



MONTANA
SCHOOL
COUNSELOR
ASSOCIATION



Joining the MSCA Board

MSCA is a nonprofit, 501c3 association.

Mission: The Montana School Counselor Association promotes professionalism and ethical practices while empowering and advocating for all school counselors.

Board Terms

- MSCA is led by 9 volunteer board members and 1 Executive Director (paid staff)
- Board members hold 3-year terms
- Three positions rotate off each year
- Members may serve up to 2 consecutive terms (6 years)
- Board service is volunteer (unpaid)



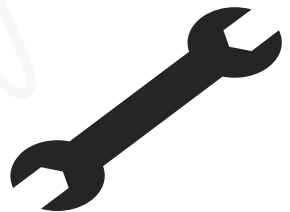
MSCA is a Working Board

This means that our board not only:

Governs: works together to make key decisions to guide the association

but also

Works: each board member chairs or co-chairs a committee and carries out the work that moves us forward



Governing Responsibilities

- Draft and review policies
- Ensure financial accountability and make budget decisions
- Set goals and guide the direction of the association
- Actively support fundraising events and campaigns



Committee Chair Responsibilities

- Schedule and lead meetings (frequency is dependent upon the committee's focus)
- Recruit and engage committee members
- Plan and carry out events and initiatives
- Report progress and outcomes to the Board
- Contribute a short article about your committee's work to the annual Homegrown newsletter (November)



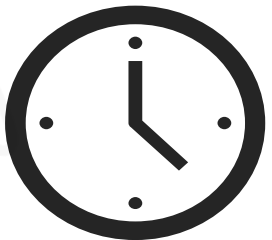
Board of Directors are expected to:

- Act ethically and avoid conflicts of interest
- Approve the annual budget
- Create and/or vote on key policies
- Grow MSCA's connections (be an ambassador)
- Raise money (many different roles for this)
- When applicable - select, hire and vote on an appropriate salary for the Executive Director
- Recruit new board members
- Govern and monitor MSCA's progress and challenges



Time commitment

- One-time onboarding with Assistant Chair – 1 hour
- Monthly board meetings – 1.5 hours (virtual)
- Fall membership meeting + board meeting – 5 hours (virtual, usually October)
- Spring Conference + board meeting – ~48+ hours (in-person, various cities, usually early April)
- Summer Board Retreat – ~48+ hours (in-person, various cities, during June, July or August)
- Committee work – varies by topic, initiative, or activity
- Independent work – action plans and follow-up outside of meetings
- Average hours per month: 10



Perks of Service

- Travel covered: lodging, mileage, and meals
- Free Spring Conference registration
- Free access to *ASCA U School Counseling Association Leadership Specialist* training
- Leadership growth: board governance, advocacy, strategic planning
- Networking: connect with counselors statewide and nationally
- Impact & recognition: shape the profession, advocate for students, and be seen as a leader





And we have fun!



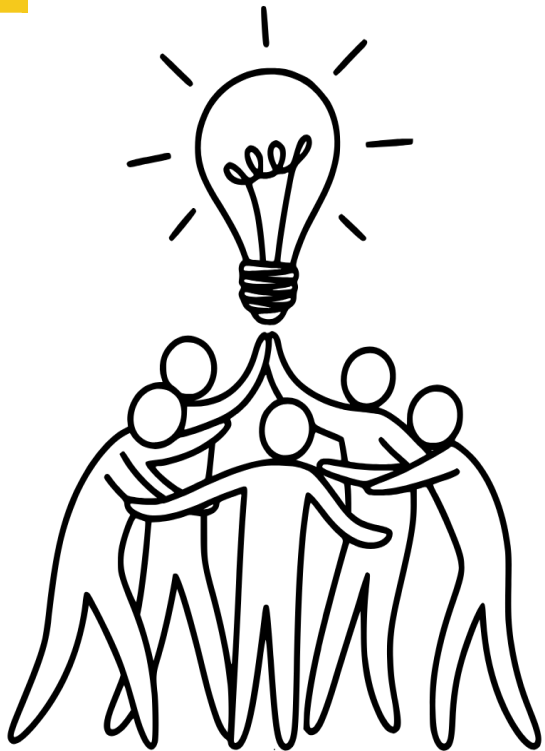
Get to know us! Take a look around our website:

- Mission
- Bylaws
- Executive Director and Board of Directors
- Committees
- Past newsletters



Ready to get involved? We're here to help you take your next steps! Please reach out to the Executive Director or Board Chair if you have questions or want to learn more. We'd love to hear from you!

References



Smith, A. M. (n.d.). *Nonprofit board of directors responsibilities* [Video]. YouTube. <https://www.youtube.com/watch?v=bpAOG6ZaKlc&t=24s8>

Smith, A. M. (n.d.). *Serving on a nonprofit board of directors: How to prepare*. (n.d.). [Video]. YouTube. <https://www.youtube.com/watch?v=tf2kHVnY1rE>

