**Duties of Committee Chairs**

1. **Government Relations**- stay abreast of pertinent legislative matters and keep the region informed, correspond with government representatives when appropriate, coordinate district members’ efforts when necessary to promote beneficial legislation, and serve as liaison with other organizations involved in similar legislative concerns.
2. **Membership**-Encourage school counselors to become members of the association, post a membership directory electronically each fall, work with the President to send letters to prior members who did not rejoin, and maintain a computer database of membership files.
3. **Advocacy-** coordinate and develop public relations activities and materials, coordinate annual Administrator Breakfast, promote counseling & establish open relationships with outside agencies, school board and administrators.
4. **By-Laws-** shall review the Bylaws and Procedural Handbook annually and make recommendations concerning revisions to the board, receive all proposed changes in the Bylaws and Procedural Handbook, provide copies of the proposed Bylaws amendments to the governing board in time to publicize them for a vote at the general membership meeting, and make the Bylaws available to all governing board and general members.
5. **Human Rights-** shall coordinate all human rights and diversity activities of NWMSCA, cooperate with MSCA leaders in determining a human rights project, and shall act as human rights and diversity advocate.
6. **Professional Recognition**- promote nominations for outstanding counselors through advertisement and presentations for Elementary, Middle, Secondary, Post-Secondary, Counselor Advocate and Ed Ailor awards; organize nomination packets and copies for distribution; select a committee to choose award winners from those nominated; order the plaques and present them to the award winners at the designated meeting and publicize the winners; work with region winners to help them present their packets for state level recognition; order and present appreciation plaque for the past President at the fall general membership meeting.
7. **Career Guidance**- shall coordinate all career guidance activities of NWMSCA and keep membership informed of career guidance activities.
8. **Mentoring**- shall coordinate and present the Mentoring workshop at the fall meeting for NWMSCA and incorporate state mentoring expectations into the NWMSCA region.
9. **Ethics/Resolutions-** shall disseminate information, including current ASCA code of ethics and other relevant publications and websites, answer inquiries to ethical issues, and submit pertinent resolutions to the governing board for consideration and action.
10. **Historian**- maintain NWMSCA archives, take pictures at NWMSCA and MSCA functions, and display pictures at the Fall and Spring NWMSCA meetings.
11. **Newsletter-** shall solicit news from region governing board members and assist in publishing a newsletter the recommended 4 times a year (September, December, February and April), edit all copies received from contributors, and submit approved copies for publication according to the time frames established by the NWMSCA governing board.
12. **Critical Incident-** shall assist school counselors in becoming prepared to handle crisis situations in the school and community, provide information and training opportunities and share appropriate resources upon requests, provide critical incident response training in the fall of the year in odd years, maintain an up-to-date list of crisis team counselors, their contact information, and geographical area in which they are available. This is to be made available in the fall of the school year and updated annually.
13. **Technology-** shall provide technology resources for counselors, coordinate workshops exploring new technology as needed, maintain a list of useful resources and websites, maintain and update the NWMSCA website.
14. **Promotions-** develop items of interest which promote NWMSCA and counseling; develop, organize and market the sale of promotional items.
15. **Scholarship**- Publicize and receive applications for the NWMSCA scholarship awarded at the Spring meeting, bring information to the fall meeting for distribution to membership, form a committee and select the winner of both NWMSCA scholarships (to attend fall conference and for college class expenses), prepare an article for the newsletter about the prize winner and publicize this in the St. Joseph Newspress and winner’s hometown paper, notify non-winners, send revisions to the technology chair so the NWMSCA website can be updated.
16. **Emeritus-** contact newly retired counselors and encourage emeritus membership in NWMSCA and MSCA, keep abreast of current issues related to counseling practices and policy changes to share with retirees, attend meetings as needed, serve as a liaison between current and retired school counselors and the Missouri Retired Teachers Association.