention
- Prior to meeting, request copy of financial status and copy to distribute at meeting
 - Copy and distribute minutes of previous business meeting
 - Hold election for president elect (if this is the year to do so)
 - Can request someone to volunteer to work on the Counselor of the Year nominee.
- Newsletter article on a mental health issue of interest (include new leadership roster.)
- Submit new leadership roster to Media Chair for posting to website
- Optional: In some years, a one-day drive-in conference has been organized in conjunction with KAMP to raise money for the division. Membership can decide how this money is to be used.