

**EMERGING LEADER BASICS
NAVIGATING THE ACA STRUCTURE**

**HOLLY CLUBB
DIRECTOR, LEADERSHIP SERVICES**

ACA: THE BIG PICTURE FOR LEADERS



AMERICAN COUNSELING ASSOCIATION

ACA: The Big Picture for Leaders 2009-2010

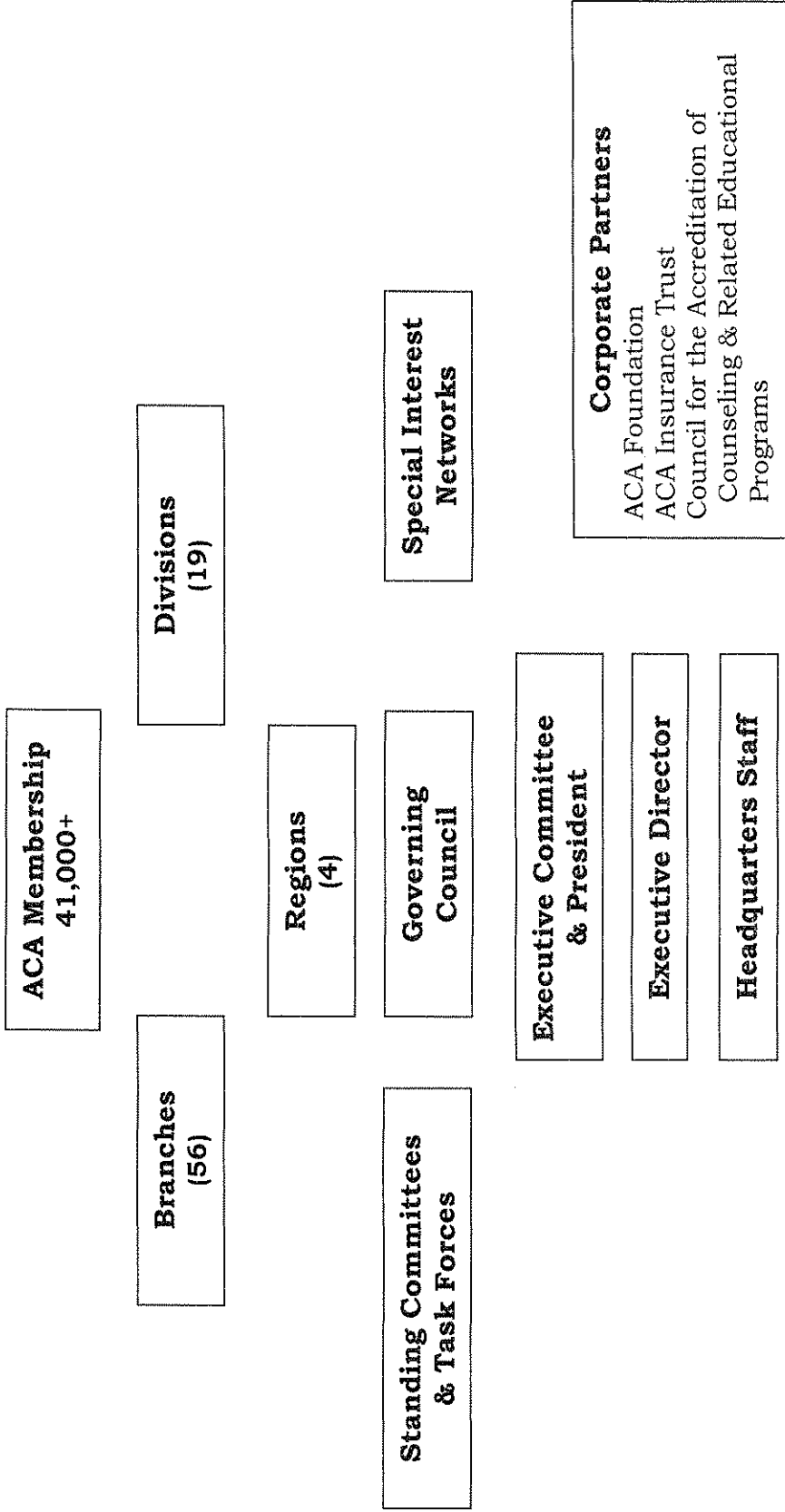
MISSION

To enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

VISION

The American Counseling Association is the publicly recognized organization to which all professional counselors belong.

BYLAWS AND GOVERNANCE STRUCTURE



The ACA Bylaws set forth the basic governance structure for the administration of Association affairs. Association leaders, including ACA national, division, region and branch officers, should familiarize themselves with the policies and guidelines set forth in the Bylaws, the Policies and Procedures Manual and the Operating Handbooks.

REGIONS AND BRANCHES

ACA has 56 branches, including each state, plus the District of Columbia, Europe, Latin America, Puerto Rico, Virgin Islands and the Philippines. The branches are organized into four regions: ACA Midwest Region, ACA North Atlantic Region, ACA Southern Region, and ACA Western Region. A region chair is elected for each region.

MIDWEST REGION

Illinois	Minnesota	Ohio
Indiana	Missouri	Oklahoma
Iowa (inactive)	Nebraska	South Dakota
Kansas	North Dakota	Wisconsin
Michigan		

NORTH ATLANTIC REGION

Connecticut	Massachusetts (inactive)	Puerto Rico
Delaware	New Hampshire (inactive)	Rhode Island (inactive)
District of Columbia	New Jersey	Vermont (inactive)
Europe	New York	Virgin Islands
Maine	Pennsylvania	

SOUTHERN REGION

Alabama	Latin America (inactive)	South Carolina
Arkansas	Louisiana	Tennessee
Florida	Maryland	Texas
Georgia (reforming)	Mississippi	Virginia
Kentucky	North Carolina	West Virginia

WESTERN REGION

Alaska	Idaho	Philippines (inactive)
Arizona	Montana (inactive)	Utah (inactive)
California	Nevada	Washington State
Colorado	New Mexico	Wyoming
Hawaii	Oregon	

American Counseling Association Divisions

	Name of Division	Date Chartered
AACE	Association for Assessment in Counseling and Education	1965
AADA	Association for Adult Development and Aging	1986
ACC	Association for Creativity in Counseling	2004
ACCA	American College Counseling Association	1991
ACEG	Association for Counselors and Educators in Government	1984
ACES	Association for Counselor Education and Supervision	1952
ALGBTIC	Association for Lesbian, Gay, Bisexual & Transgender Issues in Counseling	1996
AMCD	Association for Multicultural Counseling and Development	1972
AMHCA	American Mental Health Counselors Dr. W. Mark Hamilton, Executive Director 801 North Fairfax Street, Suite 304 Alexandria, Virginia 22314 800/326-2642 or 703/548-6002 703/548-4775 (FAX) Mhamilton@amhca.org (E-mail)	1978
ARCA	American Rehabilitation Counseling Association	1958
ASCA	American School Counselor Association Mr. Richard Wong, Executive Director 1101 King St., Suite 625 Alexandria, Virginia 22308 800/306-4722 or 703/683-2722 703/683-1619 (FAX) Richard@schoolcounselor.org (E-mail)	1953
ASERVIC	Association for Spiritual, Ethical and Religious Values in Counseling	1974
ASGW	Association for Specialists in Group Work	1973
C-AHEAD	Counseling Association for Humanistic Education & Development	1952
CSJ	Counselors for Social Justice	1999
IAAOC	Intl Association of Addictions and Offender Counselors	1974

IAMFC	Intl Association of Marriage and Family Counselors c/o Dr. Robert L. Smith Texas A & M University – Corpus Christi Department of Counseling & Education Psychology 224 ECDC 6300 Ocean Drive Corpus Christi, TX 78412 361/825-2307 (o) 361/825-3301 (f) Robert.smith@mail.tamucc.edu (E-mail)	1989
NCDA	National Career Development Association Deneen Pennington, Executive Director National Career Development Association 305 North Beech Circle Broken Arrow, OK 74012 918-663-7060 or Toll-Free - 866-367-6232 918-663-7058 (f) dpenn@ncda.org	1952
NECA	National Employment Counseling Association John Hakemian, Executive Director 5347 Turkey Point Road (<i>Address from May to October</i>) North East, MD 21901 609-220-9987 (cell) 38 Ocean Way (<i>Address from October to May</i>) Ponce Inlet FL 32127 386-322-4512 (o) 386-322-4512 (f)	1966

ACA STANDING COMMITTEES 2009-2010

Awards Committee
Branch Development Committee
Bylaws and Policies Committee
Ethics Committee
Financial Affairs Committee
International Committee
Nominations and Election Committee
Publications Committee
Public Policy and Legislation Committee
Strategic Planning Committee (Special Task Force in 2009-2010)

Other Standing Committees will be inactive during 2009-2010.

SPECIAL INTEREST NETWORKS

Children's Counseling Interest Network
ACA Interest Network for Professional Counselors in Schools
Forensic Counseling Interest Network
Grief and Bereavement Interest Network
Historical Issues in Counseling Network
Interest Network for Advances in Therapeutic Humor
Multiracial/Multiethnic Counseling Concerns Interest Network
Network for Jewish Interests
Sports Counseling Interest Network
Traumatology Interest Network
Wellness Interest Network
Women's Interest Network

CORPORATE PARTNERS

ACA Insurance Trust, Inc.

ACAIT operates as an independent for-profit corporation in partnership with ACA. The Trust consists of ten members. Four are appointed by ACA presidents and have counseling credentials. Two are appointed by an outside independent firm and have insurance industry experience. The ACA President is also a voting member of the Trust. Ex-officio members include the ACA President-elect, ACA Executive Director and the Executive Director of the Trust.

American Counseling Association Foundation

Created by ACA in 1979, the American Counseling Association Foundation's (ACAF) purpose is to enhance excellence in human development through strengthening the counseling profession, developing human and material resources, supporting innovative research and services, and fostering collaborative efforts in response to societal needs.

ACAF is supported by gifts from individuals, corporations, and foundations as well as ACA divisions and branches. As a 501(C)(3) corporation, donations to ACAF are tax deductible.

Council for Accreditation of Counseling and Related Educational Programs

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) is an independent council, created by ACA in 1981, to accredit the counseling profession's graduate-level preparation programs. As a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA), CACREP promotes the development and implementation of preparation standards; provides for rigorous and objective program review; and works with other credentialing organizations to ensure quality training in the counseling profession.

EXECUTIVE DIRECTOR

Richard Yep

EXECUTIVE ASSISTANT
Stacy Shaver

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Cynthia Peay

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- Carol Adams
- Jacqueline DeMaio
- Debbie Johnson
- Carmen Sicilia

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- Troy Hughes
- Mary Griffith

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- Member Services**
- Jacki Walker, *Director*
- Sherry Edwards
- Karen Hall
- Brenda McBroon
- Diane Parker Mullens
- Paula Pinkney

- Receptionist**
- Donna Nugent

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Jennifer Kukonlo

- Office Services**
- Patrick Belle
- Bruce Addison
- Jacky Good

MEMBERSHIP & ASSOCIATION SERVICES

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- Counseling Today**
- Jonathan Rollins, *Editor-in-Chief*
- Lynne Shallcross
- Conference & Meetings**
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- Theresa Holmes
- Graphics**
- Martha Woolsey, *Director*
- Carlos Soto
- Leadership Services**
- Holly Clubb, *Director*

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- Kathy Maguire, *Director*

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Denise Smith-Williams, *Director*
Rae Ann Sites

Publications

- Carolyn Baker, *Director*
- Mary Bonwich
- Catherine Brumley
- Marilyn Ellison-Pounsel
- Bonny Gaston
- Jennifer Isaacs
- Brendon MacBryde
- Camille McNamee

PROFESSIONAL AFFAIRS

David Kaplan, *Chief Professional Officer*

- Jason Wilke
- Ethics & Professional Standards**
- Paul Fornell
- Professional Information/Library**
- Victoria Cooper
- Professional Learning**
- Debbie Beales
- Crystal Turner

Professional Projects/Career Services

Rebecca Daniel-Burke

Public Policy & Legislation

- Scott Barstow, *Director*
- Peter Atlee
- Christie Lum

CALENDAR

AMERICAN COUNSELING ASSOCIATION CALENDAR BRANCHES

July 2009 – June 2010

Date Due	Responsibility of	Request	Contact	Completed
July 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for August 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
July 30, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for September 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
July 30 – Aug. 1, 2009	Branch Leaders	ACA Institute for Leadership Development – Alexandria, VA	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Aug. 5, 2009	2009-2010 Branch Presidents	Deadline for Bylaws changes to be reviewed for the November 2009 Governing Council Meeting	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Sept. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for October 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Sept. 21, 2009	Branch Leaders	Deadline for agenda items for November Governing Council meeting	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Oct. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for November 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Nov. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for December 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Nov. 5-7, 2009		ACA Governing Council Meeting	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Dec. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for November 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	

Date Due	Responsibility of	Request	Contact	Completed
Dec. 9, 2009	Branch Presidents	Deadline for Bylaws changes to be reviewed for the March 2010 Governing Council Meeting	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Jan. 1, 2010	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for January 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Feb. 1, 2010	Branch Presidents	Branch reports due for Governing Council	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
Feb. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for March 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Mar. 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for April 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
Mar. 17-19, 2010		Governing Council Meeting – Pittsburgh, PA	Holly Clubb hclubb@counseling.org 800-347-6647 x212	
March 18-22, 2010		ACA Annual Conference – Pittsburgh, PA		
April 1, 2010	President	Final date to notify ACA of Division dues for 2010-2011	Denise Williams dwilliams@counseling.org 703-823-9800 x303	
April 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for May 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
April 25 (estimated), 2009	Branch Leaders	2009-2010 event listing for annual Division, Region & Branch Calendar (for June 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	
May 15, 2010	Presidents & Region Chairs	Contact information for Branch Leadership for 2010-2011	Rae Ann Sites rsites@counseling.org 703-823-9800 x217	
May 1, 2009	Branch Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for June 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	

Date Due	Responsibility of	Request	Contact	Completed
June 1, 2009	Division/Region Leaders	Submissions for Division, Region & Branch News and Bulletin Board items (for July 2009 issue of <i>Counseling Today</i>)	Jonathan Rollins jrollins@counseling.org 800-347-6647 x339	

COUNSELING TODAY

Bulletin Board Submission Guidelines

ACA divisions, regions and branches are welcome to list their upcoming events, calls for papers/proposals, editorial board/committee openings and similar announcements in the Bulletin Board section of *Counseling Today*. Items for the Bulletin Board must be submitted via email to lshallcross@counseling.org with "Bulletin Board" in the subject line. Entries must be:

Limited to 125 words or less
Attached in a Word document
Single-spaced
Justified
Times font in black

Do not send submissions with tables, tabs, bullet points, logos/letterhead, colors or uncommon fonts. Submissions are subject to editing to meet space, grammar and style requirements. Be sure to include a contact person with an e-mail address or number to call for more information. The rolling deadline is the **1st of every month** by close of business for publication in the following month's issue (i.e., an item submitted by Aug. 1 would appear in the September issue).

Please note that not all submissions are accepted for publication. Submissions may be accepted or rejected at the discretion of the editor-in-chief.

Announcements will be published a maximum of three consecutive months, after which an updated version of the announcement must be resubmitted for inclusion.

E-mail Jonathan Rollins (jrollins@counseling.org) if you have additional questions about *Counseling Today's* Bulletin Board section.

“Division, Region & Branch News” Submission Policies

Divisions, regions and branches may submit short announcements about their activities, initiatives, publications and upcoming workshops/conferences to *Counseling Today*. The rolling deadline is the **1st of the month** by close of business, EST, **for publication in the following month’s issue**. For example, an article submitted on June 1 will appear in the July issue.

Send your news to jrollins@counseling.org by the 1st of the month. Although *Counseling Today* generally enters the mail stream by the 20th of each month, some members may not receive their issue until the end of the month or even the beginning of the following month, so please be sure to time the arrival of dated material accordingly.

Each published submission will be accompanied by the name and e-mail address of the individual who submitted the news to *Counseling Today*. If you would prefer to list a different contact name and e-mail address, please indicate this in your correspondence. This not only allows readers to contact the correct person for more information, but also provides *CT* staff a way of asking questions/verifying information.

Each division, region and branch is allotted up to 350 words (not including the headline) in this section each month, so be sure to take advantage of this opportunity to reach your fellow counselors. Some groups choose to allocate all 350 words to one topic, while others divide the 350 words among several announcements each month.

Pieces that exceed the word count will be returned to the person who submitted the article and will not appear in the “Division, Region & Branch News” section unless a new version that meets the word count is resubmitted by the deadline.

You are also welcome to send one photo per group every three months with a supplied caption (100-word maximum) in lieu of an article. Please e-mail photos to jrollins@counseling.org as a “jpg” or “tif” file. Images taken with a digital camera (but not a camera phone) are acceptable if of sufficiently high resolution. Please set your camera to its maximum resolution and be sure to use the best lighting possible.

Try to capture **action** shots at your events. Close-up shots are also more pleasing to the eye. If in doubt, send a few photos, and the editor will choose the best photo to capture the action of your event.

Send your articles as an attachment (preferably a Word file) in an e-mail, NOT pasted into the body of the e-mail itself. Submissions must be in **Times** font, black type, single-spaced and justified — no colors, logos, odd fonts, tabs or other elements please.

If you have any questions, contact Jonathan Rollins, editor-in-chief of *Counseling Today*, at jrollins@counseling.org or 800-347-6647 ext. 339.