



# **OPERATIONS MANUAL**

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## **VISION, MISSION, AND GOALS**

### **VISION**

The Southern Association for Counselor Education and Supervision (SACES) cultivates an inclusive community of counselor educators and supervisors who develop leaders and counselors committed to professional advocacy and dedicated to client equity and well-being

### **MISSION**

The mission is to empower and support diverse counselor educators and supervisors in scholarship, advocacy, community, education, and supervision.

### **GOALS**

Our goals support the development of counselor educators and supervisors in order to promote:

1. **Scholarship** - encourage, support, and recognize a diverse range of scholarship and research
2. **Advocacy** - advocate for the profession and inspire a commitment to social justice
3. **Community** - promote connection, leadership, and service within the profession
4. **Education** - foster best practices in teaching and professional development
5. **Supervision** – advance the theory and practice of counselor supervision

## **GEOGRAPHICAL MEMBERSHIP**

All ACES members who reside in the following states will automatically be members of SACES:

Alabama	Louisiana	Tennessee
Arkansas	Maryland	Texas
Florida	Mississippi	Virginia
Georgia	North Carolina	West Virginia
Kentucky	South Carolina	

ACES members residing outside of the region may join SACES by paying established regional dues through ACES.

## ORGANIZATIONAL DEFINITIONS AND STRUCTURE

The Bylaws include comprehensive definitions regarding SACES organizational structure. The following table contains a summary snapshot of governance

	Composition	Purpose
<b>Executive Committee</b>	President, President-Elect, Immediate Past-President, Secretary, Treasurer, Graduate Student Representative	conducts and manages SACES business
<b>State Presidents Council</b>	All presidents of State Divisions (or their designee)	provides consultation, leadership recommendations, communication
<b>General Assembly</b>	All members attending annual meeting or special session	ratifies, modifies, or negates actions of the executive committee
<b>Awards Committee<sup>B</sup></b>	Chair (one-year term renewable twice) and 2-3 members appointed by chair	oversees and coordinates the invitation for, review of, and selection of recipients for awards
<b>Budget and Finance<sup>B</sup></b>	Chaired by Treasurer <sup>B</sup> ; members appointed by Treasurer or President	prepares and presents the annual budget
<b>Bylaws and Resolutions<sup>B</sup></b>	Chaired by Past-President; secretary serves as member; members appointed by chair	receives proposals for amending the Bylaws; processes resolutions
<b>Conference (Convention)<sup>B</sup></b>	Program and site chair, President, President-Elect, Past-President, and others as appointed by President	reviews and determines programs; coordinates all arrangements for the biennial conference
<b>Graduate Student<sup>B</sup></b>	Chaired by Graduate Student Representative	encouraging and supporting graduate students, communicating needs to Executive Committee
<b>Social Media (Media)<sup>B</sup></b>	Chair appointed by President	oversees and coordinates publications and media projects
<b>Membership<sup>B</sup></b>	Chair appointed by President	promotes SACES membership
<b>Nominations &amp; Elections<sup>B</sup></b>	Chaired by Immediate Past-President <sup>B</sup> ; members appointed by chair	carries out nominations and elections for SACES and ACES ballots

<b>Special Committees</b>	May be appointed by President for up to two years <sup>B</sup>	as needed
<b>Interest Networks<sup>B</sup></b>	Chairs serve one year with opportunity for reappointment <sup>B</sup>	as authorized by Executive Committee
<b>Graduate Student Representative</b>	Appointed via EC vote	observes and contributes to EC meetings, chairs Graduate Student Committee
<b>Newsletter Editors</b>	Appointed by the President; typically serve a three-year term	manages production and distribution of three issues of newsletter per year
<b>Webmaster</b>	Chair appointed by the President	manages website content under advisement of the EC; manages email distribution to members
<b>Webinars</b>	Appointed by the President; typically has co-chairs	Organizes, schedules, and manages Webinar content; Maintains materials for CEU documentation for future audits
<b>Research and Practice Grants</b>	Chaired by Immediate Past-President <sup>B</sup> ; reviewers selected by chair	oversees and coordinates the invitation for, review of, and selection of research and practice grants
<b>Emerging Leaders Committee</b>	Chaired by Immediate Past-PP; reviewers and program chairs selected by chair	oversees and coordinates the invitation for, review of, and selection of emerging leaders; offers or delegates program leadership
<b>TSC Editor</b>	Appointed via EC vote	Edits TSC journal and manages TSC editorial board
<b>TSC Associate Editor</b>	Appointed by TSC Editor in consultation with EC	Supports TSC editor in editorial duties
<b>Publication Chair</b>	Appointed by the President in consultation with EC	Serves as an administrative liaison between SACES, Bepress provider, and TSC

(<sup>B</sup> indicates required per bylaws)

## **LEADERSHIP ROLES & RESPONSIBILITIES**

The following pages include roles, responsibilities, and operational considerations for SACES elected and appointed leaders. These responsibilities always include those specified in the Bylaws; in most cases, responsibilities go beyond Bylaws specifications. All leaders will conduct SACES business using the provided SACES Gmail address and archive materials on the G-Suite annually.

## **PRESIDENT**

### ***Duties and Responsibilities Per Bylaws***

1. Serve as chief executive officer of the association
2. Chair Executive Committee
3. Serve as ex-officio member of all committees
4. Serve as voting member on ACES Governing Council
5. Communicate with SACES membership on ongoing basis

### ***Meeting Participation***

1. Plan and chair SACES Executive Committee Annual Strategic Planning meetings (typically held in person each January)
2. Plan and chair Executive Committee meetings (held virtually each month)
3. Plan and chair SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Plan and chair SACES meeting during ACA Convention (each spring)
5. Represent SACES as voting member in ACES Governing Council Meetings (typically held June before term start, at ACES biennial convention in the fall, and each spring in conjunction with the ACA Convention)

### ***Additional Duties***

1. Communicate with Committees and Interest Networks, including issuing charges, facilitating Annual, Mid-year, and Final Reports, and providing ongoing support
2. Facilitate selection and mentorship of ACES Nominee for Graduate Student Representative and SACES Graduate Student Representative and Graduate Student Representative Designee
3. Provide written reports for each issue of the SACES newsletter
4. Provide written and oral reports to General Assembly
5. Provide written reports to the ACES President and Governing Council
6. Update Operations Manual at the end of term
7. Write annual organization report (typically by 6/1 each year)
8. Submit final officer report of activities and recommendations (typically by 5/1)
9. Conference planning
  - a. Participate in Site Visits (for selection or planning, depending on year)
  - b. Chair conference committee (if conference during year)
  - c. Co-chair site logistics (if conference during year)

## **PRESIDENT-ELECT**

### ***Duties and Responsibilities per Bylaws***

1. Serve on Executive Committee
2. If applicable, Chair Conference Program Committee (beginning as President-Elect-Elect)
3. Appoint chairpersons and members of committees and interest networks who will serve during term as President
4. Act as President in absence of President
5. Serve as nonvoting member on ACES Governing Council

### ***Meeting Participation***

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring)
5. Represent SACES as nonvoting member in ACES Governing Council Meetings (typically held June before term start, at ACES biennial convention in the fall, and each spring in conjunction with the ACA Convention)

### ***Additional Duties***

1. Provide written and oral reports to General Assembly
2. Provide written reports to the ACES President and Governing Council
3. If requested, provide written reports for each issue of the SACES newsletter
4. Submit final officer report of activities and recommendations (typically by 5/1)
5. Conference planning
  - a. Participate in Site Visits (for selection or planning, depending on year)
  - b. Serve on conference committee (if conference during year)
  - c. Chair or co-chair program committee (if conference during year; requires service before official term begins)
  - d. Appoint conference committee (if conference not during year)



## **IMMEDIATE PAST-PRESIDENT**

### ***Duties and Responsibilities per Bylaws***

1. Serve on Executive Committee
2. Chair Bylaws and Resolutions Committee
3. Chair Emerging Leaders Committee
4. Chair Nominations & Elections Committee
5. Chair Research & Practice Grants Committee

### ***Meeting Participation***

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (typically held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

### ***Additional Duties***

1. Chair Bylaws and Resolutions Committee
2. Serve as historian and advisor to Executive Committee
3. As requested, provide written and oral reports to General Assembly
4. Submit final officer report of activities and recommendations (typically by 5/1)
6. Conference planning
  - a. Serve on conference committee (if conference during year)
  - b. Chair Emerging Leaders Committee; delegate and mentor chairs for emerging leaders program (if conference during year); facilitate leadership development experiences for Emerging Leaders' two-year term
  - c. Mentor program chair (if conference during year)
  - d. Mentor site chair (if conference not during year; requires service after conclusion of official term)

## **SECRETARY**

### ***Duties and Responsibilities per Bylaws***

1. Keep minutes of all Executive Committee and General Assembly members
2. Monitor and update contact information for State ACES Presidents
3. Maintain records for future audits.
4. Serve on Bylaws and Resolutions Committee

### ***Meeting Participation***

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

### ***Additional Duties***

1. Submit final officer report of activities and recommendations (typically by 5/1)
2. Provide reports as requested

## **TREASURER**

### ***Duties and Responsibilities per Bylaws***

1. Collaborate with ACES Designee and SACES Executive Committee to develop an annual operational budget
2. Collaborate with ACES Designee and SACES Executive Committee to develop a regional conference budget
3. Collect all invoices for regional expenses and forward them to ACES Designee
4. Review regional revenue and expenses and submit annual report to SACES Executive Committee.
5. Chair Budget and Finance Committee

### ***Meeting Participation***

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

### ***Additional Duties***

1. Conference Planning related to budgets, income, and expense planning
2. Submit the annual conference budget to ACES (typically by Jan 1st each year)
3. Submit the annual operational budget to ACES (typically by May 1st each year)
4. Provide written and oral reports to General Assembly
5. Submit final officer report of activities and recommendations (typically by 5/1)
6. Create annual Treasurer's report to be posted on SACES website

## **GRADUATE STUDENT REPRESENTATIVE (GSR)**

### ***Duties and Responsibilities per Bylaws***

1. Represent interests and perspectives of graduate student members
2. Chair Graduate Student Committee
3. Co-Chair of the Graduate Students and New Professional Interest Network

### ***Selection***

The GSR will be selected annually. Each spring (typically April/May), the President will solicit nominations, and the Executive Committee will select a nominee via a formal vote.

### ***Meeting Participation***

1. Participate in SACES Executive Committee Annual Planning meetings (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

### ***Additional Duties***

1. Coordinate First Timer Conference Attendee Event and/or other conference events (if conference during year)
2. Provide written reports for each issue of the SACES newsletter
3. Submit final report of activities and recommendations (typically by 5/1)

## **GRADUATE STUDENT REPRESENTATIVE DESIGNEE (GSR-D)**

### ***Selection***

The GSR-D will be selected annually. Each spring (typically April/May), the President will solicit nominations, and the Executive Committee will select a nominee via a formal vote.

### ***Meeting Participation***

1. Co-Chair the Graduate Student and New Professionals Interest Network
2. Participate in SACES Executive Committee Annual Planning meetings (typically held each January)
3. Participate in ongoing Executive Committee meetings (held virtually each month in the Spring and Summer)
4. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall, as possible)
5. Participate in SACES meeting during ACA Convention (each spring, as possible)

### ***Additional Duties***

1. Assist with the coordination of First Timer Conference Attendee Event and/or other conference events (if conference during year)
2. Provide written reports on behalf of the interest network for at least one issue SACES newsletter
3. Submit final report of activities and recommendations (typically by 5/1)

## COMMITTEES & FUNCTIONS

The following pages include information regarding committee and workgroup functions including general responsibilities and charges, committee composition, and operational procedures.

Standing Committees included in this section are:

1. Awards
2. Budget and Finance
3. Bylaws and Resolutions
4. Conference
5. Graduate Student
6. Emerging Leaders
7. Social Media (Media)
8. Membership
9. Nominations & Elections
10. Research and Practice Grants
11. Webinars

Additional Functions

12. Newsletter
13. Webmaster
14. *Teaching and Supervision in Counseling* Journal

All committees must submit annual plans, mid-year and final reports as designated in the General Operational Procedures portion of this manual. Conducts all SACES business using the provided SACES Gmail address. Committee chairs are also responsible for archiving all work products and materials via the official SACES Google Suite.

Provides a written report on behalf of the committee for at least one issue SACES newsletter.

Committees should refer to master SACES calendar to exemplar dates and deadlines.

## **AWARDS COMMITTEE**

### **General Responsibilities and Charges**

The Awards Committee oversees and coordinates the invitation for, review of, and selection of the recipients for all awards given by the Association. This includes preparation of announcements calling for nominations, monitoring of awards criteria, carrying out all responsibilities associated with the annual determination of awardees, and making periodic reports to the Executive Committee and General Assembly with respect to new awards, amended criteria, and elimination of various awards.

### **Committee Composition**

1. The chair is appointed for a one-year term (renewable two times)
2. The chair should appoint additional committee members

### **Operational Procedures**

1. Issue call for nominations and reviewers through official SACES communication channels
2. Facilitate committee review of awards nominations
3. Present slate of award recipients to Executive Committee for approval
4. Notify nominees regarding award status
5. Develop annual awards program, including writing script and ordering plaques
6. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
7. Conducts all SACES business using the provided SACES Gmail address.
8. Archives all work products and materials via the official SACES Google Suite.
9. Provides a written report on behalf of the committee for at least one issue SACES newsletter (typically in the Fall to announce the SACES award recipients).

## **BUDGET AND FINANCE COMMITTEE**

### **General Responsibilities and Charges**

The Budget and Finance Committee is responsible for preparation and presentation of the annual budget. It also carries out such other activities as may be assigned by the Executive Committee or President.

### **Committee Composition**

1. The Treasurer chairs this committee
2. The Treasurer and/or President may appoint members of the committee

### **Operational Procedures**

1. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
2. Conducts all SACES business using the provided SACES Gmail address.
3. Archives all work products and materials via the official SACES Google Suite.



## **BYLAWS AND RESOLUTIONS COMMITTEE**

### **General Responsibilities and Charges**

1. Receives and processes proposed amendments to Bylaws in adherence with Bylaws
2. Receives and proposes resolutions submitted to SACES or other organizational leadership

### **Committee Composition**

1. The Past-President chairs this committee
2. The Secretary serves on this committee
3. The Chair may appoint other members as needed

### **Operational Procedures**

1. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
2. Conducts all SACES business using the provided SACES Gmail address.
3. Archives all work products and materials via the official SACES Google Suite.

## CONFERENCE (CONVENTION) COMMITTEE

### General Responsibilities and Charges

The Conference Committee is responsible for the review and determination of programs and arrangements for the biennial convention. The committee also is responsible for the development and monitoring of criteria for program selection as well as suggestions for program innovations, format improvements, and site selection.

### Committee Composition

Role	Duties	Leadership & Mentors
<b>Conference Co-Chairs</b>	Oversee all site-related logistics including meals and receptions (Oct-following Nov)	President, co-chair Appointed, co-chair Past-past-pres, mentor
<b>Program Co-Chairs</b>	Issue call for proposals and reviewers, select and schedule programs, create conference program book (Dec-Oct). Manage the proposals, reviews, and scheduling in OpenWater, and develop the conference app.	President-elect, co-chair Appointed, co-chair Past-pres, mentor
<b>Registration (Onsite &amp; Online) Co-Coordinators</b>	Online: Announce deadlines, address member questions, manage registrations, prepare name tags and meal tickets, coordinate with onsite coordinators(May-Oct) Onsite: Oversee the onsite registration booth during the conference	Appointed, co-coordinators Treasurer, mentor
<b>Site Coordinator</b>	Typically from the conference site area, serves as the local liaison to assist conference chair with resources including projectors and screens for the conference, provide overview of local transportation and things to do, assist in identifying beneficiary for the empty plate donation, and other duties as directed by the President (Dec-Oct)	Appointed, coordinator President, mentor

<b>Sponsor &amp; Exhibits Coordinator</b>	Market sponsor/exhibitor packages, coordinate advertisements for the program with the Conference Program Coordinator, ensure tables are set up for exhibitors, manage the sponsor/exhibitor relations (Dec-Oct)	Appointed, coordinator President, mentor
<b>Volunteer Co-Coordinators</b>	Identify volunteers, communicate expectations and shifts to volunteers, cover and monitor volunteer assignments during the conference (e.g., registration booth, sessions, luncheon/receptions, etc.; Dec-Oct)	Appointed, co-coordinators Conference co-chairs, mentor
<b>Continuing Education Coordinator</b>	develop and oversee the process for tracking and providing CEU certificates to members who attend (Aug-Dec)	Appointed, coordinator Program co-chairs, mentor
<b>Job Talk Co-Coordinators</b>	responsible for the employer-employee relations postings (e.g., job openings and candidate resumes) and events during the conference (Dec-Oct)	Appointed, co-chairs President, Mentor
<b>Emerging Leaders Coordinator</b>	issue call for emerging leaders, select and notify leaders, delegate or facilitate emerging leaders workshop (May-Oct)	Past-Pres, chairs appointed by the president
<b>Graduate Student Representative</b>	plan First Timers conference event and/or other graduate student events, assist Volunteer Coordinators with securing graduate student volunteers (May-Oct)	Graduate Student Rep, Graduate Student Rep-D President, mentor
<b>Treasurer</b>	create and implement conference budget; ensure invoices are paid and refunds are made; monitor registration and sponsorship income	Treasurer
<b>Accessibility Coordinator</b>	coordinate requests for accommodations; recruit, assign and communicate with volunteers who provide accommodations (Dec-Oct)	Appointed, coordinator President, mentor
<b>Photographers</b>	document conference events for social media and newsletter (Sept-Oct)	Social Media Committee Chair

### Operational Procedures

1. See Conference Operations Manual available in the SACES G-suite

## **GRADUATE STUDENT COMMITTEE**

### **General Responsibilities and Charges**

The Graduate Student Committee is charged with encouraging graduate students in counselor education and counselor supervision to join and participate in SACES, assisting in the development of student organizations within SACES, and communicating the concerns and needs of graduate students to the Executive Committee and General Assembly.

### **Committee Composition**

1. Chaired by current Graduate Student Representative
2. Co-Chair is past-GSR

### **Operational Procedures**

1. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
2. Conducts all SACES business using the provided SACES Gmail address.
3. Archives all work products and materials via the official SACES Google Suite.
4. Provides a written report on behalf of the committee for each issue of the SACES newsletter.

## **EMERGING LEADERS COMMITTEE**

### **General Responsibilities and Charges**

Facilitate recruitment and selection of Emerging Leaders. Provide Emerging Leaders Pre-Conference event at SACES biennial conference. Provide ongoing support for Emerging Leaders including assignment to committees, task forces, and interest networks; facilitate small group mentorship experiences; ensure appropriate reporting of activities.

### **Committee Composition**

1. Chaired by immediate past-president
2. Additional 1-2 members appointed by the Chair
3. Reviewers appointed by chair
4. Workshop leaders delegated/appointed by chair

### **Operational Procedures**

1. Issue call for Emerging Leaders through official SACES communication channels
2. Facilitate application reviews
3. Select Emerging Leaders based on merit and appropriateness to SACES vision, mission, and goals; ELs must be a member of SACES. Members of at least one academic year prior to application, preferred.
4. Present slate of emerging leaders to Executive Committee for approval
5. Notify candidates of application status
6. Plan logistics (e.g., food, setup, workshop leaders) for Emerging Leaders training at SACES conference
7. Facilitate ELs leadership development experiences to total 30 hours of service over two years (15 hours per year); experiences may include volunteering during the SACES conference, serving on committees, interest networks, review panels, and/or assisting with SACES conference planning
8. Facilitate ongoing EL reporting procedures
9. Provide small group mentoring experiences throughout the two-year cycle
10. Chair must submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
11. Conducts all SACES business using the provided SACES Gmail address.
12. Archives all work products and materials via the official SACES Google Suite.
13. Provides a written report on behalf of the committee for each issue of the SACES newsletter.

## **SOCIAL MEDIA (MEDIA) COMMITTEE**

### **General Responsibilities and Charges**

The (Social) Media Committee oversees and coordinates publications and media projects of the Association with the approval of the Executive Committee.

### **Committee Composition**

1. Chair is appointed by the incoming president for a one-year renewable term
2. Includes a member of the Graduate Student Committee Social Media Work Group
3. Includes an Emerging Leader

### **Operational Procedures**

1. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
2. The Chair and/or other members typically manage SACES social media presence (e.g., Facebook) in accordance with the SACES Social Media policy
3. The Chair and/or other members typically serve as photographer for the SACES Conference during conference years
4. Conducts all SACES business using the provided SACES Gmail address.
5. Archives all work products and materials via the official SACES Google Suite.
6. Provides a written report on behalf of the committee for at least one issue of the SACES newsletter.

## **MEMBERSHIP COMMITTEE**

### **General Responsibilities and Charges**

The Membership Committee actively promotes SACES membership. The Chair is responsible for receiving monthly membership lists from ACES and working with the webmaster to update the SACES email distribution list. As appropriate, the membership committee may also undertake efforts (e.g., surveys, focus groups) to understand member needs/interests and make recommendations to the Executive Committee.

### **Committee Composition**

1. Chair is appointed by the incoming president for a one-year renewable term

### **Operational Procedures**

1. Submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
2. Monitor monthly membership lists and work with webmaster or update email distribution list and member database
3. Updates membership on Committees and Interest Networks in the SACES Google Suite in Fall and Spring.
4. Conducts all SACES business using the provided SACES Gmail address.
5. Archives all work products and materials via the official SACES Google Suite.

## **NOMINATIONS AND ELECTIONS COMMITTEE**

### **General Responsibilities and Charges**

The Nominations and Elections Committee is responsible for carrying out nominations and elections for both the SACES and ACES ballots in accordance with Bylaws.

### **Committee Composition**

1. Chaired by Immediate Past-President
2. Chair appoints 2-3 committee members

### **Operational Procedures**

1. Issue call for nominations for President-Elect and Secretary through official SACES communication channels and in contact with Advisory Council of State Presidents
2. Work with SACES leadership to identify and encourage potential nominees prior to nomination deadline
3. Prepare official slate of nominees for approval by Executive Committee
4. Present slate of nominees to membership at least 30 days in advance of the SACES or ACES conference
5. Coordinate voting in accordance with Bylaws
6. Notify candidates and EC of election status prior to public announcement
7. Report election results to membership via oral and written reports
8. Select SACES nominees for ACES President-Elect, Secretary-Elect, and Governing Council Representative
9. Report procedures and results to Executive Committee and General Assembly
10. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
11. Conducts all SACES business using the provided SACES Gmail address.
12. Archives all work products and materials via the official SACES Google Suite.
13. Provides a written report on behalf of the committee for at least one issue of the SACES newsletter (typically to announce the elected officers).



## **RESEARCH & PRACTICE GRANTS COMMITTEE**

### **General Responsibilities and Charges**

The Research & Practice grants selection committee is responsible for developing and implementing annual SACES research grants.

### **Committee Composition**

1. Chaired by Immediate Past-President
2. Additional 2-3 members appointed by the Chair

### **Operational Procedures**

1. Issue call for research proposals and reviewers through official SACES communication channels
2. Facilitate proposal reviews
3. Select proposals based on merit and appropriateness to SACES vision, mission, and goals
4. Present slate of grant recipients to Executive Committee for approval
5. Notify candidates of grant award status
6. Present awards during SACES or ACES General Assembly Meetings
7. Collect mid-year and final reports from grantees for posting via SACES website
8. Submit annual plans, mid-year and final reports as designated in General Organizational Procedures
9. Conducts all SACES business using the provided SACES Gmail address.
10. Archives all work products and materials via the official SACES Google Suite.
11. Provides a written report on behalf of the committee for at least one issue of the SACES newsletter (typically in the fall to announce the recipients).

## WEBINARS

### **General Responsibilities and Charges**

1. Schedule a series of webinars of interest to the SACES members and aligned to the SACES mission and objectives.
2. Facilitate Continuing Education credits for members who complete the webinar online professional development.
3. Maintain records in the event of future audits

### **Committee Composition**

1. Committee Chair/Co-Chairs are appointed by incoming President for renewable term
2. Includes an Emerging Leader

### **Operational Procedures (See Manual)**

1. Develop a list webinar content topics and presenters to the Executive Committee for approval
2. Submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
3. Consult the SACES Webinar Manual for additional tasks and procedures
4. Conducts all SACES business using the provided SACES Gmail address.
5. Archives all work products and materials via the official SACES Google Suite.
6. Provides a written report on behalf of the committee for each issue of the SACES newsletter (typically to announce the schedule of webinars and solicitate a call for presenters).

## **NEWSLETTER EDITOR(S)**

### **General Responsibilities and Charges**

Manage the production of three issues of the newsletter per year.

### **Committee Composition**

1. Editor(s) appointed by President, typically for 3-year term
2. Includes a member of the Graduate Student Committee Blog Work Group
3. Includes an Emerging Leader

### **Operational Procedures**

1. Submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
2. Solicit calls for submissions in early fall, spring, and summer semesters
3. Solicit reports from President and other leadership as needed (PP, PE, IN chairs, Committees, etc.)
4. Communicate with authors regarding status of submissions
5. Develop newsletter issues and submit to President for review
6. Disseminate approved newsletter to SACES membership via email distribution, website, and CESNET in fall, spring, and summer semesters
7. Conducts all SACES business using the provided SACES Gmail address.
8. Archives all work products and materials via the official SACES Google Suite.

## **WEBMASTER**

### **General Responsibilities and Charges**

Maintain and update the website, post newsletters or other updates on the newsfeed, update the member database, and send out listserv emails as directed by the Executive Committee.

### **Committee Composition**

1. Appointed by incoming President for renewable term
2. Mentored by the Secretary or applicable Executive Committee member
3. Includes a member of the Graduate Student Committee Blog Workgroup
4. Includes an Emerging Leader

### **Operational Procedures**

1. Conduct an annual review of the website to update webpages as needed (e.g., deadlines, conference dates, leadership, membership letter)
2. Consult with the Executive Committee regarding significant changes to the content or structure of the website to ensure changes accurately represent SACES mission, vision, and goals
3. Submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
4. Conducts all SACES business using the provided SACES Gmail address.
5. Archives all work products and materials via the official SACES Google Suite.
6. Creates and updates SACES leadership accounts in the official SACES Google Suite.
7. Adds copies of the posted calls in the G-suite.

## **TEACHING & SUPERVISION IN COUNSELING JOURNAL**

### **General Responsibilities and Charges**

Provide editorial vision, direction, and management of biannual SACES journal consistent with the aims and scope of TSC.

*The aim of TSC is to publish high quality scholarship that informs teaching, supervision, and mentoring in educational and clinical settings. Articles may be empirical, conceptual or theoretical, or based on current issues; with an emphasis on empirical research. Articles must be scholarly, grounded in existing literature, and have implications for the counseling profession including, but not limited to, counselor education, supervisory practice, clinical training, pedagogy, mentoring, or advocacy and public policy. Additionally, a goal of TSC is to provide mentoring to graduate students in the area of peer review and writing. All manuscripts are submitted to a blind peer-review process.*

### **TSC Roles**

1. Editor is appointed via an EC vote with a charge to edit TSC journal and manage TSC editorial board; the editor receives a \$1000/year stipend to support travel to SACES or ACES conference.
2. Associate editor is appointed by TSC editor in consultation with EC with a charge to support TSC editor in editorial duties; the associate editor receives a \$500/year stipend to support travel to SACES/ACES conference.
3. Publications chair is appointed by the President in consultation with the EC and is charged with serving as an administrative liaison between SACES, Bepress, and editorial staff. Assist journal staff as requested.

### **Operational Procedures**

1. Develop and manage an editorial board consistent with peer-reviewed publishing best practices
2. Facilitate peer review of submissions consistent with peer-reviewed publishing best practices
3. Ensure articles are typeset, copyedited, and logged for doi prior to publication
4. Consult with the Executive Committee regarding annual budget request to support typesetting, copyediting and doi fees for TSC
5. Presents proposals for special issues to the Executive Committee for approval
6. Submit annual plans, mid-year, and final reports as designated in General Organizational Procedures

7. Conducts all SACES business using the provided SACES Gmail address.
8. Archives all work products and materials via the official SACES Google Suite.

## **INTEREST NETWORKS (INs)**

### **General Responsibilities and Charges**

INs exist on the basis of shared professional interests consistent with vision, mission, and goals of SACES INs are authorized by the Executive Committee each year.

### **SACES Interest Networks**

1. Clinical Mental Health Counseling
2. College Counseling & Student Affairs
3. Distance/Online Counselor Education
4. Ethics and Professional Development
5. Graduate Student and New Professionals
6. International Counseling
7. Multicultural Counseling
8. School Counseling
9. Service Learning
10. Social Justice and Human Rights
11. Supervision
12. Technology
13. Women's

### **Interest Network Composition**

1. Chair(s) are appointed by President-Elect (in preparation for year as president) and are eligible for reappointment
2. IN members self-identify and affiliate
3. Emerging Leaders, as possible

### **Operational Procedures (see IN Operations Manual for Details)**

1. INs will meet during SACES regional conferences
2. Each year, INs are responsible for determining objectives and activities based on member interest
3. INs may request or be provided opportunities for sponsored sessions at SACES conference (TBD by conference committee)
4. Chairs must submit annual plans, mid-year, and final reports as designated in General Organizational Procedures
5. Conducts all SACES business using the provided SACES Gmail address.
6. Archives all work products and materials via the official SACES Google Suite.

7. Provides a written report on behalf of the committee for at least one issue of the SACES newsletter.
8. Hosts at least one meeting with interest network members in the fall (typically by November) and spring (typically by April).
9. Interest Network chairs/co-chairs can use the provided SACES Zoom account.



## **GENERAL ORGANIZATIONAL PROCEDURES**

SACES Bylaws include specific organization procedures including

1. Specification of fiscal year as 7/1 – 6/30
2. Requirement for annual meeting at SACES or national ACES Conference
3. General roles for officers
4. Budget planning procedures
5. Naming of standing committees
6. General purpose of Interest Networks
7. Membership and dues
8. Nominations and elections of officers
9. Bylaws amendments

The following pages including general operational procedures consistent with, but not specifically addressed in, SACES Bylaws including

1. Meeting Schedule
2. Committee & Interest Network Planning & Reporting
3. Expense Reports & Travel Reimbursement
4. General Organizational Timeline
5. Conference Timeline
6. Archiving of Products and Work Materials

## **MEETING SCHEDULE**

The meeting schedules of the governmental units of the Association are as follows:

### **Executive Committee**

- Meets at SACES or ACES conference each fall
- Meets for annual planning each winter
- Meets virtually each month throughout the year

### **Advisory Council of State Presidents**

- Meets at SACES or ACES conference each fall

### **General Assembly**

- Meets at SACES or ACES conference each fall
- Holds informational meeting at ACA conference each spring

## **COMMITTEE & INTEREST NETWORK PLANNING & REPORTING**

The general schedules for Committee & Interest Networks are as follows

- 7/1 New Appointments Begin
- 8/1 Executive Committee Issues Charges and Request for Plan
- 9/1 Annual Plans Due
- 1/1 Midterm Reports Due
- 5/1 Final Reports and Transition Plans Due
- 6/1 Outgoing President Issues Final Report describing activities and progress toward SACES five goals

Specific reporting formats will be provided by the SACES President. Generally, these include

- Identification of chairs/members
- Committee Charge or IN Purpose
- Goals/objectives for the year
- Strategies/activities to achieve objectives
- Recommendations to the EC
- Necessary support

## EXPENSE & TRAVEL REIMBURSEMENT

SACES officers, committee chairs, and other volunteers may receive reimbursement for approved expenses incurred while carrying out officer and committee tasks identified in this manual. To receive reimbursement for expenses incurred:

1. Contact SACES Treasurer and provide purpose of expense, documentation of expenses (e.g., receipts), and complete name and address for reimbursement
2. SACES treasurer will review, request clarification if necessary, and forward approved expenses to ACES Treasurer for reimbursement
3. ACES Treasurer will email completed expense report for approval signature to recipient and will copy SACES Treasurer on email
4. Recipient can expect check from ACA approximately 2 weeks after signing final paperwork

The following table includes typical reimbursement for travel to conduct SACES business. In special circumstances, the SACES Executive Committee may vote to reimburse travel differently.

Purpose	Who	Reimbursed
Executive Committee Planning Meeting (January)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses all travel, lodging, and meeting costs
SACES Conference (October, even years)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses all travel and lodging (typically comped via contract) for full conference; registration is complimentary
SACES or ACES Conference	TSC Editor and Associate Editor	SACES reimburses \$1000 for editor and \$500 for associate editor
ACES Conference (October, odd years)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses uncovered expenses up to \$500; ACES will reimburse ½ room rate for 1 night and 1 day per diem for President and President-Elect only

ACA National Convention (March/April)	President, President-Elect	SACES reimburses uncovered experiences up to \$500; ACES will reimburse ½ room rate for 1 night and 1 day per diem
ACES Summer Governing Council Meeting (June)	Incoming President and President-Elect	SACES reimburses all travel expenses; ACES covers/will reimburse double-occupancy hotel and per diem
Conference Site Visit (initial in August two years before conference; follow up in November preceding conference)	TBD, generally President and President-Elect	SACES reimburses all travel and lodging

## GENERAL ORGANIZATIONAL TIMELINE

DATE	ACTIVITY	RESPONSIBLE
7/1	Fiscal Year & New Appointments Begin	President
7/1	Call for Nominations	Past-President / N&E Chair
7/1	Call for Research Grant Proposals	Past-President / Grant Chair
7/1	Call for Research Grant Reviewers	Past-President / Grant Chair
7/15	Awards Packets Due	Awards Chair
8/1	Charges issued to Committees and INs	President
8/1	Schedule/Plan Annual Planning Meeting	President
8/1	Research Grant Proposals Due	Past-President / Grant Chair
8/15	Summer Newsletter Released	Newsletter Editor(s)
8/15	Nominations Close	Past-President / N&E Chair
8/15	Slate Presented for EC Approval	Past-President / N&E Chair
8/15	Awards Reviews Complete / Rec to EC	Awards Chair
9/1	Annual Plans Due	Committee & IN Chairs
9/1	Elections Open	Past-President / N&E Chair
9/1	Research Grant Selections / <a href="#">Rec to EC</a>	Past-President / Grant Chair
9/1	Awards Announced	Awards Chair
9/30	Elections Close	Past-President / N&E Chair
October	Elections Announced	Past-President / N&E Chair
October	<b>SACES OR ACES CONFERENCE</b>	
10/1	Annual Plans Due	
11/1	Call for ACES/ACES GSR	President
12/1	Fall Newsletter Released	Newsletter Editor(s)
12/1	ACES/SACES GSR Applications Due	President
12/1	Request for Midterm Reports	President
January	<b>Annual Planning Meeting</b>	<b>Executive Committee</b>
1/1	Midterm Reports Due	Committee & IN Chairs
1/30	Submit annual conference budget to ACES	Treasurer
Mar/Apr	<b>ACA CONFERENCE</b>	
3/15	Call for Emerging Leaders	President
4/1	Call for SACES GSR	President
4/1	Request for Final Reports	President
4/1	Draft annual operations budget for EC	Treasurer
5/1	Spring Newsletter Released	Newsletter Editor(s)

5/1	Officer, Committee, and IN Reports Due	All Leaders
5/1	Call for leadership interest	President/President-Elect
5/1	Submit annual operations budget to ACES	Treasurer
5/15	Emerging Leaders Applications Due	President
5/30	Leadership interest due	President/President-Elect
<b>June</b>	<b>ACA Governing Council Meeting</b>	Incoming President, Pres-Elect
6/1	Call for Awards Nominations	Awards Chair
6/1	Call for Awards Reviewers	Awards Chair
6/15	Selection of Emerging Leaders/Rec to EC	President
6/15	Leadership appointments finalized/Rec to EC	President-Elect
6/15	Send Reminders to Leaders to archive materials on G-Suite and Password Resets	Webmaster
6/30	Post President's / Org Report	President
6/30	Post Treasurer's Report	Treasurer
6/30	Ensure all materials have been updated on the G-suite and reset passwords for new leaders	Webmaster

## DRAFT CONFERENCE TIMELINE (SEE CONFERENCE HANDBOOK)

DATE	ACTIVITY	RESPONSIBLE
11/1	Revisions of OpenWater Programs	Programs Chair and Treasurer
12/15	Call for Conference Proposals	Programs Chair
12/15	Call for Proposal Reviewers	Programs Chair
1/1	Conference Budget	Treasurer
2/1	Call for conference committee chairs	Conference Chair
2/15	Proposals Due	Programs Chair
2/20	Proposals Sent to Reviewers	Programs Chair
3/1	Conference Committee Established	Conference Chair
3/15	Proposal Reviews Due	Programs Chair
3/15	Call for Emerging Leaders	President
4/15	Proposal Acceptance Notifications	Programs Chair
4/15	Selection of Pre-Conference Workshops	Conference Chair
4/15	Call for on-site conference volunteers	Conference Chair
5/15	Emerging Leaders Apps Due	President
5/15	Call for Conference Sponsors & Exhibitors	Conference Chair
6/1	Deadline to Make President Changes	Programs Chair
6/1	Registration Opens	Treasurer/Registration Coordinators
6/15	Emerging Leaders Selections	President
7/15	Early-Bird Registration closes	Treasurer/Registration Coordinators
7/15	Presenter Registration deadline	Program Chair/Treasurer/Registration Coordinator
8/1	Job Talks Call for Applications	Job Talks Coordinators
8/1	Conference Program Finalized	Programs Chair
8/1	F&B Due	Conference Chair/Treasurer
8/1	Selection of on-site conference volunteers	Conference Chair
8/15	Conference Sponsors & Exhibitor Deadline	Sponsors & Exhibitor Coordinators
9/1	Business Meeting Planned	President

<b>9/15</b>	Regular Registration closes	Treasurer/Registration Coordinators
<b>9/27</b>	Last Day for Refunds in Writing	Treasurer/Registration Coordinators
<b>10/1</b>	Deadline for Presenters to Create Profiles and Upload Session Materials to Conference App	Programs Chair
<b>10/1</b>	Conference App Finalized	Programs Chair
<b>October</b>	Conference Hotel Rate Registration Deadline	
<b>November</b>	On-Site Registration	On-Site Registration Coordinators/Treasurer
<b>11/1</b>	Continuing Education Reports Due	CE Coordinator
<b>11/30</b>	Continuing Education Certificates Sent	CE Coordinator
<b>12/31</b>	Conference Materials Archived	All Chairs and Coordinators



## **ARCHIVING OF PRODUCTS AND WORK MATERIALS**

SACES uses G-suite to facilitate communication within the board and across leadership teams. All SACES leaders are expected to archive work products and materials within SACES accounts to facilitate leadership transitions and smooth operations across volunteer leadership.

Items to be archived include, but are not limited to:

- Annual plan
- Mid-year reports
- Final reports
- Official communications sent to SACES membership (e.g. calls for nominations or applications)
- Instructions or communications to committee members (e.g., reviewer instructions)
- Data collection tools or rating forms used to collect applications or facilitate review of applications or nominations
- Official communications regarding SACES business (e.g., appointment leaders, award notifications)
- Work products (e.g., newsletters, advertisements, resources)

**SAMPLE: ANNUAL PLANS & REPORTS FORMAT**

**SACES Interest Network or Committee  
Annual Plan**

<b>Interest Network or Committee</b>	
<b>Year</b>	
<b>IN or Committee Description</b>	
<b>Chair(s) w/ contact</b>	

<b>Annual Objectives</b>	
<b>Strategies/Activities to achieve objectives</b>	
<b>Support Needed from EC</b>	
<b>Questions for EC</b>	

**SACES Interest Network or Committee  
Annual Mid-Term or Final Report**

<b>Interest Network or Committee</b>	
<b>Year</b>	
<b>IN or Committee Description</b>	
<b>Chair(s) w/ contact</b>	
<b>Names of members involved in Committee or IN</b>	

<b>Annual Objectives</b> (copy from plan)	
<b>Strategies/Activities to achieve objectives</b> (actual to date)	
<b>Strategies/Activities to achieve objectives</b> (planned for remainder of year)	
<b>Support Needed from EC</b>	
<b>Questions for EC</b>	
<b>Recommendations for next year</b> (potential leaders, activities, changes)	

**SACES Officer  
Annual Report**

**Please describe your activities and accomplishments in the past year**

**Recommendations for future leadership**

## **SACES Research Grant Mid-Year Report**

### **Title of Funded Project:**

### **Project Goal and Progress**

Please describe your project goals and the progress you have made on each goal.

### **Budget**

Describe how funds have been or will be allocated, including any deviations from the proposed budget and additional funding received from funders other than SACES.

### **Expected Date of Completion and Plan for Dissemination**

Please indicate the date you expect your research will be completed and how you intend to share your findings through scholarly outlets. Please note that SACES research grant recipients are expected to submit for presentation at the SACES conference following receipt of funding.

### **Questions or requests**

Please indicate questions or requests related to your funded project.

## **SACES Research Grant Final Report**

### **Title of Funded Project:**

### **Rationale of the funded project**

You may copy and paste the rationale for the study from your application

### **Methodology of the project funded**

Describe the methods used to execute the project.

### **Analyses and Results**

Describe the participant sample, analyses used, and a summary of the findings from the study.

### **Limitations**

Describe the limitations of the study

### **Implications for future research**

Describe future research needed to advance the knowledge in this area

### **Implications for Counselor Education and/or Supervision**

Describe how this research advances knowledge and/or practice in counselor education and/or supervision

### **Plan to Disseminate Findings**

Describe how you intend to share the findings of the study through scholarly presentations and/or publications. Please note that SACES research grant recipients are expected to submit for presentation at the SACES conference following receipt of funding.

### **Final Budget**

List how SACES funds were spent, as well as any additional funding received to implement this project. Excess funds distributed from SACES are expected to be returned to SACES.

### **Research Report for posting on [www.saces.org](http://www.saces.org)**

Please attach a Word doc of your final research report, including all components listed above. Final Reports will be posted on SACES website.

Would you be willing to host a SACES webinar related to your research topic? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be willing to serve as a mentor to future SACES research grant recipients? Yes \_\_\_\_\_ No \_\_\_\_\_

## SACES PRESIDENTS

2007-2008	Kathy Evans, University of South Carolina
2008-2009	Gerard Lawson, Virginia Tech
2009-2010	Kelly Wester, University of North Carolina at Greensboro
2010-2011	Danica Hays, Old Dominion University
2011-2012	Jennifer Jordan, Winthrop University
2012-2013	Anneliese Singh, The University of Georgia
2013-2014	Heather Trepal, The University of Texas-San Antonio
2014-2015	Mary Hermann, Virginia Commonwealth University
2015-2016	Shawn Spurgeon, University of Tennessee
2016-2017	Melanie Iarussi, Auburn University
2017-2018	Casey Barrio Minton, University of Tennessee
2018-2019	Natoya Haskins, The College of William & Mary
2019-2020	Elizabeth Villares, Florida Atlantic University
2020-2021	Dodie Limberg, University of South Carolina
2021-2022	Sejal Barden, University of Central Florida

## SACES OFFICERS

YEAR	President-Elect	President	Past-President	Secretary	Treasurer	GSR	GSR-D
2006-2007	Kathy Evans			Gerard Lawson			
2007-2008	Gerard Lawson	Kathy Evans					
2008-2009	Kelly Wester	Gerard Lawson	Kathy Evans				
2009-2010	Danica Hays	Kelly Wester	Gerard Lawson				
2010-2011	Jennifer Jordan	Danica Hays	Kelly Wester				
2011-2012	Anneliese Singh	Jennifer Jordan	Danica Hays				
2012-2013	Heather Trepal	Anneliese Singh	Jennifer Jordan	Amanda LaGuardia	Don Locke		
2013-2014	Mary Hermann	Heather Trepal	Anneliese Singh	Thelma Duffey	Don Locke		
2014-2015	Shawn Spurgeon	Mary Hermann	Heather Trepal	Sejal Barden	Don Locke	--	
2015-2016	Melanie Iarussi	Shawn Spurgeon	Mary Hermann	Natoya Haskins	Cheryl Wolf	--	
2016-2017	Casey Barrio Minton	Melanie Iarussi	Shawn Spurgeon	Caroline Perjessy	Cheryl Wolf		
2017-2018	Natoya Haskins	Casey Barrio Minton	Melanie Iarussi	Rabeena Alli	Cheryl Wolf	Missy Butts	
2018-2019	Elizabeth Villares	Natoya Haskins	Casey Barrio Minton	Janelle Bettis	Cheryl Wolf	Jose "Joey" Tapia-Fuselier	
2019-2020	Dodie Limberg	Elizabeth Villares	Natoya Haskins	Caitlyn Bennett	Cheryl Wolf	Hannah Coyt	
2020-2021	Sejal Barden	Dodie Limberg	Elizabeth Villares	Brandee Appling	Mario De La Garza		