

SDMHCA Role & Responsibilities as outlined in SDMHCA Policies and Procedures

As determined by the SDMHCA Executive Board 2025-2026 (Modeled on AMHCA Role and Function Statements provided within Leadership Handbook).

Role & Function Statements (Overview)

Role and function statements are written for individual positions, such as an office, and other entities, such as committees. Role and function statements attempt to set down in writing the expectations, duties, and responsibilities that accompany any SDMHCA entity.

Role and function statements provide members with information about any requirements before they assume positions of responsibility. Role and function statements help those in positions of responsibility to be accountable to the membership.

Role and function statements are added, amended, or deleted as necessary.

PRESIDENT

The SDMHCA president is elected by the membership as president-elect. The presidency is a two-year commitment.

Role: The role of the president is to lead SDMHCA toward fulfillment of the strategic plan.

Function: The functions of the president include:

1. Submitting and implementing the annual SDMHCA plan of action. The plan of action is to be built on the goals in the SDMHCA strategic plan for the year.
2. Presiding at all meetings of the SDMHCA board of directors meetings.
3. Serving on the SDMHCA Executive Committee.
4. Serving on the SDMHCA Finance Committee.
5. Representing SDMHCA at meetings and conferences, with other organizations and media at national, regional, state, and local levels.
6. Recommending members for board approval to fill any vacancies of appointed positions for the current year.
7. With board approval, establishing task forces when necessary to conduct the affairs of the association and appointing task force chairs.
8. Carrying out responsibilities as requested at all board meetings, SDCA Annual Conference, SDMHCA Annual Pre-Conference, SDMHCA Annual Business Meeting, and other special meetings e.g. Regional Conference calls, Committee Conference calls.
9. Serving as liaison to SDMHCA committees and task forces and other SDMHCA entities as assigned and to other organizations, institutions, and associations as appropriate.

PRESIDENT-ELECT

The president-elect is elected by the membership. The president-elect takes the office of president on July 1 of the following year.

Role: The role of the president-elect is to serve as a voting member of the SDMHCA board of directors.

Function: The functions of the president-elect include:

1. In the absence of the president, assuming the role of president with all of its authority and responsibility.
2. Serving on the SDMHCA Executive Committee.
3. Serving on the SDMHCA Finance Committee.
4. Serving as liaison to SDMHCA committees and task forces and other SDMHCA entities as assigned and to other organizations, institutions, and associations as appropriate.
5. Carrying out responsibilities as requested at all board meetings, SDCA annual conference.
6. Assisting in the identification and mentoring of members to serve in any upcoming vacancies or expired appointed positions, e.g., committee chairs.
7. Planning and implementing activities to provide transition for incoming and outgoing board members.
8. Nominate members to serve on open positions for all standing committees. Such nominations shall be presented and approved at the spring membership meeting. If approved, the nominations shall become effective on July 1 when the President-Elect assumes the office of President.
9. Review the SDMHCA Leadership Policies and Procedures and discuss recommendations for revision of any portion with relevant staff, board members, or committee chairs. Bring recommendations for revisions to the spring membership meeting.

PAST PRESIDENT

The SDMHCA past president serves the last year of the two year commitment to the office of SDMHCA president.

Role: The role of past president is to serve as a voting member of the SDMHCA board of directors.

Function: The functions of the past president include:

1. Serving as liaison to SDMHCA committees and task forces and other SDMHCA entities as assigned and to other organizations, institutions, and associations as appropriate.
2. Serving on the SDMHCA Executive Committee.
3. Serve on the Finance Committee.
4. Planning and implementing special project(s). The project(s) may be a task not finished during the presidential year, a need that has become apparent. Any special project must fit within the SDMHCA strategic plan.
5. Carrying out responsibilities as requested at all board meetings, SDMHCA Annual Conference and other special meetings.
6. Recruiting nominees for annual election and develop slate of candidates.

SECRETARY

SDMHCA secretary is an elected position with a two year term of service.

Role: The role of secretary is to oversee the recording of all official SDMHCA business and to distribute those records to board members.

Functions: The functions of secretary include:

1. Reviewing minutes of board meetings.
2. Submitting minutes to board of directors for approval.
3. Taking minutes during any executive session of the board of directors.
4. Causing all official action to be appropriately placed in Policies and Procedure Manual and the Policies and Procedures Manual updated on at least an annual basis.

TREASURER

The SDMHCA treasurer is an elected position with a two year term of office. The treasurer is a voting member of the board of directors.

Role: The role of treasurer is to chair the Finance Committee and report all fiscal mailers to the board of directors.

Function: The functions of the treasurer include:

1. Submitting the Finance Committee's annual plan of action and budget for board approval. The plan of action is to be built on the goals in the SDMHCA strategic plan for the upcoming year.
2. Submitting reports of income and expenditures to the board of directors before each board meeting.
3. Recommending revisions in SDMHCA fiscal policies to the board of directors.
4. Presenting the annual budget to board of directors for approval at spring membership meeting. The Finance Committee is guided by the SDMHCA strategic plan in the formulation of the recommended budget.
5. Reporting mid-year and end-of-year fiscal data.
6. Overseeing the implementation of the functions of the Finance Committee.

EXECUTIVE COMMITTEE

The SDMHCA Executive Committee is composed of the president, president-elect, the immediate past president and Treasurer. The Executive Committee is chaired by the president.

Role: The role of the Executive Committee is to act for the board according to its policies during the intervals between board of directors' meetings.

Function: The functions of the Executive Committee include:

1. Implementing activities delegated by the board of directors.
2. Conducting the business of the association between board meetings, subject to ratification of actions by the board at its next meeting.

FINANCE COMMITTEE

The board of directors of the association is entrusted by the membership to conduct the business of the association in a fiscally responsible manner. Financial decisions will be guided by the SDMHCA strategic plan.

The Finance Committee shall consist of the president, the president-elect, and the treasurer and, upon election, the president-elect- elect. The treasurer shall serve as chair.

Role: The role of the Finance Committee is to oversee the income and expenditures of the association.

Function: The functions of the Finance Committee include:

1. Performing such duties as may be directed by the bylaws, board of directors, or the financial policies.
2. Developing the annual SDMHCA budget for adoption by the time of the spring board meeting.
3. Presenting any necessary revision of the budget and any financial reports for consideration by the board of directors at each of its meetings.
4. Monitoring financial policies and operation of the budget.
5. Preparing the annual financial report for the membership.
6. Reviewing the financial policy statements and making fiscal policy revision recommendations to the board of directors.
7. Reviewing expense reports.
8. Assisting in meeting strategic planning goals regarding financial planning.

COMMITTEES:

Generally, committees will be made up of three members. Members serve three-year terms on an SDMHCA committee.

Role: The role of SDMHCA committee members is to implement the SDMHCA strategic

Function: The functions of SDMHCA committee members include:

1. Developing a plan of action using the goals, objectives, and tasks outlines in the SDMHCA strategic plan. The chair submits the annual plan of action and suggested budget to the board for approval by the convention meeting.
2. Participating in the implementation of the appropriate sections of the SDMHCA strategic plan.
3. Keeping expenditures in line with approved budget.
4. Identifying and mentoring members who could fill upcoming vacancies on the committee.
5. Submitting reports one month prior to each board meeting on the progress the committee is making toward realizing its plan of action.
6. Requesting, if necessary, that the Finance Committee make any alterations in the committee's budget.
7. Reporting at end of year (by June 1) on the committee's activities including an evaluation of all activities.

COMMITTEE CHAIR

SDMHCA committee chairs are appointed by the president-elect. The position of chair is usually a one-year term.

Role: The role of SDMHCA committee chairs is to oversee the implementation of that committee's plan of action.

Function: The functions of SDMHCA committee chairs include:

1. Submitting the committee's annual plan of action and budget for board approval. The plan of action is to be built on the goals in the SDMHCA strategic plan for the upcoming year.
2. Keeping expenditures in line with approved budget.
3. Suggesting names to fill upcoming vacancies on the committee.
4. Reporting at mid-year on the progress the committee is making toward realizing its plan of action.
5. Requesting, if necessary, that the Finance Committee make any alterations in the committee's budget at mid-year.
6. Reporting at end of year (by June 1) on the committee's activities including an evaluation of all activities.

AMHCA Role & Responsibilities as outlined in AMHCA Policies and Procedures

Governance

The American Mental Health Counselors Association (AMHCA) is an independent non-profit, membership owned and operated association.

The vision of AMHCA is to position clinical mental health counselors to meet the health care needs of those we serve while advancing the profession.

The mission of AMHCA is to advance the profession of clinical mental health counseling by setting the standard for collaboration, advocacy, research, ethical practice, and education/training/professional development.

AMHCA association bylaws are the rules and regulations enacted by the association to provide a framework for its operation and management. The bylaws define elections, titles, terms of office, and responsibilities of the AMHCA officers of the association, as well as certain responsibilities of the chief executive officer. The bylaws also specify the qualifications, rights, and liabilities of membership, and the powers, duties, and responsibilities of state chapters and affiliate associations/organizations as well as grounds for dissolution of a chapter, the removal of an officer of the AMHCA, or the revocation of a membership. Standing committees are also identified as are certain fiduciary processes, obligations, and limitations.

Board of Directors

The elected officers of AMHCA are President, President-Elect, Past President, Treasurer, four (4) Regional Directors, and one (1) Director elected at large. These officers must be members in good standing of the AMHCA and their affiliated state chapter of AMHCA, where applicable, with evidence of past leadership, involvement, or contribution to the AMHCA.

Committees and Task Forces

The committees of the AMHCA shall consist of standing committees and such special committees as may be deemed necessary by the Board. Each committee shall report to the Board Member Committee Liaison, in writing, the salient activities, financial information and progress of the committee as indicated in the annual committee guidelines.

Task forces and ad hoc committees may be established as deemed necessary to conduct the affairs of the AMHCA on a time limited or task-focused basis. The task force or ad hoc committee chair and members shall be appointed by the President and each member's term shall last no longer than the appointing President's term in office.

State Chapter Chartering Procedures

Purpose: To provide information for state chapters on chartering mental health counselor associations and re-chartering state chapters that have either lost their charter or have been inactive.

Process: The group interested in establishing a state chapter must first identify the individual who will serve as the state coordinator. The state coordinator is expected to fulfill the duties outlined under “State Coordinator Responsibilities.”

The state coordinator must then contact the AMHCA Regional Director for that state to alert him or her about the state’s desire to establish or reactivate the charter. The Regional Director will assist the state coordinator with identifying prospective members by obtaining a list of AMHCA members in the state.

The state coordinator will follow the steps outlined for organizing a state chapter.

The completed package of materials that support the charter will be mailed to AIVHCA’s central office. Copies will be sent to the Region Director.

The procedures for reactivating a state charter are the same as those above. The AMHCA central office, however, can assist the state coordinator by furnishing copies of any records that may be housed in the central office, and may provide additional help in the re-chartering process. Annual Report and Charter Review

Purpose: To make state chapters accountable to AMHCA for activities the chapters undertake during the year. Charter review for each state will be based upon documentation received from the state by June 1 of each year.

This report is critical because:

- AMHCA must be accountable to its entire membership for the functioning of its chartered entities;
- It helps determine areas where chapters may need additional support or resources; and
- It facilitates continuity by providing the administrative office with up to date, accurate information on the status of its state chapters.

Process: State presidents are responsible for compiling the report and submitting it to their Regional Director. The report should address the charter review standards in enough detail so that the Regional Director can determine whether standards are being met. The report should follow the suggested outline for the annual report. If a particular standard is not met, an explanation should be provided, as well as the chapter's plans to meet that standard next year. AMHCA staff will provide state chapters with forms for the reports, and send reminders to the state presidents.

Regional Directors will review state chapters performance and make recommendations to AMHCA's Board of Directors regarding charter affirmation, probationary charter status or revocation of the charter. The Regional Director will notify each state chapter president about the Board of Directors decision on the charter and issue charters accordingly.

Appeals: State chapters can appeal the Board of Directors' decision by submitting, in writing, the reasons for the appeal and supporting documentation to the Regional Director. The Regional Director will work with each state chapter to remove the probationary status or revocation. When the chapter comes into compliance with the charter review process, the regional director will request charter affirmation at the next Board of Directors meeting.

Charter Review Standards

The following standards reflect the sound organization and development necessary for an AMHCA state chapter to obtain its charter annually.

Standard 1.

The state chapter has at least 25 current AMHCA members (including all elected officers) as required by AMHCA bylaws.

Standard 2.

The state chapter submits an annual report, due June 1 , following the content outline format.

Standard 3.

The state chapter carries out at least two activities during the service year (beginning July 1) in each of the following areas:

Service to Consumers

Examples include:

- Publishing a state directory of mental health counselors;
- Providing community education programs on parenting, assertiveness or communication skills.

Service to the Profession

Examples include:

- continuing education and professional development seminars, and workshops for counselors and other mental health professionals;
- programs at annual state, regional and national counselor conventions;
- activities such as support of counselor licensure and certification at state and national levels.

Service to AMHCA

Examples include:

- state chapter membership gains of at least 5%;
- leadership training for state officers;
- attendance at regional and national AMHCA conferences;
- participation on AMHCA committees and special task forces;

Standard 4.

At least one representative (preferably a state chapter officer) attend:

- regional AJVIHCA conference;
- national AMHCA leadership training;
- national AMHCA annual conference; State Chapter Timeline: Review of Important

A. Bylaws

Bylaws of a state chapter should include:

1. name of the state chapter
2. purpose of the state chapter
3. assurance of statewide membership
4. requirements for membership to be determined by:
 - a. national requirements
 - b. state branch requirements
5. officers of the state chapter
6. duties of the officers
7. terms of the officers
8. standing committees
9. procedures for revising the bylaws

B. Governing Body

Each state chapter should have a governing body such as a board of directors or an executive council. Generally, the governing body includes the elected officers of the state chapter. The governing body is the policy-making body of the state chapter and serves the following functions:

1. formulates and recommends policies to the membership;
2. formulates policies appropriate for executive action and directs the execution of these policies;
3. makes decisions or refers to the appropriate body for decision on items of major importance to the state chapter;
4. is responsible for budgetary considerations of the state chapter;
5. acts as a liaison between state chapters, state branches, and AMHCA;
6. conducts nominations and elections of officers consistent with the bylaws;

C. Typical Role of Officers

1. **President:** The president is the chief elected officer of the state chapter. The president presides at all meetings of the state chapter, submits appropriate reports and assumes responsibility as chief liaison with AMHCA.

2. President-elect: The president-elect performs the duties of the president in the absence or incapacity of the president. The president-elect may assume responsibility for the program of the state meetings of the state chapter.
3. Secretary: The secretary keeps the minutes of all meetings at which the state chapter officers preside and produces correspondence for the state chapter.
4. Treasurer: The treasurer represents the chapter in assuring the receipt and expenditure of funds in accordance with directives established by the governing body of the state chapter. This governing body of the chapter generally determines the nature of the bond under which the Treasurer is placed.

D. Typical

1. Committee Structure for State Chapters
2. Executive Committee: The executive committee is usually comprised of state chapter officers.
3. This committee acts during the interim when the governing body is not in session. All actions of
4. the executive committee are subject to the approval of the state chapter governing body.
5. Membership Committee: The membership committee is responsible for encouraging and increasing membership in the state, local, and national organizations, and for membership analysis, as directed by the governing body.
6. Finance Committee: The finance committee initiates, develops and recommends fiscal plans to the governing body.
7. Publications Committee: The publications committee publicizes activities and the progress of the state chapter through various written and electronic media.
8. Nominations and Elections Committee: The nominations and elections committee conducts impartial nomination and elections procedures for officers of the state chapter.
9. Programs Committee: The program committee sets the annual theme, establishes the program, and carries out the theme through meetings, conferences, workshops, seminars, etc.
10. Ethics Committee: The ethics committee studies and interprets the AIVHCA Codes of Ethics relative to activities of chapter members and may make recommendations to the governing body about members who violate the codes of ethics.
11. Legislative Committee: The legislative committee studies legislation that affects mental health, recommends action, and may influence the direction of local and state legislators in the field of mental health. The committee also appraises the AMHCA national office about local legislation efforts and problems. The legislative committee establishes a legislative strike force within the state and cooperates with the national strike force when called upon for action.
12. Professional Development Committee: The professional development committee studies areas of concern for the professional welfare of the membership and makes appropriate recommendations for action.

E. Membership

1. Qualifications: Any person whose primary work related responsibilities or interests are in the area of mental health counseling should be eligible for membership.
2. Procedure: Any person desiring to become a member of the state chapter should make application to the chapter. State officers will receive a continuous update to be furnished by the administrative offices of AJ'4HCA. Relationship to national and state organizations: Membership in the national organization is encouraged, but not required for state chapter membership. State chapter officers, however, are required to hold membership in the national organization (AMHCA).

F. Elections:

1. Nominations should be open to the total membership; however, a nominating committee may prepare a slate of officers.
2. It is recommended that elections be conducted by secret ballot, mailed to individual members of the state chapter.
3. No person shall be listed on the ballot without prior indication that they are willing to serve if elected. This acceptance should be in writing.
4. Those nominated must hold membership in the state chapter as well as membership in the national organization (AMHCA).
5. Candidates should be notified of the outcome of the election immediately after balloting is complete and prior to the notification to the general membership.
6. It is strongly suggested that elections be held in the spring to conform to the fiscal and program year of the national organization, July 1 to June 30.
7. Terms of officers should be established in the bylaws with a one- or two-year term should be specified.