

# Division Responsibilities

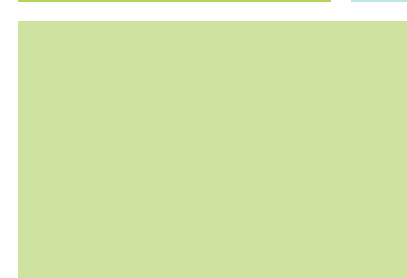
The division President, Director and Senator are each responsible to communicate initiatives, priorities, policies, programs, opportunities and requests for support from the division to TCA and from TCA to the division. Review the TCA Governance Manual and By-laws, division by-laws and the division officer's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

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

- Participate in the TCA Summer Leadership Institute (request at least 2 representatives);
- Review monthly financial reports and updates provided by TCA;
- Submit activity reports to the division Director in October and May;
- Submit division Annual Report with list of new officers and current by-laws;
- Notify TCA of division dues changes by November (changes take effect in Jan.);
- Send TCA division by-law changes as they occur;
- Ensure that division officers are current members of TCA and ACA;
- Submit reports as requested by the deadline;
- Submit CEU provider number requests (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 an order or provide a service;
- Include the division President, Senator and Director on communications to TCA and to division members;
- Certify the division Senator or Alternate (30) thirty days before the November and June Senate meetings;
- Provide professional development opportunities for division members; and
- Work with TCA on nomination and election process, in January and April

## 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 review public policy trends and develop responses;
- Appoint Emerging Leader(s), sponsor their participation at TCA/division events;
- Exhibit and provide division-sponsored events at the Professional Development Growth Conference; and
- Submit nominations for TCA and ACA professional recognition awards



# Division Support

TCA and its divisions work collaboratively to promote professional counseling and specialized work supported by each division. 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 divisions.

# Division Support

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

## Benefits

- Professional accounting services include monthly financial reports, budget consultations, membership maintenance, federal tax reports, annual financial analysis for divisions with more than \$25,000 in assets;
- Director and Officer Indemnification Insurance (Business and Management Indemnity Policy) for all division officers;
- Use of TCA's Continuing Education Provider numbers and sales tax exemption;
- Use of TCA's bulk rate mailing discounts for materials mailed from Austin;
- Representation at state agencies, licensing boards and legislative bodies;
- Consultation with TCA officers and staff on division governance and support;
- Registration of division trademark fees;
- Post online division nomination and election ballots; and
- Division web page support: hosting, design and maintenance

## Financial Services

A percentage of division revenue is retained by TCA to help cover bank charges and administrative costs to provide the following services:

- Process division membership applications;
- Process division expense vouchers and revenue deposits;
- Prepare monthly division financial and membership reports;
- Distribute monthly division financial and membership reports electronically to the Division President, Treasurer and Director on file at the TCA office;
- Financial and budget consultations as needed and upon request; and
- Preparation and filing of federal tax reports and annual audit



## 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 division per year to support workshops and conferences in underserved areas;
- Assistance with hotel selection and conference management services;
- Promotion of conferences and workshops on the TCA website and through Press Releases;
- Online division conference and workshop registration; and
- Presentations by TCA officers, committee chairs and staff

## A La Carte Services

Requests for services must be received by TCA at least 10 business days in advance of the division deadline. Administrative fees are not charged for these services at this time.

- Email blasts and membership lists;
- Electronic distribution of division membership alerts;
- Newsletter printing and distribution online and/or through the postal service; and
- Presentations by TCA officers and staff at division meetings and workshops

