

Chapter Responsibilities

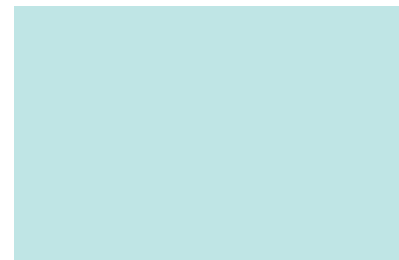
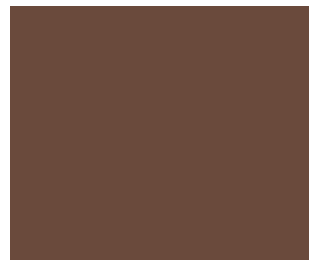
The chapter President and Senator, and the Regional Director are each responsible to communicate initiatives, priorities, policies, programs, opportunities and requests for support from the chapter to TCA and from TCA to the chapter. Review the TCA Governance Manual and By-laws, chapter by-laws and the chapter officer's handbook for a complete list of chapter and officer responsibilities.

Summary of required ANNUAL activities to help chapter leadership prepare for the year ahead:

- Participate in the TCA Summer Leadership Institute (request at least (2) two representatives);
- Submit activity reports to the Regional Director in October and May;
- Submit the chapter Annual Report with a list of new officers and current by-laws;
- Send TCA chapter by-law changes as they occur;
- Ensure that the chapter Senator is a current member of TCA and ACA;
- Ensure that chapter officers belong to TCA (as specified in TCA's Bylaws);
- Submit reports as requested by the deadline;
- Submit requests to use the CEU provider number (30) thirty days in advance of a workshop or conference (see professional development);
- Allow 10 business days from receipt of request for TCA to fulfill a publication order or provide a service;
- Include the chapter President, Senator and Regional Director on communications to TCA and to chapter members;
- Certify the chapter Senator or Alternate (30) thirty days before the November and June Senate meetings; and
- Provide professional development opportunities for chapter members

Recommended ANNUAL activities:

- Sponsor a community service project;
- Publish newsletters and membership updates;
- Utilize committees to sponsor leadership and facilitate project completion;
- Appoint Legislative Liaisons to coordinate local advocacy initiatives;
- Appoint Emerging Leader(s) and sponsor their participation in TCA and chapter events;
- Begin nomination and election process in March/April and complete no later than June 1st of each year; and
- Submit nominations for TCA and ACA professional recognition awards



Chapter Support

TCA and its chapters work collaboratively to promote professional counseling and the priorities for the counselors within the chapter's area. Regular communication is the most effective way to ensure responsive and quality service for our membership. Bret Hendricks, President-elect of TCA, is the TCA liaison for chapters.

Chapter Support

TCA provides the following benefits and services to each of its chapters. To ensure quality service, please make every effort to submit requests for support within the deadlines specified. Please contact the TCA office if your chapter requires a service that is not listed. Additional support may be available.

Benefits

- Consultation with TCA officers and staff on chapter governance and support;
- Professional Development Grants of up to \$200 per chapter per year to support workshops and conferences in underserved areas;
- Representation at state agencies, licensing boards and legislative bodies; and
- Presentations at chapter meetings and workshops by TCA officers and staff

A La Carte Services

Requests for services must be received by TCA at least 10 business days in advance of the chapter deadline. Administrative fees may be charged for some services and will be disclosed to the chapter at the time of request.

- Contact information for TCA members residing or working in the Chapter's geographic area;
- Printing and distribution of chapter's newsletters;
- Consultation on budget, financial and governance matters;
- Email Blasts to chapter Membership;
- Virtual meetings via GoToMeeting;
- Chapter website available utilizing the existing TCA website style sheet. User access granted for real time updates;
- Online membership dues management and database lists; and
- Online officer directory

Professional Development

Requests to use the TCA Continuing Education Provider numbers must be received by TCA at least 30 days in advance of the program to ensure the volunteer program reviewers have time to complete their review process.

- Use of the TCA Continuing Education Provider numbers issued by the National Board for Certified Counselors (NBCC), State Board of Examiners of Professional Counselors (LPC), State Board of Examiners of Marriage and Family Therapists (MFT), State Board for Educator Certification (SBEC), State Board of Examiners of Social Workers (MSW, LCSW), Texas Certification Board of Addiction Professionals (LCDC), and Psychologists;
- Professional Development Grants of up to \$200 per chapter per year to support workshops and conferences in underserved areas;
- Consultation on hotel selection and conference management services;
- Promotion of conferences and workshops on TCA's web page;
- Presentations by TCA officers, committee chairs and staff; and
- Online Event Registration for workshops and conferences

