



Policies & Procedures

Manual

Approved October 21, 2025

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DUTIES OF THE BOARD CHAIR

The Board Chair shall

1. Assume office on July 1.
2. Provide leadership and oversee the work of the Board and execute the MASCA mission.
3. Execute the Strategic Plan of the association.
4. Execute agendas and preside over all MASCA Board, General Membership and the Annual Meetings.
5. In conjunction with the Executive Director determine the dates and sites for all Governing Board meetings.
6. Work with the Executive Director in planning the annual summer Leadership Development Institute (LDI).
7. Serve as a member of the Strategic Planning and the Fiscal Oversight Committees.
8. Maintain regular communication with members through monthly columns in the Counselor's Notebook newsletter and periodic email updates
9. Represent MASCA at the ASCA Delegate Assembly, Annual Conference, Leadership Development Institute (LDI), and other conferences or meetings, as necessary.
10. Attend the MASCA annual conference and represent MASCA at inter-association meetings when requested.
11. Periodically review and be familiar with the association's documents including bylaws, policies and procedures, Strategic Plan, minutes, financial reports, and other pertinent information.
12. Facilitate the annual (March) review of the Executive Director.
13. Assume other responsibilities as directed by the Governing Board.

DUTIES OF THE BOARD ASSISTANT CHAIR

The Board Assistant Chair shall

1. Assume office on July 1.
2. In the absence of the Chair, assume the role of the Chair with all its authority and responsibility.
3. Serve as a member of the Fiscal Oversight Committee.
4. Represent MASCA at the ASCA Delegate Assembly, Annual Conference, Leadership Development Institute (LDI), and other conferences or meetings, as necessary.
6. Attend all MASCA Governing Board meetings and the MASCA Annual Spring Conference.
7. Write articles (five) for the ASCA online magazine.
8. Write assigned columns for the Counselor's Notebook as per the CN Editor.
9. Mentor new members of the Governing Board.
10. Periodically review and be familiar with the association's documents including bylaws, policies and procedures, Strategic Plan, minutes, financial reports, and other pertinent information.
11. Assume other responsibilities as directed by the Board Chair or Governing Board.

BOARD CHAIR AND BOARD ASSISTANT CHAIR ELECTIONS

The Board Chair position for the upcoming fiscal year will be voted upon at the first board meeting immediately following completion of the annual elections (typically in February/March/April). Eligible members for the Board Chair position include those who are returning second and third year board members. The most recently elected board members are not eligible. The Board Assistant Chair position will be voted upon at the first board meeting immediately following completion of the annual elections (typically in February/March/April). All voting board members who will assume office on July 1, except for the already chosen Board Chair, will be eligible for the Assistant Board Chair position.

2026-27 Election Calendar

- Candidate Information Session (via zoom) – TBA
- Nominations open – TBA
- Nominations due with signatures and resume – TBA
- Candidate bio information due – TBA
- Elections open – TBA
- Elections Close – TBA
- Board Chair & Assistant Chair Election – TBA

DUTIES OF THE EXECUTIVE DIRECTOR

The Executive Director serves as the administrative business manager of the Massachusetts School Counselor Association (MASCA). The Executive Director of MASCA is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Executive Director reports to the Board Chair and functions under the direction of the Governing Board. The Executive Director does not replace committee chairs but enhances their work. The Executive Director is a non-voting participant at the Governing Board meetings. Being a full-time employee, the Executive Director is paid bi-weekly from a third party vendor who handles payroll payments. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws. An annual performance review of the Executive Director will be conducted by the Executive Council in March of each year.

The Executive Director serves as the administrative business manager of the Massachusetts School Counselor Association (MASCA). The Executive Director is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Executive Director reports to the Executive Council. *The Executive Director does not replace committee chairs and staff but enhances their work.*

The Executive Director position will be full-time as of July 1, 2025, with an expected 40-hour work week (typically 8:00 AM-4:00 PM). Scheduling may be adjusted to accommodate the needs of the membership. The position will require hours to be worked during evenings and weekends to support members' schedules outside of the school day. An annual performance review of the Executive Director will be conducted by the Executive Council in March of each year.

The Executive Director shall be specifically responsible for, but not limited to, the following:

EXECUTIVE/GOVERNING BOARD

1. Serve as ex-officio, non-voting member of the Governing Board and all committees, and attend all MASCA meetings as needed.
2. Represent MASCA (or identify a designee) at all external meetings with associations, agencies, and organizations that have interests in MASCA and/or school counseling.
3. Ensure that Robert's Rules of Order are followed during all MASCA meetings.
4. Provide onboarding training for all new board members (i.e.: Voting members, Emerging Leaders, Graduate Student Liaisons).
5. Provide annual training to all board members, committee chairs, staff, and liaisons who are responsible for income and expense lines as part of the annual budget.
6. Manage and provide support to all MASCA volunteers and staff, including Board members, Committee Chairs, liaisons and SIG/AG leaders.

ADVOCACY

1. Support the Government Relations & Advocacy Committee (GRAC) by attending meetings and providing advocacy updates at their monthly meetings.
2. Support the work of the School Counselor Pipeline Committee and other organizations to address the shortage of qualified candidates to fill the current demand.
3. Meet regularly with state and federal legislators, policy makers and educational leaders to advocate and promote MASCA and the needs of its members, as directed by the governing board.
4. Provide support in developing guidance for schools and districts regarding the appropriate use of school counselors.

OFFICE

1. Coordinate all MASCA mailings (electronic and physical) and correspondence.
2. Respond to requests for services from MASCA members and others.
3. Maintain the MASCA headquarters office and historical records including electronic copies of meeting minutes, bylaws, policy governance manuals, Counselor's Notebooks, etc.
4. Regularly correspond to all members of the Governing Board.
5. Maintain a record of all activities, with a report made at each Governing Board meeting.
6. Prepare and maintain a budget for the Executive Director position and the MASCA office.
7. Maintain the MASCA mailing address (currently PO Box 351, Hampden, MA 01036).
8. Maintain a record of expenses, process all vouchers, and submit on a regular basis.
9. Remain current in technology skills/equipment necessary to operate the office.
10. Maintain a personal email account that allows for ongoing MASCA communication and shall respond to emails in a timely manner, within two business days.
11. Develop a master calendar of events and a publications timeline and share with Board members.
12. Prepare and publish a Governing Board directory, which includes elected board members, committee chairs appointed positions and liaisons, both online and in the Counselors Notebook.
13. Maintain the online MASCA Job Bank.

CONFERENCES/MEETINGS

1. Coordinate all aspects of Governing Board meetings and MASCA activities.
2. Plan and execute all conferences and professional development events (in-person and online), including working with contracted vendors and site hosts, including the annual spring conference and School Counselor Summer Camp (SC²).
3. Coordinate the annual Leadership Development Institute (LDI) with support from the Board leaders.
4. Sign all contracts relating to venues, speakers and vendors.
5. Maintain and operate the MASCA Zoom account for virtual meetings.

FINANCIAL DUTIES

1. Secure and oversee professional accounting services that provide MASCA with monthly and yearly oversight and review of our fiscal health and operating procedures.
2. Ensure that the MASCA 501(c)(6) non-profit status is up-to-date and that forms are filed in a timely manner with the IRS and the State of Massachusetts.
3. In partnership with the Fiscal Oversight Chair, send out budget requests each April.
4. Prepare, in conjunction with the Fiscal Oversight Committee, the annual budget and ensure it is voted upon before the new fiscal year begins.
5. Make deposits and write checks as needed.
6. Apply for and maintain Federal IRS 501(c)(3) tax status.

EQUITY

1. Coordinate the Diversity Fellows activities and annual work plan.
2. Ensure that all venues, speakers and vendors follow the MASCA nondiscrimination policy.
3. Regularly review MASCA's documents, publications and initiatives to guarantee that they are accessible and equitable for all members and promote a sense of welcoming, belonging and acceptance.
4. Provide regular equity training and education to all of MASCA's leaders and volunteers.

PROFESSIONAL DEVELOPMENT

1. Coordinate all professional development activities with appropriate committee chairs, staff and Governing Board members.
2. Maintain current and expand future microcredential opportunities for MASCA members.
3. Advertise and conduct relevant and high-impactful professional development training opportunities for school districts and school counseling departments.
4. Assist the MASCA Book Club Coordinators deliver highly relevant and professionally rewarding book reads at least twice a year.
5. Support an understanding of what school counselors are licensed to do and are capable of providing to schools/districts in alignment with the subject matter knowledge requirements (SMKs) and state level licensure requirements through development of professional development and marketing/advertising materials that improve advocacy for the role.

MEMBERSHIP

1. Coordinate membership renewals with individuals and organizations and maintain accurate records.
2. Respond to inquiries regarding membership procedures.
3. Keep a copy of the computer database of membership files.
4. Support the work of the Member Services Committee which engages members in various activities, initiatives and promotions.
5. Encourage sustaining memberships and enhance relationships between MASCA and various organizations and agencies.
6. Ensure that retiring MASCA members are recognized appropriately in honor of their service to students and families in the Commonwealth.
7. Manage the online membership database and platform (currently WildApricot).

COMMUNICATIONS

1. Take responsibility for and respond to all media inquiries.
2. Promote and manage advertising and exhibiting opportunities by coordinating mailings, correspondence, billings, and maintaining records.
3. Provide weekly MASCA-related content for the *MASCA Matters* newsletter, distributed by Multiview.
4. Write articles for the *Counselors Notebook* based on the schedule provided by the Counselor's Notebook editor.
5. Regularly update the MASCA website and engage with the Technology Coordinator for assistance when necessary.
6. Coordinate and post timely and relevant messages on all MASCA's social media platforms (Facebook, X, Instagram, Linked In, etc.).
7. Work closely with the Technology Coordinator and Technology Committee to ensure that the publications and communication methods are current, relevant and appropriate.
8. Assist the MASCA Editorial Board to improve member's communications experiences and content.
9. Take responsibility for the printing/distribution of the organization's publications and documents.

OTHER DUTIES

1. Ensure that the MASCA Strategic and Annual Work Plans are updated and regularly utilized by all MASCA leaders and staff.
2. Manage the selection of leaders and oversee all activities of the Special Interest (SIG) and Affinity Groups.
3. Support the Program Review Committee that delivers high quality and relevant school or district reviews of their school counseling program.
4. Provide ongoing support and assistance to the MASCA Mentoring Program.
5. In consultation with the Nominating and Bylaws Committee Chair, coordinate the annual Board elections.
6. Provide support and assistance to the MASCA affiliates when requested and/or appropriate.
7. Support the Graduate Student Liaisons in programming and opportunities specifically for school counseling graduate students.
8. Take the lead in coordinating the MASCA National School Counseling Week programs, events and activities.
9. Meet regularly with the school counselor education graduate faculty in Massachusetts.
10. Meet with and collaborate regularly with ASCA staff and other state school counselor association leaders.
11. Assist the Professional Recognition Committee with the annual awards application and recognition events.
12. With support of the Nominating and Bylaws Committee, regularly review the MASCA Bylaws to ensure that they are relevant, appropriate and in compliance with ASCA requirements and best practices of association management.
13. Support the coordination, development and implementation of the ASCA North Atlantic Regional annual mid-year LDI program each fall.
14. Support the development of research partnerships to enhance action research efforts in the field, increase school counselor engagement in research projects and reporting of relevant findings, and to assess the efficacy of current practices and systems endorsed by MASCA, including the MA Model.
15. Perform other duties as assigned by the Board Chair and/or Governing Board.

SALARY RANGE – \$75,000 - \$95,000

DUTIES OF THE SECRETARY

The MASCA Secretary is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Secretary is a non-voting member of the Governing Board. An annual honorarium shall be determined and paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

The duties of the Secretary are to:

1. Send out all necessary notices and correspondence as directed by the Board Chair, Committee Chairs Executive Director, including the annual letter of support for MASCA volunteers.
2. Attend all meetings of the MASCA Membership or Governing Board and record the minutes of all meetings and distribute those minutes to appropriate parties.
3. Remain current in technology skills/equipment necessary to operate the office.
4. Prepare a copy of previous meeting minutes for the upcoming meeting.
5. Prepare articles for the Counselor's Notebook when appropriate.
6. Attend the annual summer Leadership Development Institute.
7. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.
- 8.

DUTIES OF THE COORDINATOR OF MEMBERSHIP

The MASCA Coordinator of Membership is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Coordinator of Membership is a non-voting member of the Governing Board. An annual honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

The duties of the Coordinator of Membership shall be to:

1. Maintain the membership database of the organization, including the assignment of membership numbers.
2. Send renewal notices to individuals when membership is to be renewed (utilizing the most up-to-date technology available).
3. Provide database information upon request.
4. Remain current in technology skills/equipment necessary to operate the office.
5. Regularly access a personal/professional email account that allows for ongoing MASCA communication.
6. Participate in the meetings of the Member Engagement Committee.
7. Coordinate the timely deposit of application/renewal fees.
8. Investigate the credentials of membership candidates when necessary to and ensure only qualified candidates become members.
9. Prepare a membership report for each Governing Board meeting.
10. Submit budget requests to the Fiscal Oversight Committee when requested.
11. Attend meetings of the Governing Board or other related Committees when requested by the committee chair, Board Chair or Executive Director.
12. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.
- 13.

DUTIES OF THE COUNSELOR'S NOTEBOOK EDITOR

The MASCA Counselor's Notebook Editor is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Counselor's Notebook Editor is a non-voting member of the Governing Board. An honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

The duties of the Counselor's Notebook Editor shall be to:

1. Manage the editorial and production process of the Counselor's Notebook.
2. Solicit and secure advertisements from appropriate sources (colleges and other counseling related vendors) for the Counselor's Notebook and turn over any ad revenue to the Executive Director.
3. Solicit and secure articles from the officers, committee chairs and other members of the Governing Board.
4. Remain current in technology skills/equipment necessary to operate the office.
5. Regularly access a personal/professional email account that allows for ongoing MASCA communication.
6. Facilitate the work of the Editorial Board, including article assignments, topics, themes, layout, design and resources.
7. Annually generate new ideas and suggestions for improvement and enhancement of the Counselor's Notebook.
8. Submit budget requests to the Fiscal Oversight Committee when requested.
9. Attend meetings of the Governing Board and other related Committees when appropriate.
10. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.
- 11.

DUTIES OF THE PDP/CE COORDINATOR

The MASCA Professional Development Points (PDPs) and Continuing Education (CE) Coordinator is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The coordinator is a non-voting member of the Governing Board. An honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by laws.

The duties of the PDP/CE Coordinator shall be to:

1. Design or designate development of certificates of attendance, PDP and CE Certificates and evidence of learning forms for each MASCA professional development event.
2. Promote and maintain a MASCA PDP Policy that is in full compliance with MA Department of Elementary and Secondary Education (DESE) guidelines.
3. Promote and maintain a MASCA Continuing Education Policy that is in full compliance with NBCC guidelines.
4. Keep MASCA's status as a PDP provider with DESE current.
5. Maintain or designate overseer of MASCA PD archives including:
 - a. attendance records for all MASCA PD events
 - b. an active list of recipients of MASCA PDP certificates issued along with copies of required submitted materials and attendance verification to document completion of PDP requirements (for 5 years from date of event)
 - c. records of people who registered/paid for PDP's, but have not completed PDP requirements (for 5 years from date of event)
6. Maintain data on PDP programs and submit to Governing Board as requested.
7. Submit budget requests to the Fiscal Oversight Committee when requested.
8. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.
- 9.

DUTIES OF THE TECHNOLOGY CONSULTANT

The MASCA Technology Consultant is an annually appointed position in accordance with the MASCA By-Laws (Article VI – Appointed Officers and Terms of Office). The Technology Consultant is a non-voting member of the Governing Board. An annual honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

MASCA's Technology Consultant is responsible for maintaining certain aspects of MASCA's website (www.masca.org). Website maintenance will be done through web development software and conference/membership/content management software. This position requires a close working relationship with the Technology Committee and Executive Director to ensure that information sent or made available to membership is accurate.

The ability to work both independently and effectively with others is a necessary qualification, as are good communication and writing skills. The technology coordinator is guided by policies and directives issued by the Executive Director and Technology Committee but exercises considerable independent judgment in accomplishing the work and is responsible for achieving desired results.

The duties of the Technology Consultant shall be:

1. Regularly update content on MASCA.org
 - a. Upload new content in a reasonable timeframe, and ensure the content is within web guidelines for size, format, etc.
 - b. Remove out-of-date content in a reasonable timeframe.
 - c. Verify that links from the site are live and link to where they claim.
 - d. Enforce the house style: check content for consistency.
2. Monitor the error logs and report potential problems.
3. Ensure MASCA.org is compatible with applicable web standards for multiple browser and accessibility to users with disabilities.
4. Assume editorial responsibility for the content, and quality and style of the site, in collaboration with the area authors on the team.
5. Collaborate with the Executive Director and Technology Committee with creative ideas for the website.
6. Will work with the Technology Committee to submit budget requests to the Fiscal Oversight Committee when requested.
7. Will assume such other responsibilities as directed by the Board Chair and/or Executive Director.

DUTIES OF THE CONFERENCE CHAIR

The MASCA Conference Chair is appointed by the Executive Director (Article X – Committees). An annual honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy.

The duties of the Conference Chair shall be to:

1. Organize and run all conference committee meetings.
2. Partner with Executive Director, MASCA Board Chair and conference management company to identify conference sites and dates with the goal to have test free conference dates and rotate conferences around the state. Sites should be contracted and confirmed three years in advance due to minimal site availability if possible.
3. Work with the Conference Management Company (if applicable) to establish the request for proposals and oversee the selection of conference sessions and notification of those selected.
4. Establish email report deadlines and report forms.
5. Monitor progress of all subcommittees.
6. Recruit necessary committee members.
7. Select the menu for food events in consultation with the Conference Management Company (if applicable).
8. Remain current in technology skills/equipment necessary to operate the office.
9. Attend meetings of the Governing Board or other related committees when requested by the MASCA Board Chair or MASCA Executive Director.
10. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.
- 11.

DUTIES OF THE GOVERNMENT RELATIONS & ADVOCACY CHAIR

The MASCA Government Relations & Advocacy (GRAC) Chair is appointed by the Executive Director (Article X – Committees). An honorarium shall be paid upon completion of the conference in compliance with the MASCA Fiscal Policy.

The duties of the GRAC Chair shall be to:

1. Organize and run all GRAC committee meetings.
2. Recruit necessary committee members and maintain an active committee member roster.
3. Work with the Executive Director to develop and strengthen liaisons with other professional organizations that would enhance the School Counselor's role and benefit the membership of MASCA.
4. Maintain a file of the year's activities in the MASCA Google Drive to be passed on to the subsequent GRAC chair.
5. Educate and keep members informed about legislation and policies impacting the profession. Conduct workshops about the need for advocacy for the school counseling profession.
6. Provide timely legislative updates to MASCA Board and constituency.
7. Critique state and federal legislative bills and provide necessary support for legislation and testimony when requested to advocate for the profession. Then communicate such positions taken by the Board to the membership.
8. Develop and implement governmental events and legislative activities for MASCA members, including an annual advocacy day on Beacon Hill.
9. Attend MASCA Governing Board meetings and the annual Summer Leadership Development Institute (LDI).
10. Assume such other responsibilities as directed by the Board Chair and/or Executive Director.

DUTIES OF THE MENTORING COORDINATOR

The MASCA Mentoring Coordinator is an annually appointed position in accordance with the MASCA By-Laws. The Mentoring Coordinator is a non-voting member of the Governing Board. An annual honorarium shall be paid quarterly in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

The duties of the Mentoring Coordinator shall be to:

1. Maintain the mentoring records of the organization, including the assignment of mentoring matches.
2. Send mentoring participation fee invoices to new mentees.
3. Regularly access a personal/professional email account that allows for ongoing MASCA communication.
4. Prepare a mentoring report for each Governing Board meeting.
5. Submit budget requests to the Fiscal Oversight Committee when requested.
6. Attend meetings of the Governing Board.
7. Conduct scheduled mentor and mentee meetings throughout the academic year.
8. Be available for additional conversations with mentors/mentees via phone/email on an as-needed basis.
9. Conduct ongoing program evaluation and improvement.
10. Assume such other responsibilities as directed by the Executive Director.

DUTIES OF THE PROGRAM REVIEW COORDINATOR

The MASCA Program Review Coordinator is an annually appointed position in accordance with the MASCA By-Laws. The Program Review Coordinator is a non-voting member of the Governing Board. An annual honorarium shall be paid quarterly in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

In 2022, the Massachusetts School Counselor Association (MASCA) launched a Peer Program Review initiative to provide school districts with a holistic assessment of their school counseling program. Program reviews are conducted by peer MASCA school counselors and assess school counseling activities and services that support students' academic achievement, social and emotional well-being, and college and career readiness. *The Massachusetts Model 3.0* (MA Model) and *ASCA National Model* serve as the conceptual frameworks to guide the program review process.

The program review committee developed all evaluation materials, including survey and interview questions and departmental document review items, based on the identified core themes articulated in our state and national models: data-based decision-making, tiered interventions, college and career readiness for all students, family engagement, and commitment to equity and access. The program review committee adopts a strengths-based approach to this work, with the hope that it will better enable the school counseling departments to promote and advocate for their efforts in improving student outcomes.

The duties of the Program Review Coordinator shall be to:

1. Maintain and archive the Program Review records of the organization, including the reports from each review conducted.
2. Conduct regular Program Review Committee meetings when necessary.
3. Be the point person for schools/districts interested in having a program review conducted.
4. Organize the team, assign tasks and set up visit dates with the school(s) being reviewed.
5. Request the Executive Director send invoices to participating schools/districts.
6. Conduct ongoing program evaluation and improvement.
7. Regularly access a personal/professional email account that allows for ongoing MASCA communication.
8. Prepare a Program Review report for each Governing Board meeting.
9. Submit budget requests to the Fiscal Oversight Committee when requested.
10. Attend meetings of the Governing Board.
11. Assume such other responsibilities as directed by the Executive Director.

DUTIES OF THE DIVERSITY FELLOWS

Up to five Diversity Fellows can be appointed annually in accordance with the MASCA By-Laws. A Diversity Fellows is a non-voting member of the Governing Board. An annual honorarium shall be paid semi-annually in compliance with the MASCA Fiscal Policy. Reimbursements for official expenditures are vouchered in accordance with MASCA by-laws.

Diversity Fellows strengthen the MASCA infrastructure by engaging diverse individuals in our profession who will help increase the programs and services to our members and students and families with whom we work. Fellows must commit to support the MASCA Governing Board and Inclusion, Diversity, Equity and Access (IDEA) Committee's efforts to diversify membership, educate our members around anti-racism and social justice topics, organize programs, conduct research, and/or provide direct support to other members. Fellows are expected to assist in formulating and delivering professional development programs relevant to these topics as well as support Governing Board IDEA efforts and initiatives.

The duties of the Diversity Fellows shall be to:

1. Maintain and archive the records of the organization regarding the work of the Diversity Fellows
2. Participate in regular (i.e.: monthly) meetings.
3. Plan and implement a variety of professional development programs relevant to IDEA topics and concerns.
4. Periodically write articles (or solicit articles from others) to support the Equity in Action column in the Counselor's Notebook (10 issues per year).
5. Support education and training activities for the Governing Board on IDEA topics that ensure the Board stays current, relevant and responsive.
6. Regularly access a personal/professional email account that allows for ongoing MASCA communication.
7. Prepare a Diversity Fellows report for each Governing Board meeting.
8. Submit budget requests to the Fiscal Oversight Committee when requested.
9. Attend meetings of the Governing Board and the annual summer Leadership Development Institute (LDI).
10. Assume such other responsibilities as directed by the Executive Director.

BOARD MEMBER RESPONSIBILITIES

There are nine voting Board Members. These positions last for three years, unless someone is filling an unexpired vacancy. Elected Board members shall:

1. Serve as a voting member of the Governing Board.
2. Bring concerns of constituents to the attention of the Board with recommendations for action.
3. Submit articles to the Counselor's Notebook per the schedule of the CN editor (usually 2 per year).
4. Assist Committees and task forces in planning and facilitating programs for MASCA conferences, workshops, and online programming.
5. Facilitate sharing session(s) at the MASCA Conference or other professional development activities.
6. Participate in the creation and/or review of MASCA's Strategic Plan as well as provide input to the annual work plan.
7. Work with the Member Engagement Committee to generate new membership by proposing incentives or initiatives for new members as well as supporting current membership.
8. Assume such other responsibilities as agreed upon by the Board Chair and/or Executive Director.
9. Per the most recently adopted By-laws, one Voting Board member must serve as Fiscal Oversight Chair and one member, not running for re-election to the Board, must serve as Nominating and Bylaws Committee Chair.
10. Attend meetings and the annual summer Leadership Development Institute.
11. Represent MASCA at a meeting related to school counseling (ex: Affiliate, MTA, etc.).
12. Serve as liaison to an assigned committee or focus area if requested.
13. Submit budget requests to the Fiscal Oversight Committee when requested.

THE GOVERNING BOARD

Voting members of the Governing Board shall consist of the Board Chair, Board Assistant Chair and additional seven Board members. Non-voting members of the Governing Board include appointed positions, committee chairs, liaisons and Emerging Leaders. Affiliate leaders are encouraged to attend the Governing Board meetings but shall not have a vote.

Duties of the Governing Board shall be to:

1. Act in a policy-making capacity for the organization.
2. Meet at least three times per year or at the call of the Board Chair.
3. Vote on all actions that appear on meeting agendas.
4. Approve the strategic plan and work plan of the organization.
5. Approve the annual budget of the organization.
6. Provide leadership to ensure all policies and decisions align with mission and strategic objectives of the organization.

Meetings will be run following the most recent version of Robert's Rules of Order, Newly Revised, (by Henry Martin Robert), as specified in the Bylaws.

Ground Rules for Governing Board Meetings

- Balance between results (i.e., outcome of your activity)-and the process (i.e., how you got the results) with consideration for past and present inclusive of all perspectives.
- Stay open to input and new ideas in order to promote diversity, equity, and inclusivity.
- Agree on what words mean and ask for clarification.
- Challenge assumptions and preconceived notions; encourage the expression of dissent at board meetings.
- Listen in order to understand.
- Base decisions on multiple sources data if available, as well as the values and objectives of the organization.
- Treat other board members with respect, courtesy, fairness, and good faith.
- 9. Be brief and do not repeat information.
- Focus on what is right for the mission of the organization.
- Respect the confidentiality of board meeting discussions, with the exception of agreed upon decisions by the board. It is important that at the end of board meetings we speak with one, unified voice. *NB. this may not always be possible*
- Limit discussions of board business to the boardroom meetings.
- Be familiar with board member roles (MASCA Policies & Procedure Manual).
- Remember that we are each responsible for the success or ineffectiveness of board meetings.

BOARD DISPUTE RESOLUTION PROCESS

One of the most important elements of Policy Governance is the Board responsibility to hold itself accountable for its actions. This includes actions taken by individuals that may undermine the efforts of the organization, the board or other individuals.

The MASCA Board shall use the following process to resolve disputes:

A board member or Executive Director who perceives a problem or concern shall discuss it privately with the individual(s) involved. When the board member is approached with a problem regarding another board member, s/he/they should redirect the conflict to the person involved. If a private discussion does not yield satisfactory results, an attempt shall be made to secure a mutually agreed upon board member(s) to serve as mediator(s). If the issue is not resolved through mediation, the matter shall be brought before the whole board, and shall not be discussed by others. If an issue is brought to the board, the disputants shall provide a written explanation that addresses:

- Problem, issue or concern in question.
- Behavior by the individual or group of board members that exhibited the problem or issue.
- Consequence of the behavior.
- Impact on the organization and the board, specifically, does it hurt the organization, does it hinder the effectiveness of the board, or is it a personal issue outside the bounds of the board.

The board shall:

- Review written explanations.
- Offer the disputants an opportunity to state what they are willing to do to resolve the problem.
- Make/offer suggestions for possible resolution of the problem.
- Give disputants further opportunity to resolve the problem.

SAMPLE GOVERNING BOARD REPORT FORM

MASCA



Governing Board Meeting Committee Report Form

Date:

Name of Committee:

Active Committee Members:

Name	Name	Name	Name
------	------	------	------

Name of person submitting report:

Activity Updates (taken from Strategic Plan Objectives):

Objective XX: Activity XX:

Additional Updates (not related to the Strategic Plan Objectives):

Action Item/Motion needed:

BASIC TENETS OF POLICY GOVERNANCE

Policy governance is a model for board governance, often associated with Dr. John Carver, that focuses on clarifying the board's role in setting overall organizational direction and empowering management to achieve those goals within defined boundaries. It emphasizes results-driven leadership, clear delegation of authority, and monitoring of performance to ensure alignment with the board's vision. MASCA fully transitioned from a volunteer working board structure to policy governance in 2016. The transition process included the Board of Directors shifting from a 20+ member board to a 9 person elected board.

All organizations must distinguish “governance” functions from “operational” or “management” activities. Before 2016, there was little structure or definition to how this worked within MASCA. In general, things got done (or didn’t get done) largely through the force of various personalities.

What this means in practice is that the nine voting Board Members are responsible for governance functions including:

- Representing the Members and their interests;
- Appointing and holding the Executive Director accountable for achieving organizational outcomes;
- Ensuring the financial stability of the organization; and
- Guarding and enhancing the reputation of MASCA.

Paid staff/appointed positions/committee chairs/liaisons are responsible for management/operational functions including:

- Running the MASCA office and carrying out routine functions associated with the business side of MASCA;
- Working with and through Members, volunteers and committees, identifying strategic concepts and project ideas;
- Recommending strategic and directional options;
- Driving project development and delivery with support if necessary;
- Ensuring efficient management of the Association’s financial resources;
- Promoting and adhering to the Association’s brand standards; and
- Generating data that informs the Board’s assessment, evaluation and decision making.

In the evolving “volunteer led, staff driven” MASCA association, staff and volunteer board members work in accordance with the Association mission, vision, core values, strategic objectives and annual work plan. Thus, all staff members and volunteer leaders report to the Executive Director, rather than to the voting board members.

EXAMPLE CALENDAR OF EVENTS

The following is a listing of the general duties of the Governing and Executive Council members. The purpose of this calendar is not to replace the other sections of this manual, but to serve as a central clearinghouse of information for MASCA. This will assist in coordinating programs and activities. Please refer to the [Annual Communications & Events Calendar](#) for specific details.

Month	Date	Activity
JULY	1	New officers assume positions
	TBA	Delegates attend ASCA national LDI and conference
AUGUST	TBA	Leadership Development Institute (usually the 1 st Sunday & Monday in August)
	20	September Counselor's Notebook submission deadline
SEPTEMBER	20	October Counselor's Notebook submission deadline
OCTOBER	TBA	Governing Board Meeting
	20	November Counselor's Notebook submission deadline
NOVEMBER	TBA	MASCA Awards nominations due
	TBA	North Atlantic Mid-year LDI Regional Meeting
	20	December Counselor's Notebook submission deadline
DECEMBER	TBA	Governing Board Meeting
	TBA	Board Nominations Deadline
	20	January Counselor's Notebook submission deadline
JANUARY	TBA	Governing Board Meeting
	20	February Counselor's Notebook submission deadline
FEBRUARY		First full week National School Counseling Week
	20	March Counselor's Notebook submission deadline
MARCH	20	April Counselor's Notebook submission
APRIL	TBA	Spring Conference and Annual Membership Meeting
	TBA	Governing Board Meeting
	TBA	Submit annual budget requests
	20	May Counselor's Notebook submission deadline
MAY	TBA	Graduate Liaison application deadline
	TBA	Emerging Leader application deadline
	20	June Counselor's Notebook submission deadline
JUNE	TBA	Governing Board meeting
	30	Fiscal Year ends

GOVERNING BOARD LIAISONS

The Board shall approve annually liaisons for the specific positions as outlined below:

1. Counselor Educator Liaison
2. Emerging Leaders Liaison
3. Graduate Student Liaisons
4. Mass. Department of Elementary and Secondary Education (DESE) Liaison

1. The Counselor Education Liaison

- a. Is approved annually by the Board.
- b. Is a direct link between MASCA leadership and the approved school counseling preparation programs by DESE.
- c. Will meet regularly with the school counselor graduate education faculty to discuss shared topics of concern relating to school counselor education and graduate students
- d. Communicates regularly with the graduate student liaisons to ensure they have a connection to current graduate student members.
- e. Encourages school counselor educators to participate in MASCA events e.g.: spring conference, poster sessions, professional development, research grants) along with their graduate students.
- f. Maintains the counselor educator listserv.
- g. Attend as MASCA's representative (or send a designee to attend) the Massachusetts and Rhode Island Association for Counselor Education & Supervision (MARIACES) meetings.
- h. Liaisons conduct themselves in an inclusive manner, seeking and listening to differing opinions from diverse communities.
- i. Completes committee report forms for each meeting of the Board.

2. The Emerging Leaders Liaison

- a. Is approved annually by the Board.
- b. Coordinates the annual solicitation of Emerging Leaders application by updating the application and sharing it on the MASCA website, newsletter and via email.
- c. Coordinates the collection of applications and share with the selection team, which shall consist of the Chair, Assistant Chair, Executive Director, a member of the IDEA committee, and a former Emerging Leader.
- d. Maintains the selection criteria rubric to be used by the selection team and update as needed. Communicate with those individuals who were both selected and not selected (if applicable).
- e. Assigns Governing Board mentors to assist with the Emerging Leaders' board orientation and support throughout the year.
- f. Assists the Emerging Leaders to identify a project and ensure its completion.
- g. Helps the Emerging Leaders register for leadership opportunities throughout the year such as ASCA Mid-Year LDI.
- h. Liaisons conduct themselves in an inclusive manner, seeking and listening to differing opinions from diverse communities.
- i. Completes committee report forms for each meeting of the Board.

3. The Graduate Student Liaison(s)

Appointed to the Board each year shall be no more than four graduate student members from one of the fifteen approved school counseling preparation programs in the Commonwealth. The solicitation of graduate student liaison applications will be coordinated by the Executive Director and selected in consultation with a selection committee made up of Board members.

The graduate student liaison(s) shall:

- a. Represent the interests, goals and needs of counseling graduate students to the Board.
- b. Serves as a liaison to all departments of School Counselor Education programs in the state.
- c. Communicates MASCA programs and services to counseling graduate students.
- d. Submits relevant and timely articles for MASCA publications reflecting the needs, concerns, and interests of graduate students and encourage other graduate student members to also contribute.
- e. Assists the Member Engagement Committee in recruiting new student members. \Shall provide opportunities for graduate students to participate and network at the annual MASCA conference and other appropriate events during the year.
- f. Shall attend MASCA Governing Board meetings and attend the annual MASCA summer Leadership Development Institute (LDI).
- g. Maintains a file of the year's activities to be passed on to the next year's liaison(s). i) Completes committee report forms for each meeting of the Board.
- h. Liaisons conduct themselves in an inclusive manner, seeking and listening to differing opinions from diverse communities.

4. The MA DESE Liaison:

- a. Is approved by the MA DESE Commissioner to represent DESE at MASCA meetings and events.
- b. Will be a point of contact for school counselors who have questions or concerns about topics such as licensure, re-certification or DESE sponsored activities.
- c. Shall share important updates with members via email, newsletters or the MASCA website when appropriate.
- d. Shall attend MASCA Board meetings and events when appropriate
- e. Shall participate on the ASCA State School Counseling appointed officials' network.
- f. Liaisons conduct themselves in an inclusive manner, seeking and listening to differing opinions from diverse communities.
- g. Completes committee report forms for each meeting of the Board.

DELEGATES TO THE ASCA ANNUAL BUSINESS MEETING

The Executive Director is empowered to appoint two representative(s) to the ASCA Annual Business Meeting as called for by the ASCA Bylaws. This meeting is usually held just before the ASCA Annual Conference held in July of each year. Such delegates will typically include the rising Board Chair and Board Assistant Chair who will assume office on July 1. Any additional/replacement delegates are approved at the discretion of the Executive Director. All delegates must be professional members of ASCA.

Additional MASCA members may be sent to the ASCA Elevate program and annual conference pending available funding.

Delegates should report back to MASCA membership with results of the Business Meeting actions.

Delegates will be reimbursed for travel expenses associated with the annual Elevate, Business Meeting and ASCA conference in compliance with the MASCA fiscal policies.

FISCAL POLICIES

POLICIES RELATED TO INCOME

Income is obtained through:

- Membership dues
- Counselor's Notebook advertising
- Conferences, workshops, or online professional development programs
- School/district program reviews
- Interest on invested financial reserves
- Sponsorships /donations

PROCEDURES RELATED TO INCOME

1. Deposits may only be made by the Executive Director
2. A record of the deposit must be completed and shared with the MASCA accountant.
3. All deposits must be made within a timely manner but no later than 30 days of receipt of funds.

POLICIES RELATED TO EXPENDITURES

1. Expenditures must be in relationship to income and must be limited to budget line allocations.
2. Expenditures must be consistent with the MASCA Strategic Plan. They must conform to priorities established by the Governing Board to ensure maximum benefits to the membership of MASCA.

EXPENDITURES INCLUDE:

1. Travel, postage, mileage, and other expenses related to activities of elected and appointed officers.
2. Expenditures related to the preparation, publishing, and distribution of publications.
3. Expenditures related to the work of committees:
 - a. Travel, postage, supplies and mileage. Committee members may obtain reimbursement for other approved expenditures.
4. All purchases must be discussed with the Executive Director prior to the acquisition.
5. Authorized mileage is reimbursed by MASCA as per the federal IRS reimbursement rate set each January.

PROCEDURES RELATED TO EXPENDITURES

1. Bills must be submitted to the Executive Director for approval before payment is made.
2. Committee chairs will submit bills or vouchers to the Executive Director for all expenditures by their committees.
3. All bills must be submitted, with original receipts, within sixty days of the expense or invoice. Failure to adhere to this procedure may result in forfeiture of reimbursement. If circumstances make it impossible or difficult to meet the June 30th fiscal year deadline, the Executive Director must be advised so that provision can be made.

MASCA-SPONSORED CONFERENCES/PROFESSIONAL DEVELOPMENT

A. Registration Fee:

1. MASCA Board members shall have complimentary registration for the annual conference when possible.
2. Members of the Conference Committee will not be required to pay registration fees for the annual conference if their employer is not able to pay the registration fee.
3. Upon approval of the Executive Director, Board members may have the registration fees waived for other MASCA professional development programs
4. MASCA will for scholarship sponsors for underrepresented populations to attend the annual conference and other events that have a fee.

B. Presenters:

1. Presenters will be charged a reduced registration fee to attend the annual conference.
2. Presenters are responsible for any and all supplies, materials, services required at conference site, lodging, meals and travel.

C. Compensation

1. If requested, presenters who wish to receive compensation for a professional development revenue generating event (non-conference) can receive 60% of all profits (after expenses). The other 40% is retained by MASCA.

CONSULTANTS

Other than the Executive Director, MASCA will have no regular employees. Temporary, part-time employment to meet an emergency need must have the approval of the Governing Board or the Executive Council.

The following guidelines must be met in any request for temporary employment:

1. Hours necessary to complete the task
2. Contractor status – in or outside of the MASCA structure
3. Nature of the task
4. Level of responsibility
5. Specific job description including but not limited to description of telephone duties, clerical duties, written communications and fiscal responsibilities.

Approval must be completed before employment begins.

REIMBURSEMENT POLICY FOR MASCA BUSINESS

It is the policy of MASCA to pay reasonable travel expenses for all who travel on MASCA board or committee business, including transportation and meals. MASCA reimburses only for actual out of pocket expenses incurred and requires receipts for these expenditures.

MASCA does have a credit card and can be used to pay for necessary and recurring expenses when appropriate.

Reimbursement will be provided with the following parameters:

TRANSPORTATION:

1. Reimbursement for air travel to and from MASCA approved events will not exceed the least expensive discounted air or rail fare available at the time of the conference. Travel must be from the closest airport directly to the event, excluding any variations and extensions, which must be the responsibility of the delegate.
2. To get the least expensive fares possible, people should book as early as possible.
3. Reimbursement for automobile travel may not exceed the least expensive airfare.
4. Mileage will be reimbursed as per the federal IRS reimbursement rate on January 1 of each year. Parking (must have receipts)
5. Tolls (must have receipts whenever possible)

LODGING:

Reimbursement for hotels will be at one-half the double occupancy rate for conference hotels. Expenses incurred over and above the amount will be the responsibility of the individual. Persons desiring a single room will also be reimbursed at one-half the double occupancy rate. Delegates are advised to contact other attendees for roommate arrangements.

MEALS:

Reimbursement for meals and other miscellaneous expenses will be limited to a maximum of \$50.00 per person, per diem, including gratuities, with receipts. Participation in formal luncheons or ASCA/MASCA or other professional programs where meals are served will be deducted from that amount by the delegate prior to submission for reimbursement.

GROUND TRANSPORTATION:

Reimbursement for transportation to and from airports and rail stations will be limited to the prevailing cost of airport/downtown shuttles.

PARKING:

Reimbursement for parking, with receipts, while on ASCA/MASCA business will be granted.

CONTRACTED PRESENTERS

Individuals who deliver non-conference professional development for MASCA may be eligible to receive monetary compensation. Presenters must be provided with a contract in advance of the presentation that outlines the plan for how such compensation will be delivered. The Executive Director, in conjunction with the program leader, is responsible for identifying presenters and laying the foundation for a contract, with respect to the professional development budget, and is responsible for drafting actual contracts.

Consideration for compensation of presenters should include whether or not there is a cost of attendance and whether MASCA will profit from the presentation or event. The contract must specify whether the presenter or the association is responsible for expenses associated with the presentation, including, but not limited to, supplies, copies, travel, food, and meeting space.

Meal and transportation reimbursement are intended for association members who are traveling on MASCA business and are not being reimbursed by their institution.

At the conclusion of a trip, an expense form is to be completed by the individual seeking reimbursement and submitted to the Executive Director. Receipts must be included to comply with the minimum reporting standard set by the IRS. Reimbursements for any travel prior to the event generally will not be made. If a member needs to be reimbursed prior to the event, they should contact the Executive Director to arrange payment.

Expense forms should indicate the account number and committee name appropriate for that expense.

COMPENSATION OF APPOINTED POSITIONS

The compensation of the following appointed officers will be as of August 2026:

Executive Director	\$80,000
Secretary	\$400
Counselors Notebook Editor	\$4000
Conference Chair	\$500
PDP/CE Coordinator	\$520
Technology Consultant	\$6000
Mentoring Coordinator	\$624
Program Review Coordinator	\$624
Diversity Fellows	\$1000
GRAC Chair	\$1040



Deposit Slip

DATE:

Directions:

1. The form must be completed whenever a deposit is made.
2. This form must be signed by the person making the deposit.
3. Submit bank issued deposit slip as well.
4. Submit to: PO Box 351, Hampden, MA 01036 or executivedirector@masca.org

Line Item	Item(s) explained in detail	Check #	Amount
	Total		0.00

Signature of person making deposit:

(Date)

MEMBERSHIP

# of professional members	\$45
# of associate members	\$45
# of retired members	\$15
# of graduate student members	\$15
	TOTAL

CONFERENCE

Registrations		
Exhibitors		
Sponsorship		
	TOTAL	

COUNSELOR'S NOTEBOOK

Advertisements		
	TOTAL	

PROFESSIONAL DEVELOPMENT

Workshops		
MA Model		
Online programs		
PDP fees		
	TOTAL	

LINE ITEM	
1000 Board of Directors	
	1001 Travel
	1002 Insurance/Bonding
2000 Executive Director	
	2001 Travel
	2002 Supplies
	2003 Other
3000 Appointed Positions	
	3001 Travel
	3002 Supplies
4000 Professional Development	
5000 Conference	
	5001 Food & Lodging
	5002 Printing & Supplies
	5003 Travel
	5004 Speakers
	5005 Management Fee
	5006 Other
6000 Committees	
	6001 Awards & Publicity
	6002 By-laws & Nominating
	6003 Fiscal Oversight
	6004 Government Relations
	6005 IDEA
	6006 Massachusetts Model
	6007 Member Services
	6008 Research & Evaluation
	6009 Strategic Planning
	6010 Technology
	6011 Other
7000 Honoraria	
	7001 Executive Director
	7002 Secretary
	7003 Editor/Notebook
	7004 Conference Chair
	7005 SPAC Chair
	7006 Prof Devel Coordinator
	7007 Webmaster
8000 Consultants	
	8001 Counselor's Notebook
9000 Contracted Services	
	9001 Web Hosting
	9002 Membership
	9003 Other
10000 Fees	
	10001 MTA
	10002 Other
11000 Scholarships/Awards	

MASCA
Massachusetts School Executives Association

Request for Payment/Reimbursement Form

1. The receipt(s) for all charges must be attached or sent with this voucher.
2. This form must be signed by the responsible/authorized MASCA member.
3. Mileage is .725/mile as of 1/1/2026.
4. Submit to: Robert Bardwell, Executive Director, PO Box 351, Hampden, MA 01036

[illegible]

Signature of person submitting voucher: _____ (Date) _____

Payment Approval: _____
(Executive Director Signature) (Date)

Check Number: _____

Date check mailed: _____

Approval for expenditures is required as follows:
Up to \$499 - Committee Chair or Executive Director
\$500 to \$999 - Executive Council*
\$1,000 or over - three quotes and vote of Governing Board*
*Approval must be obtained prior to completing a voucher

LINE ITEM	
1000 Board of Directors	
	1001 Travel
	1002 Insurance/Bonding
	1003 Other
2000 Executive Director	
	2001 Travel
	2002 Supplies
	2003 Other
3000 Appointed Positions	
	3001 Travel
	3002 Supplies
4000 Professional Development	
	4001 Book Club
	4002 Summer Camp
5000 Conference	
	5001 Food & Lodging
	5002 Printing & Supplies
	5003 Travel
	5004 Speakers
	5005 Management Fee
	5006 Other
6000 Committees	
	6001 Professional Recognition
	6002 Bylaws & Nominating
	6003 Fiscal Oversight
	6004 Government Relations
	6005 MA Model
	6006 Member Engagement
	6007 Research & Evaluation
	6009 Technology
	6010 Other
	6012 IDGA
	6013 Publicity
	6014 Pipeline
	6015 Ethics
7000 Honoraria	
	7001 Executive Director
	7002 Secretary
	7003 Editor/Notebook
	7004 Conference Chair
	7005 GRAC Chair
	7006 PDP/ICE Coordinator
	7007 Technology Consultant
	7008 Mentoring
	7009 Program Review
	7010 Diversity Fellows
8000 Consultations	
	8001 Counselor's Notebook
9000 Contracted Services	
	9001 Web Hosting
	9002 Accountant
	9003 Other
	9004 Lobbyist
	9005 Interpreters
	9007 Statutory Taxes
10000 Dues	
	10001 MTA
	10002 Other
11000 Scholarships/Awards	
	11001 Louise Forsythe
	11002 O.S.C.A.R.
	11003 Presidential Award
	11005 Conference Scholarships
12000 Donations	
13000 ASCA Delegate Assembly/Conference	
	13001 Travel
	13002 Registration
	13003 Accommodations
	13004 Food
14000 ASCA MidYear LDI	
15000 Summer LDI	
16000 Printing/Copying	
18000 Special Interest Groups	
19000 Other Expenses	
21000 Monitoring	
22000 Program Review	

PROFESSIONAL DEVELOPMENT PROGRAMS

Whenever MASCA coordinates a program that has value as a learning opportunity, the organizers will determine if the program qualifies for PDS, CEs or some other type of recognition. Generally speaking, we offer programs that all under the following categories:

Professional Development Points (PDPs) - MASCA is an approved PDP provider (**S20200035**) from the Massachusetts Department of Elementary and Secondary Education (DESE). Renewal of this application must be made every three years. There are many requirements that must be followed in order to provide PDPs, most importantly they must be issued at a minimum of 10 hours and evidence of mastery of the material must be collected and stored for five years.

Continuing Education (CEs) - MASCA was approved by the National Board for Certified Counselors (NBCC) as an approved Continuing Education (CE) provider in May 2025. This designation allows MASCA to issue CE's to members who have an additional license outside of MA DESE and must have a specific number of CEs to recertify their license. This is typically for social workers, mental health counselors or psychologists. There are many requirements that MASCA must follow in order to issue CEs.

Microcredentials - Starting in 2025, MASCA began to award microcredentials. A microcredential is a digital certification that verifies a person's competence in a specific skill or set of skills through a short, focused learning experience and for which they receive a digital badge that will become part of the membership profile. Usually it is a 10 hour minimum to align with the PDP requirement. Examples of microcredential offerings include legal and ethical, race and gender, using data or mental health.

COMMITTEE ORGANIZATIONAL STRUCTURE AND OPERATION

All committee chairs and members must be current members of MASCA. Committee chairs will be appointed by the Executive Director and shall serve a three-year term. An individual may chair a committee for a maximum of three consecutive terms. MASCA chairs will strive to create a committee representative of the diverse populations it serves.

Each committee shall meet on the call of the chair to complete committee business. Each committee shall meet at least once during the school year and chairs shall regularly communicate with their committee members. Chairs are responsible for organizing and running all committee meetings, recruiting necessary committee members and maintaining an active committee member roster. Chairs should maintain a file of the year's activities to be passed on to the subsequent chair upon completion of their term.

The chair of each committee is expected to attend the MASCA Leadership Development Institute (LDI) in the summer as well as each Governing Board meeting. Chairs must submit an electronic report of activities and plans one week prior to the Board meeting.

Each chair shall keep the Board regularly informed of all committee activities. As an ex-officio member of all committees, the Executive Director should be notified of all meetings scheduled. If any committee is not functioning because of the inactivity of the chair, the chair will be replaced.

Each chair will maintain an updated committee roster. The name of any member who does not attend meetings or who does not participate in any way in committee activities may be removed from the committee roster. Committee chairs should submit committee rosters periodically to the Executive Director to check the membership status.

Chairs shall participate in the creation and/or review of MASCA's Strategic Plan as well as give input to the annual work plan. Each chair is expected to complete tasks assigned to their committee.

Each committee chair shall submit budget requests to the Fiscal Oversight Committee when requested, usually in April to ensure a budget for the next fiscal year will be approved prior to June 30.

STANDING COMMITTEES

1. Conference
2. Culture & Climate Crew
3. Ethics
4. Fiscal Oversight

5. Government Relations & Advocacy
6. MA Comprehensive School Counseling Team
7. Member Engagement
8. Nominating & Bylaws
9. Professional Recognition
10. Public Relations
11. Research & Evaluation
12. School Counselor Pipeline
13. Strategic Planning
14. Technology

CONFERENCE COMMITTEE

The Conference Committee promotes excellence in school counseling by providing a high-quality ongoing, timely, and relevant-professional development experience that meet the needs of MASCA members at the annual spring conference. The committee, in conjunction with the conference planner if applicable, is responsible for:

1. Choosing a conference theme and identifying a keynote speaker with input from the Executive Director.
2. Organizing a call for programs and choosing conference program presenters.
3. Organizing preconference offerings.
4. Marketing and communicating conference information to members and non-members.
5. Soliciting exhibitors and sponsors.
6. Managing conference registration.
7. Developing and printing the conference manual.
8. Developing a conference schedule and social activities.
9. Choosing meal menus.
10. Conducting a conference evaluation.
11. Offering an opportunity to earn PDPs and CEs
12. Recommends the facility and ensures both the facility and content is ADA compliant.
- 13.

CULTURE AND CLIMATE CREW

The Culture & Climate Crew strives to reflect the diversity of our society and the wider organization (e.g., school counselors from a wide variety of types of schools such as rural and urban, as well as members with different racial, ethnicity, gender, and religious backgrounds; and people with different sexual orientations and physical abilities.) The Crew develops programs that foster and ensure a supportive, accessible environment for counselors and the students we serve, especially those from traditionally underrepresented areas and groups. Crew members strive to be the social conscience of MASCA by promoting awareness, sensitivity, and appreciation of human differences. The Crew works with all other committees to achieve its goals.

MISSION STATEMENT:

The Culture & Climate Crew provides leadership to ensure that issues of cultural and ethnic diversity remain at the forefront in the thoughts and actions of MASCA members and the greater educational community. Seeking to be the voice of diversity in all its many forms within the MASCA organization, the Crew works to ensure that people from underrepresented groups have voices that are heard by the larger membership. The Crew strives to be a catalyst by heightening awareness, consciousness, and sensitivity to the issues of race, culture, ethnicity, socio-economic status, human rights, gender, sexual orientation, age and other differences. The Crew serves as the communicator, spokesperson and advocate for personal and cultural issues affecting our profession.

Duties of the Culture & Climate Crew are:

1. To help MASCA members experience, understand, appreciate, and value other cultures and underrepresented groups
2. To voice issues/concerns and identify the needs of underrepresented students and how to help them achieve their goals.
3. To educate MASCA members so they can properly address the needs of underrepresented students.
4. To encourage involvement with MASCA, through Committee work and program participation.
5. To sponsor session(s) at the Annual Conference and provide appropriate articles for the Counselor's Notebook.
6. To request appropriate budget for Committee activities and monitor Committee expenses in relation to Committee budget.

ETHICS COMMITTEE

The Ethics Committee ensures that MASCA members have access to relevant and accurate information regarding counseling ethics and school law pertaining to counseling. The Committee will provide opportunities for MASCA members to engage in conversation on the topic of ethics.

The Ethics committee is responsible for:

1. Disseminating local, state, and national trend information regarding ethics and school counseling through various avenues, including but not limited to, newsletter articles and written communication in the Counselor's Notebook and providing professional development opportunities.
2. Create meaningful opportunities for MASCA members to have dynamic conversation regarding ethics and school law pertaining to counseling.
3. Providing confidential, supportive guidance to MASCA members regarding specific questions that may arise
4. Ensuring that graduate students and new counselors have access to foundational information on ethics that is vital to success in one's first years of counseling.
5. Collaborating with other MASCA committees to create educational programs and resources for the MASCA membership.
6. Requesting appropriate budget for Committee activities and monitor Committee expenses.

FISCAL OVERSIGHT COMMITTEE

The Fiscal Oversight Committee is the Governing Board's agent for organization of financial affairs. The Fiscal Oversight Committee is chaired by one of the nine voting Board Members and includes the chair, Executive Director and at least one additional Board member.

The chair is responsible for:

1. Gathering a description from the officers and chairs of their financial needs in the spring of each year.
2. Creating an annual budget.
3. Presenting this budget to the Governing Board for approval prior to the last scheduled Governing Board meeting of the year.
4. Presenting ideas and policy matters concerning the development and maintenance of the organization's financial resources to the Governing Board. This may include proposals for acquiring and using MASCA funds.
5. Maintaining accurate fiscal records.

All adjustments to budget accounts require the approval of the Fiscal Oversight Committee and Executive Director prior to presentation to the Governing Board for final approval. Once the Fiscal Oversight Committee has presented the budget for approval, the record of income and expenditures becomes the function of the Executive Director. MASCA will utilize an outside accounting firm to keep track of monthly transactions and provide regular updates to the organization. The firm shall also file annual taxes on behalf of MASCA and compile the necessary W-2 forms by the end of January of each year.

The Fiscal Oversight Committee and the accountant, serves as support for the Executive Director and as the "watchdog" committee for the organization. The Chair communicates with the Executive Director and the Board Chair and offers assistance as needed in maintaining the proper procedures and records in handling the organization's financial affairs. The responsibility for the finances of MASCA belongs to the Executive Director and ultimately with the Governing Board.

GOVERNMENT RELATIONS & ADVOCACY COMMITTEE

The Government Relations & Advocacy Committee (GRAC) advocates for school counselors at the state and local level government. The Committee will work closely with legislators and educational leaders, proposing, monitoring and promoting legislation that will impact our work. The committee will advocate for policies that align with the equity objectives of MASCA.

The Government Relations & Advocacy Committee is responsible for:

1. Increase membership awareness and keep membership informed about the state and federal legislative process in Massachusetts.
2. To develop avenues for dialogue with local policy-making communities and with allied associations having common causes.
3. To become acquainted with members of Massachusetts' educational policy-making committees and learn how they operate.
4. To establish a working relationship with the staff of the Massachusetts legislative Joint Committee on Education.
5. Establish a statewide communications network that can monitor, report and take action on state and federal legislation important to MASCA. Secure a list of MASCA members by congressional district, who, when needed, will serve as contacts with Massachusetts' members of Congress.
6. To propose, support and monitor legislation that would be of benefit to school counselors and our students.
7. Establish clear lines of communication between the ASCA public policy director and the GRAC Chair.
8. Organize appropriate advocacy events around the state and/or at the State House to promote school counseling and raise awareness of legislative issues that would benefit the profession.
9. Submit a session proposal for the spring conference dealing with issues of advocacy and public policy.
7. Submit timely articles to the Counselor's Notebook updating members about legislative and advocacy matters.

MASSACHUSETTS COMPREHENSIVE SCHOOL COUNSELING TEAM

The mission of the MA Comprehensive School Counseling Team ensures the goal of every student graduating from high school college and career ready. The vision stipulates that every student as the necessary academic/technical, workplace readiness/career planning and personal social attitudes, knowledge and skills for school and future success.

Comprehensive school counseling encourages schools and districts to examine data specific to their constituents to ensure inequities are identified and rectified as well as to ensure inclusivity for all students and all students have access to school program activities.

The Massachusetts Comprehensive School Counseling Team is responsible for:

1. Increasing awareness and understanding of and providing Professional Development to Massachusetts school counselors about the implementation of comprehensive school counseling.
2. Assisting school counselors in implementing comprehensive school counseling.
3. Partnering with the MASCA's professional development providers and Conference Committees to provide opportunities to learn about comprehensive school counseling and its implementation.
4. Submitting articles to the Counselor's Notebook updating members about topics related to the implementation of comprehensive school counseling
5. Providing training, as requested, for school counselors, MASCA affiliates and the school counseling graduate preparation programs-on how to implement and promote comprehensive school counseling.
6. Collaborating with the MA DESE MASCA Liaison to promote awareness and understanding of the value of the document and comprehensive school counseling programs to additional stakeholders.
- 7.

MEMBER ENGAGEMENT COMMITTEE

The Member Engagement Committee accepts responsibility for promotion of membership, new and renewal. It seeks programs and ideas that will strengthen the membership base and provides incentives for membership. The Committee will work closely with the Executive Director to organize activities and outreach efforts.

The duties and responsibilities of the Member Engagement Committee are to:

1. Oversee the promotion of association membership, including both new enrollments and renewals.
2. Conduct an annual review of promotional and informational materials, and produce updated or new literature as needed.
3. Devise plans for, and actively participate in, the recruiting of new memberships, especially with under-represented populations.
4. Supervise maintenance of membership records to accurately show distribution of various membership categories.
5. Make recommendations regarding membership dues and policies to the Governing Board, as necessary.
6. Coordinate member engagement activities
7. Oversee the use of Ollie, MASCA's mascot, in events, media, and publications.
- 8.

NOMINATING & BY-LAWS COMMITTEE

The Nominating & By-laws Committee accepts responsibility for annually reviewing the MASCA Bylaws to ensure that they meet current state and national current practices and expectations. In addition, the Committee is to develop a list of members to fill the ballot for three new Board members annually.

The duties and responsibilities of the Nominating & By-laws Committee are to:

1. Complete the nomination of Board members process as described below.
2. Annually review the by-laws of the Association to ensure compliance with ASCA requirements and the current practices of MASCA.
3. Communicate with MASCA members about both nominating and by-laws issues as needed through the Counselor's Notebook, the MASCA website or other pertinent methods.
4. Provide ASCA an updated copy of the by-laws of the Association.

RECOMMENDED PROCEDURES FOR ANNUAL ELECTION OF OFFICERS

1. The Nominating & By-laws Committee chair is a member of the Governing Board who is not eligible for re-election.
2. The chair selects a Nominating Committee, attempting to have representation of a cross section of the state and educational levels.
3. A statewide call for nominations should be made at the MASCA Governing Board fall meeting and through the MASCA newsletter and website. Committee members may make additional nominations.
4. Candidates shall collect a minimum of 10 signatures from MASCA members and submit nomination forms and a resume prior to the established deadline (typically around December 1).
5. If there are multiple board nominations, the Committee shall then meet to determine how many names will be placed on the ballot. An option for "write-in" candidates shall be provided regardless of the number of candidates. Careful attention should be paid to representing the following factors: region,

gender, level, private and public and underrepresented members. It is the responsibility of the Executive Director to assure the selected candidates are members of MASCA.

6. The chair/and or Executive Director collects personal data from each candidate, including present job, positions held in educational associations and other relevant experiences and works with the Technology Consultant to prepare the online ballot. This information will be shared with membership via newsletter articles, email communication and the website as appropriate.
7. Voting will only take place online.
8. The chair receives the ballot results and notifies all candidates of the election results. A public announcement is made shortly thereafter.

PROFESSIONAL RECOGNITION COMMITTEE

The Professional Recognition Committee accepts responsibility to annually coordinate awards, sponsored by MASCA, which currently include:

- School Counselor of the Year
- Leadership Award
- Administrative Award
- Intern of the Year
- Counselor Educator Award
- Graduate Student Award
- Rising Star Award
- Excellence in School Counseling Program
- Special Award

The Committee will make the selections that are typically presented at the spring conference.

The duties and responsibilities of the Professional Recognition Committee are to:

1. Create/update official nomination form for the various MASCA awards.
2. Publicize the call for nominations each October.
3. Encourage the affiliates to nominate their award winners for the MASCA awards.
4. In collaboration with the Executive Director, submit state winner for ASCA award consideration.
5. Coordinate the annual evening virtual awards gala as part of the National School Counseling Week activities.
6. Order plaques and present awards at the designated MASCA awards presentation(s). If at the annual spring conference, collaborate with the Conference Chair to coordinate the presentation ceremony.
7. Work in partnership with the Executive Director to plan the annual School Counselor of the Year presentation at the recipient's school in late January/early February.
8. Notify the Public Relations Committee of award winners' information to promote and publish recipients' information in appropriate media outlets.

9. Keep the historical record of past award winners and nominees.

THE O.S.C.A.R. PROTOCOL

Not an annual MASCA award, the MASCA O.S.C.A.R. was established by the Governing Board in 1986 as part of MASCA's 25th Anniversary. A lifetime achievement award, O.S.C.A.R. recognition is presented to a school counselor who has dedicated a professional career of distinguished and exemplary service to the profession of school counseling. Being identified as a MASCA O.S.C.A.R. is the highest honor that can be bestowed upon a member of the school counseling profession in the Commonwealth of Massachusetts.

PROTOCOL GUIDELINES FOR SELECTING O.S.C.A.R. AWARD RECIPIENTS

Qualifying MASCA credentials and service for the O.S.C.A.R. Nomination:

- Nominees must be a current MASCA member.
- Both the length and quality of service to MASCA are primary. Service to local affiliates and ASCA are considerations.
- Minimally twenty consecutive years as a Professional Member of MASCA, including at least fifteen years as an elected or appointed officer or active committee member.
- Recipients are recognized for high quality performance standards and dedicated service to the school counseling profession.
- Candidate has stood out with their loyalty, contributions, advocacy, and dedicated service to MASCA.
- Candidate has helped MASCA move forward as a collaborative leader and has been a valuable voice for school counselors and the school counseling profession.

Nomination process:

- There will not be an annual call for O.S.C.A.R. nominations, since it is only occasionally presented, and there is no annual deadline for nominations.
- Any current O.S.C.A.R. recipient or any MASCA member may recommend a candidate for the O.S.C.A.R. Award, in writing with qualifying credentials and service, to the MASCA Executive Director.
- The written resume statement will be forwarded to each current O.S.C.A.R.

- A designated O.S.C.A.R will convene a meeting and facilitate discussion with all OSCAR's.
- Following discussion, each O.S.C.A.R. submits a confidential vote (email or phone call) to the designated O.S.C.A.R. member who will then tally results.
- New award recipients shall be chosen by a confidential consensus agreement of the current recipients. Ideally, the selection will be unanimous.
- Selections will remain secret until the Award Event. However, the MASCA Executive Director should confidentially be informed of an O.S.C.A.R. selection and identity of the recipient so he/she/they can order the O.S.C.A.R. bowl. The Professional Recognition Committee Chair(s) shall be informed to include an O.S.C.A.R announcement at the next Awards ceremony or event but will not be informed of the winner's identity.

Award presentation:

- The O.S.C.A.R. Award shall be presented at a MASCA Annual Conference or identified/designated Awards event.
- Announcing the new Awardee: The OSCAR recipient who best knows the newly elected awardee or the most recent OSCAR Awardee will write and deliver the citation announcing the newly selected recipient at the Award Ceremony.
- Any newly selected O.S.C.A.R. shall NOT be informed of their selection until the actual presentation ceremony. In the event of extenuating circumstances, the O.S.C.A.R. Award may be given in absentia or postponed.
- An attempt shall be made to inform family members since they may wish to attend. The recipient's immediate supervisor and the superintendent shall also be informed since they may wish to attend the presentation.
- Award language

Name for devoted service to the school counseling profession O.S.C.A.R Outstanding Service Counseling Award of Recognition MA School Counselors Association date

- O.S.C.A.R. recognition, picture, and credentials will be posted on the MASCA website.
- Upon receipt of the O.S.C.A.R. award, recipients become lifetime honorary members of MASCA.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee is responsible for promoting the activities of MASCA and highlighting the work of school counselors across the state through press releases, proclamations, public service announcements, and other media outreach.

The duties and responsibilities of the Publicity Committee are to:

1. Collaborate with MASCA committee chairs and affiliates to gather timely and accurate information about programs, awards, initiatives, and events. Chairs are encouraged to provide relevant details, photos, and updates to ensure proper recognition and promotion through MASCA's publications, website, and media outlets. All information should be submitted using the [shared Google Form](#).
2. Maintain a comprehensive database of state media outlets to distribute press releases highlighting school counseling news and events (e.g., National School Counseling Week, MASCA Conference, award recipients, and other key initiatives).

RESEARCH & EVALUATION COMMITTEE

The Research Committee accepts responsibility to focus on current research in the school counseling field to ensure that MASCA members are kept up to date with the latest trends and issues. Members will help to promote research in our state as well as focus on educating others. The Committee will work closely with established research organizations such as the National Center for School Counseling Outcome Research, ASCA, ACES and other state school counseling organizations.

The duties and responsibilities of the Research Committee are to:

1. Provide relevant development and training opportunities for professional school counselors in Massachusetts pertaining to research.
2. Work in collaboration with established research organizations such as the National Center for School Counseling Outcome Research, ASCA, ACES and other state school counseling organizations.
3. Assist in the publication of school counseling research.
4. Submit a session proposal for the conference dealing with research related topics.
5. Submit timely articles to the Counselor's Notebook updating members about topics related to current research findings, trends and issues.

SCHOOL COUNSELOR PIPELINE COMMITTEE

The School Counselor Pipeline Committee was formed to address the increasing number of unfilled school counselor vacancies and reduction of candidates entering school counseling preparation programs. The Committee will strategize and create opportunities to fill these gaps and promote the school counseling profession.

The duties and responsibilities of the School Counselor Pipeline Committee are to:

1. Develop relationships and partnerships with organizations who are invested in the same or similar issue, including graduate programs for school counselors, teacher pipeline initiatives, etc.
2. Work closely with the Governing Board to ensure that the board members are aware of school counselor labor market trends across the Commonwealth.
3. Identify possible opportunities to engage with potential future school counselors.
4. Submit session proposals for the spring conference dealing with issues related to the school counselor pipeline.
5. Submit articles to the Counselor's Notebook updating members about trends in the pipeline and committee activities.
6. Work closely with the Executive Director to determine how and in what capacity MASCA staff and volunteers will support initiatives led by other entities to grow the profession.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee accepts responsibility for looking at the long-term goals of the organization, looking beyond immediate concerns and proposing actions that will strengthen the Association and provide additional services to its members.

The duties and responsibilities of the Strategic Planning Committee are to:

1. Meet on an annual basis to review the Strategic and Work Plans of the organization and make recommendations to the Governing Board for necessary changes or additions.
2. Coordinate the triennial review and updating of the annual work plan.
- 1.

TECHNOLOGY COMMITTEE

The Technology Committee accepts responsibility for keeping MASCA on the cutting edge of technology and ensuring that the organization and its members are using technology to its fullest. This will be accomplished through programming opportunities, awareness activities and information dissemination. Members will also promote the proper ethical use of technology in the profession.

The duties and responsibilities of the Technology Committee are to:

1. Support MASCA in providing state of the art technology services, including but not limited to the MASCA website, electronic communications with members, webinars and school counseling computer software applications.
2. Work closely with the Governing Board to ensure that the appropriate technology is being utilized by the organization.
3. Provide relevant professional development opportunities for professional school counselors dealing with technology.
4. Submit session proposal for the spring conference dealing with issues of technology and applying it in our everyday routines.
5. Submit articles to the Counselor's Notebook updating members about topics related to technology.
6. Will work closely with the Executive Director in overseeing the MASCA website and technology needs.

ADDITIONAL MASCA INITIATIVES

In addition to the above mentioned activities and responsibilities, MASCA also offers the following programs for members:

SPECIAL INTEREST (SIGs) & AFFINITY GROUPS (AGs)

Special Interest Groups (SIG) are designed to provide forums for members from various networks with shared interests in particular topics to gather to share ideas, discuss contemporary issues, and identify strategies for collaboration to support one another and move the field forward. SIGs nurture the growing diversity within the association by providing small “micro” communities within which members can network and add value to their MASCA membership experience.

Affinity Groups (AG) are designed to provide forums for members from various networks who have a common, shared identity. Members will gather to share ideas, discuss contemporary issues, and identify strategies for collaboration to support one another. Affinity Groups nurture the growing diversity within the association by providing small “micro” communities within which members can network and add value to their MASCA membership experience.

The SIG/AG Leaders are chosen by the SIG/AG members or self-identified by the group members and approved by the Executive Director. SIG/AG Leaders must be members of MASCA. Each SIG/AG is strongly encouraged to have at least two leaders (a leader and a co-leader). Although there are no terms of office, the Member Engagement Committee will review the list of SIG/AG Leaders annually to determine if they will continue in their positions. SIG/AG Leaders must agree to be proactive in engaging SIG/AG members in networking and discussion throughout the year and to be responsive to requests for information about the SIG/AG from MASCA staff and the Member Engagement Committee.

Forming a SIG/AG

To gain recognition as a MASCA SIG/AG, a group must submit a proposal to the MASCA Executive Director. The proposal must include:

- SIG/AG mission statement articulating how the group furthers and promotes MASCA’s mission. SIG/AGs formed for the discussion and/or promotion of a specific product or service will be discouraged.
- Identification of committed Leaders (ideally a leader

- and co-leader)
- Names of at least 10 MASCA members supporting the mission of the proposed SIG/AG

Dissolving a SIG/AG

- SIG/AGs out of compliance will be reviewed by the Member Engagement Committee to determine viability for continuation.

Possible SIG Activities

- Promotion of SIG/AGs – New MASCA members will be invited to join the SIG/AGs when they join MASCA
- Meetings at Annual Conference – MASCA will work with SIG/AGs interested in meeting to determine meeting space and time for SIG/AGs to meet if interested
- MASCA website and Counselor's Notebook – SIG/AGs are encouraged to submit SIG/AG activities to the SIG/AG section of the MASCA website and the monthly Counselor's Notebook
- Identify and convey concerns and needs of the SIG/AG to the Executive Director and/or MASCA Governing Board.

BOOK CLUB

The #MASCAREads Book Club is a fun and educational way to stay on top of trends and network with other school counseling professionals. It allows school counseling professionals and graduate students to learn new information, share common experiences, and participate in a professional development activity outside of their school community. Participants have the opportunity to earn PDPs for their participation in the Book Club.

#MASCAREads is an online club that discusses books related to school counseling. It meets two or three times a year, usually in the early evening. All book club discussions will be held on Zoom, an online video conferencing service. Participants do NOT have to be MASCA members although members will find it easier to get notifications of the book selection and date and times of the Zoom meetings.

Book club members are welcome to participate in any—or all—of the meetings. Titles will be announced at least a month in advance of each meeting. Members can order online, use an audio book app, or visit their local library or bookstore to obtain a copy of the selection.

The Book Club will be led by a minimum of two MASCA

members that are selected by the Executive Director.

SCHOOL COUNSELOR SUMMER CAMP

MASCA will host an annual School Counselor Summer Camp (SC²) usually held for three days during the third week in July at a Massachusetts college campus.

This summer camp program is a professional and fun experience appropriate for adults and will include plenty of opportunities for learning, networking and fun, including a big chunk of time on one afternoon/evening to socialize with new colleagues. The program will include thought provoking keynote speakers, breakout sessions, small groups and arts and crafts. Participants have the option of staying in a college dorm or commuting.

Content will include breakout sessions dealing with relevant and timely topics of interest to school counselors. Participants will also take part in small groups and in plenary sessions, as well as opportunities for networking and socializing. There will be new content each year for those who are returning participants.

The program is organized and executed by a group of volunteer faculty members, who have been previous SC² participants. It is chaired by one of the faculty and a chair-elect and supported by 7-9 additional faculty. Interested MASCA members must apply to be a faculty member who will be selected by current faculty members. Faculty members are asked to commit to participate for three years before rotating off.