

Board Application Process

Thank you for your interest in serving on MSCA's Board of Directors! Please read below for additional information and context. The timeline for elections will be placed below this summary:

MSCA will operate using Policy Governance beginning on **July 1, 2024**. This is the **first** iteration of the new election process with a new board structure. In this initial election cycle, we are utilizing one nomination form to gather candidates who are interested in serving on the board. Ideally, this will simplify the process and remove barriers to application. Once all nomination forms have been received, we will contact interested candidates to confirm we have all the required information.

MSCA is committed to centering the voices of its members, and it is our members we answer to. This form and process will be adapted over time to include information that ensures the MSCA Board of Directors reflects a diverse representation of school counselors from every corner of Minnesota. We need School Counselor Leaders who reflect diverse lived experiences—folks with differing identities, ways of thinking, cultural and ethnic backgrounds, counseling level, physical location, and many others. This will make us stronger in supporting all of our MSCA members. As a member of the Board of Directors, it is **your charge** to represent every school counselor in Minnesota. We are striving for equitable outcomes. We also recognize that we have made mistakes in the past and hold the responsibility to own our actions moving forward. The move to Policy Governance is a way for the organization to adapt and meet our members' needs from a proactive, rather than reactive, place.

If you have questions about this, or want to know more about MSCA's commitment to equity and systemic transformation, please contact Calli Moreau, MSCA President-Elect at: presidentelect@mnschoolcounselors.org

Election Timeline

- March 2024: Nomination form opens
- April 2024: Outreach to Nominees - applications due Apr 15, 2024
- April 29 - May 13, 2024: MSCA Members Vote
- Elected members will be contacted prior to public announcement
- New Board of Directors Announced on May 20, 2024 via listserv, website, social media

Application

Application Instructions

Beginning in July 2024, MSCA will be following Policy Governance and we will have a Board of Directors of 11 people serving all school counselors across the state of Minnesota. These terms will be cyclical. 7 current board members will transition to the new Policy Governance board and 4 new board members will join them.

MSCA members can self-nominate to serve on the MSCA Board of Directors. The application includes the expectations of the Board Members with additional questions related to their experience and desire to serve on the Board.

Board of Directors are eligible for reelection up to two terms, back to back provided they continue to meet the qualifications.

Duties of a Board of Director & Board Leadership Roles ([☰ MSCA BoD Role Description](#))

- Willing to serve on the board for 3 years
- Be prepared for and attend all MSCA board meetings and events (both in person & virtually)
- Participate in advocacy opportunities throughout your tenure on the Board, which may include things like ‘Day on the Hill’, opportunities to testify before legislatures, attending school board meetings, inviting elected officials to join you at your school, etc.
- Attend ASCA LDI and annual conference.
- If elected, I am committing to uphold the MSCA Ends Policies

Description of Board Leadership Roles

Board Leadership Positions are determined by the Board of Directors, not through a general membership vote.

- Chair/Chair-Elect
 - Attend and set the agenda for the Board meetings.
 - Organize and facilitate Minnesota’s Leadership Development Institute (LDI).
 - Work in close collaboration with the Executive Director and other MSCA leadership positions.
 - Attend and actively participate at MSCA ‘Day on the Hill’ and additional advocacy opportunities throughout the tenure.
 - Attend ASCA LDI and annual conference.
 - Serve as a voting delegate for ASCA’s annual delegate assembly
 - Organize Minnesota meetup event at ASCA conference
 - Write Chair newsletter for quarterly MSCA publication.
 - Serve as spokesperson for MSCA
 - Prepare and present state of the association at MSCA’s annual conference
- Secretary
 - Attend and participate in Board meetings.
 - Record the minutes of ALL MSCA meetings.
 - Prepare and distribute copies of the meeting minutes via email to the Governing Board.
 - Store Governing Board meetings minutes and records for MSCA in an electronic file, that is to be passed on to the next secretary. The file shall contain the past 7 years secretarial record for auditing purposes.
 - Assist members of the Governing Board of MSCA with correspondence.

- Participate in advocacy opportunities throughout your tenure on the Board, such as ‘Day on the Hill’, opportunities to testify before legislatures, attending school board meetings, inviting elected officials to join you at your school, etc.
- Compile MSCA member email addresses and request letters and information for the MSCA Publication per the Publication Schedule provided by ASCA. The MSCA Publication will be the official newsletter of the Minnesota School Counselor Association.
- Pull together the meeting minutes digest for the “members only” section of the website.
- Treasurer
 - Attend and participate in Board meetings.
 - Keep and maintain the financial records of MSCA in an electronic file
 - This file will be passed on to the new Treasurer
 - The file shall contain the past 7 years of: receipts, payment vouchers, duplicate checks, etc.
 - Reports the financial status of the organization upon request of the Chair.
 - Provide two written financial reports to the Governing Board at the Winter and Summer Meetings.
 - Annually works with the Board of Directors in setting up a proposed budget for the next year.
 - Maintain MSCA's nonprofit status and required records
 - Keep all state/federal records current
 - The Treasurer shall not allow tax payments or other government-ordered payments/filings to be overdue or inaccurately filed.
 - A fiscal report shall be made accessible to the professional membership upon request.
 - Maintain communication with SLC Consulting regarding budget and financial deadlines and tasks.
 - Participate in advocacy opportunities throughout your tenure on the Board, such as ‘Day on the Hill’, opportunities to testify before legislatures, attending school board meetings, inviting elected officials to join you at your school, etc.

MSCA Ends Policies: [PDF](#)

Timeline for the 2024 Board Member Election

- Communication and targeted reach out- March 2024
 - Current Division Presidents
 - Current MSCA Membership
 - Current MSCA Committee Members
 - Encourage all these folks to forward communication on to those who may be a good fit or have strong leadership etc
- Application goes live- March 2024 DUE April 15, 2024
- Screening if necessary for ballot- April 2024 (4/15 - 4/29/24)

- The Election Sub-Committee will meet to review nominations and use rubric as needed if more than 8 candidates have applied.
- Maximum of 8 candidates will be included on the ballot.
- Candidates for the ballot will be asked to submit a short bio
- MSCA Election- Monday April 29th, 2024 - May 13, 2024
 - *Only current MSCA members are eligible to vote*
- Winners announced - May 20, 2024 via listserv, website, and social media
- Welcome letters, transition documents, prep work, etc sent out
- July 2024 - MSCA LDI/Board Meeting, roles/positions decided on

Nomination Review/Considerations (if needed)

A nomination rubric will be used if we have more than 8 candidates apply for a board position. The rubric will include a “blind review” that each candidate:

- 1) All requirements are met (5 points), some requirements met (3 points), little to none of the requirements met (1 point)
- 2) Our organization is for all counselors in Minnesota, therefore candidate demographics/attributes will be considered to ensure diverse and inclusive representation of our members.
- 3) Rating candidate responses to each of the open-ended questions based on the following rubric:

Unsatisfactory (1 point)	Basic (3 points)	Distinguished (5 points)
The candidate is unable to formulate a response to this question effectively.	The candidate effectively responds to this question.	The candidates’ response is focused, clear and complete. Key values and examples are provided.

Voting Process

- Open to all MSCA members
- Through a Google Form (like in past years)
 - Include short bio about candidate
 - Include answers from their candidate application
- Links to vote posted on:
 - MSCA Website
 - MSCA Socials
 - MSCA email blast (1 head’ up email, 1 email on day 1 of election, 1 email on last day of voting window)
 - MSCA Listserv
- Voters select up to three candidates on the slate.
- The four candidates who receive the highest number of votes will be elected to the Board.

- If the candidates who receive the third and fourth highest number of votes receive the same number of votes, the candidate with the higher scores on the nominations rubric will be elected to the Board.

Process & Timeline for Committee Recruitment

This will be separate from the Board of Directors nomination process and information will be shared in April.

Starting in July 2024, MSCA will have Four Action-Focused Committees that will report to MSCA's Executive Director. These committees are:

1. Communications and Recognition (Previously Public Relations & Awards)
2. Member Education (Previously Professional Development, Ethics/Human Relations, Conference & Equity)
3. Advocacy (Previously Government Relations)
4. Membership (Previously Membership & Technology, Grad Student, & Affinity Groups)