FLORIDA MENTAL HEALTH COUNSELORS ASSOCIATION
BOARD OF DIRECTORS MANUAL

Adopted by the Board of Directors April 8, 2015
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3 History of the Florida Mental Health Counselors Association

To understand FMHCA’s history, it is necessary to know a little about how the organization relates to several other groups.

At the national level, the American Counseling Association (ACA) is an umbrella organization for a number of professions related to counseling (mental health counseling, school psychologists, others). In addition, ACA has divisions in each state that mirror the national structure, such as the Florida Counseling Association (FCA).

The American Mental Health Counselors Association (AMHCA) was organized in 1976 (cofounded by Floridian Jim Messina) as a division of ACA. Two years later (1978), the Florida Mental Health Counselors Association (FMHCA) was chartered as a state affiliate of AMHCA, and just as AMHCA was a division of ACA, FMHCA was a chapter of FCA. Stuart Young was FMHCA’s first President (1978-1979).

From the beginning, FMHCA has served the mental health counseling profession in Florida by monitoring and influencing legislative activity, offering educational opportunities and serving a medium for professional networking at the local, state and national levels.

As an example of legislative involvement, recall that mental health counseling is a licensed profession in Florida and as such is governed by the provisions of Florida Statute 491. An important part of FMHCA’s history is the proactive role it took in bringing about a major change in this law back in the ’90s. Formerly, FS 491 was a “Title Act” (one could not call themselves a “Mental Health Counselor” unless licensed by the state). Due largely to the efforts of FMHCA members and its lobbyist, FS 491 became a “Practice Act” (one cannot practice the arts and skills required of a mental health counselor unless licensed by the state). This change was beneficial to the consumer of mental health counseling services.

Another example of the important role FMHCA has played legislatively over the years is in modifying the Baker Act to permit LMHCs to invoke its provisions when necessary. Formerly, when an LMHC’s client demonstrated a threat to him/herself, the practitioner had to call on a psychologist, clinical social worker or the police to make an involuntary commitment to a treatment facility. After many years of fruitless effort, the law was finally changed, thanks to FMHCA, to provide for LMHCs to make involuntary commitments directly.

Currently (2011-2015), FMHCA is ably represented in Tallahassee by the legislative consulting firm of Mixon and Associates, Inc. that works closely with FMHCA’s Governmental Relations Committee.
FS 491 is administered in Florida by the “Board of Clinical Social Workers, Marriage and Family Therapists and Mental Health Counselors”, commonly referred to as the “491 Board”. The history of FMHCA includes the fact that several of its Past Presidents have gone on to serve on this important board, including Chuck Landis, Bill Day, Sally Mallery and Denny Cecil-Van Den Heuvel.

As for providing educational opportunities, FMHCA has organized an outstanding state-wide conference for the past three years under the leadership of Denny Cecil-Van Den Heuvel (2012), Elvis Lester (2013) and Darlene Silvernail (2014). This conference is now regarded as one of, if not the, outstanding state-wide conference for mental health professionals associated with AMHCA.

Organizationally, FMHCA was a local affiliate of FCA for its first 17 years. However, in 1997 it separated from FCA, forming a non-profit corporation with 501(c)(6) status under provisions of the IRS. This gave FMHCA control over its own affairs, including its data base as well as its income and expenses. Perhaps the most valuable benefit of separation was that it increased the professional identity of its members.

As Shakespeare said, “What’s past is prologue.” FMHCA stands ready to continue serving its members and the profession for the foreseeable future.
4 Board Member Expectations

Thank you for your interest in serving on the FMHCA Board of Directors. Your dedication to FMHCA and to our profession is appreciated. Assuming the role of a board member is a significant commitment and before agreeing to run for the FMHCA Board, it will be helpful to know what is expected of board members. The following discussion reviews participation
expectations, the FMHCA Board calendar, specific board tasks, and reimbursement policies. We hope that you find this information useful as you consider this important decision.

Again, many thanks for your interest in serving on the FMHCA Board of Directors!

5 Board Participation

The FMHCA Board is the governing body of FMHCA and is the mechanism for determining policies, procedures and activities, local chapter development, leadership training, conference planning, and budgetary oversight. The Board of Directors meets in person once a year at the Annual Conference and by online “GoToMeeting” sessions monthly. These meetings provide a forum for members to develop professional and personal relationships while charting the course the organization.

Board members are expected to attend and participate in all scheduled board meetings (“GoToMeeting” and in-person) and come to each meeting prepared to report on their respective areas of responsibility. These reports should be directly tied to activity areas outlined in the most recent Strategic Plan. Board members who serve as committee liaisons will also report on their activities relative to the committee they serve on.

Board members familiarize themselves with the bylaws and work within that framework.

Board members are expected to have access to email and agree to check their emails frequently. Board members agree to participate in Board email discussions and to respond in a timely manner to communications initiated by staff and other board members. When board members are unavailable by email for extended periods of time, members notify the President and staff.

Board members attending meetings on behalf of FMHCA provide a follow-up report to the President and Executive Director.

Board members consult with the President and Executive Director before submitting articles for publication or engaging in an interview regarding issues that involve FMHCA directly or indirectly. Board members copy the Executive Director and President in all correspondence with members and chapters.

Board members respond to advocacy requests sent out by the Governmental Relations Committee.

Board members provide the President and/or newsletter editor with requested articles in a timely way. These include goal statements by Board candidates; monthly President’s articles; articles on the upcoming conference and Committee Chairs summaries of committee activity. The active Board member will, on occasion, submit an article for newsletter publication on his/her own initiative.
Outgoing board members provide an orientation to the new board member taking over the vacating Board member’s position. This includes an individual phone conference in addition to the new board members’ mentoring and written materials as appropriate.

Board members discuss prospective outreach plans or initiatives that involve FMHCA with the President and Executive Director.

Prospective board members are given information about board responsibilities (this document) by the Chair of the Nominating Committee (the Past President). Before their name is added to the ballot, prospective board members are to indicate that they understand these responsibilities and agree to abide by them if elected to office.

Newly elected board members are invited to join the monthly board meeting (currently held via “GoToMeeting”) following their Election and prior to the commencement of their term of office. They are non-voting participants in this call.

New board members are provided individual mentoring. The President is responsible for mentoring the President-Elect. The Past President is responsible for mentoring new board members.

Each Board member will have at least one committee assignment as the board liaison to that committee and should be present during committee calls and meetings.

6 Board Members and the Budget

Board members have available funds to use for activities related to their board responsibilities, if any. Each year the FMHCA board approves a budget that includes line items expenses that may fall within the scope of activity of a board member. Any other expenses must be preapproved by the President. Board members should consult with the President when anticipating expenditures for approval of such expenditures.

An example of an activity that falls under individual board member’s expenses include travel for the President and President-Elect to AMHCA’s annual conference (budgeted).

7 Board Reimbursement Policy

The President, President Elect and Executive Director are reimbursed for travel, lodging, food and registration at the FMHCA Annual Conference.

The President, President Elect and Executive Director are reimbursed for travel, lodging, food and registration at the AMHCA Leadership/Annual Conference.
Board members are reimbursed for travel expenses to the August Retreat. Receipts are required to receive reimbursement if paid for separate from the master account. (Other Retreat expenses are paid from the master account.)

Board members are reimbursed for expenses that have been pre-approved by the President or Executive Director when engaging in activities directly related to their respective board roles.

8 Board Member Agreement
I, __________, understand that as a member of the FMHCA board, I have a legal and ethical responsibility to ensure that FMHCA does the best work possible in pursuit of its goals. I believe in the purpose and mission of the association, and I will act responsibly and prudently as its steward.

9 Board Member Responsibilities

As a board member I agree to the following as part of my responsibilities:

• I will maintain my AMHCA membership in good standing without lapses.
• I will be fiscally responsible as I carry out my duties as a board member.
• I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in review, approving, and monitoring the budget.
• I will attend at least 75% of board meetings, teleconferences, committee meetings, and special events. To the best of my ability, I will attend all board meetings, be available for phone or email consultation, and serve on at least one board committee.
• I am responsible for knowing and overseeing the implementation of policies and procedures.
• I accept and will follow FMHCA bylaws, fiscal policies and operating policies and procedures.
• I will actively promote FMHCA in a positive manner.
• I will interpret the association's work and values to the community, represent the association, and act in good faith and in a manner that upholds the best interests of FMHCA.
• I agree to treat my fellow board and association members with respect. When conflict occurs, I promise to respectfully disagree and work for a resolution that is in the best interest of FMHCA.
• I understand that FMHCA board members have a fiduciary duty to conduct themselves without conflict to the interests of FMHCA. In my capacity as a board member, I understand that I must subordinate personal concerns, individual business, third-party, and other interests to the welfare and best interest of FMHCA to avoid conflicts of interest.
• I will stay informed on matters that affect clinical mental health counselors and the business of FMHCA and will participate in discussions and decisions to further the mission of FMHCA.
• I will ask questions and request information.
• I will participate in and take responsibility for making decisions on issues, policies and other board matters.
• I will work in good faith with staff and other board members as partners towards achievement of our goals.
• I will perform my duties to the best of my ability as an active member of FMHCA. If unable to fulfill my commitment I will engage in discussion with the board President and/or Executive Director at the earliest possible time._________(initial)

10 Board Member Code of Ethics

• As a board member I will be held to the American Mental Health Counselors Association Code of Ethics.
• I will alert the board President and Executive Director if I have a conflict of interest during any board discussion and considering recusing myself from that discussion and abstain from voting as needed.
• I will not divulge any information on any official or unofficial matter from FMHCA Board meetings that are to be held in confidence. ________(initial)

I have read and understand this board member agreement and all its components and agree to abide by these standards and commitments.

Print/Sign_______________________________________________________________
FMHCA Board Member / Date

Print/Sign_______________________________________________________________
FMHCA Board President or Executive Director/ Date

11 About FMHCA

The Florida Mental Health Counselors Association is the only organization working exclusively for the mental health counseling profession in Florida. The organization’s mission is to enhance the profession of mental health counseling through licensing, advocacy, education, and professional development.
FMHCA is a growing community of over 600 licensed mental health counselors, registered interns, students and retirees with local chapters across the state.

12 FMHCA Organization Chart

FMHCA Organization Chart

Board of Directors

PRESIDENT
PRESIDENT ELECT  PAST PRESIDENT
SECRETARY  TREASURER
MEMBER at LARGE (Four)

Special Committees
- Governmental Relations
- Educational, Training Standards and Continuing Education
- Local Chapter Relations
- Membership
- Graduate Student
- Registered Intern
- Research

Standing Committees
- Nominations and Elections
- Finance
- Ethics
- Bylaws

Executive Director

Parliamentarian

Executive Administrator

13 FMHCA Board, Staff and Committee Composition

The Board of Directors will consist of the following:
- President
- President Elect
- Past President
- Secretary
- Treasurer
Member at Large: (total of four positions)
All Board members are elected by ballot of the FMHCA membership.
Parliamentarian: Appointed by the President with the approval of the Board.

Staff:
Staff members are independent contractors.
  - Executive Director
  - Executive Administrator

Standing Committees:
Standing committee chairs are appointed by the President, except as noted below:
  - Nominations and Elections: Chair, Past President
  - Finance: Chair: Treasurer
  - Ethics
  - Bylaws

Special Committees:
  - Governmental Relations
  - Education, Training Standards, and Cont. Education
  - Local Chapter Relations
  - Membership
  - Public Relations
  - Registered Intern and Graduate Student
  - Research
  - Military Service

Advisory Board Members
  - All local chapter Presidents
  - All Standing Committee Chairs
  - All Special Committee Chairs
  - Counselor Educator Representative
  - Parliamentarian

14 FMHCA Local Chapters

- [Broward](#) MHC Association *Forming*
- [Emerald Coast](#) MHC Association
- [Gulf Coast](#) MHC Association
- [MHC Association of Central Florida](#):
MHC Association of Palm Beach County:

Miami/Dade County MHC Association: Forming

North Florida MHC Association: Forming

Space Coast MHC Association

Suncoast MHC Association

15 Roles & Functions: Board of Directors

The FMHCA Board of Directors is responsible for formulating policy and procedures for the association. It is composed of the President, President Elect, Past President, Treasurer, Secretary and four Members-at-Large. The parliamentarian is a nonvoting member of the Board of Directors.

Role: The role of the Board of Directors is to establish and oversee the implementation of the policies and programs of the Florida Mental Health Counselors Association.

Functions: The functions of the Board of Directors include:
1. Conducting, managing, and controlling the business of the association through the adoption of policies and programs.
2. Acting on the reports of committees, task forces, networks, coordinators and others responsible to the board.
3. Review the job description and evaluate the job performance of the Executive Director on an annual basis.
4. Review the job description and evaluate the job performance of the executive administrator on a semiannual basis.
5. Approve contracts prepared by the executive director.
6. Granting or denying charters of new local chapters.
7. Revoking local chapter charters for non-compliance with FMHCA bylaws.
8. Implementing annual leadership training activities at the state or local level.
9. Exercising such other functions as may be necessary or desirable in the best interests of the association while not in conflict with the FMHCA bylaws.

16 Roles & Functions: President

The FMHCA President is elected by the membership as President-Elect. The presidency is a three year commitment: President Elect, President and Past President.
Role: The role of the President is to lead FMHCA toward fulfillment of the Strategic Plan.

Function: The functions of the President include:
1. Ensuring that a long range Strategic Plan is reviewed annually by the Board of Directors.
2. Preparing, in cooperation with the President Elect, Past President and Executive Director, an annual Plan of Action for board approval and an end-of-year report. The Plan of Action becomes the goals for the upcoming year.
3. Presiding at meeting of the Board of Directors.
4. Supervising the Executive Director.
5. Conducting the annual evaluation of the Executive Director.
6. Serving as an active member of the FMHCA Finance Committee.
7. Serving as an active member of the Legislative Committee, have a working knowledge of existing and proposed 491 laws and rules and actively advocate for (or against when appropriate) legislation directly affecting the mental health profession in Florida.
8. Working closely with the Past President/Nominating Committee Chair to prepare the slate of officers for the next fiscal year and maintaining an active working board.
9. Serving as an ex-officio member of all other standing and special committees, assuring that the goals and objectives of each are tied directly into FMHCA’s annual Plan of Action and long-term Strategic Plan.
10. Preparing one or more articles for the monthly newsletter.
11. Maintaining a working relationship with existing local chapters and facilitating the development and orientation of new ones.
12. Representing FMHCA at meetings and conferences at national, state, and local levels.
13. Recommending for board approval an individual to fill vacancies on the Board of Directors.
14. With board approval, establishing ad hoc committees and appointing chairs as necessary or expedient.
15. Serving as liaison to other organizations, institutions, and associations as appropriate.
16. Carrying out other responsibilities as directed by the Board of Directors.

17 Roles & Functions: President Elect

The President-Elect is elected by the membership and takes office as President on July 1 of the year following his/her Election.

Role: The role of the President Elect is to serve as a voting member of the FMHCA Board of Directors.

Function: The functions of the President Elect include:
1. In the absence or resignation of the President, assuming the role of President with full authority and responsibility.
2. Preparing, together with the President, Past President and Executive Director, an annual Plan of Action for board approval and an end-of-year report. The Plan of Action becomes the goals for the upcoming year.
3. Nominating members to serve as chairs of standing and special committees prior to the June Board of Directors meeting that occurs during the term of the President-Elect. After approval by the Board of Directors at the June meeting, the nominations shall become effective on July 1 when the President Elect assumes the office of President.
4. Assisting the Conference Planning Committee as needed.
5. Assisting the Executive Director in monitoring and documenting CEU contact hours and CE broker documentation.
6. Reviewing the FMHCA Policies and Procedures manual and recommending revisions as needed. Any ensuing recommendations for revisions are to be acted upon at the June Board of Directors meeting held during the President-Elect's term.
7. Serving as an active member of the Education Committee to organize, facilitate and maintain annual webinar and training calendars for members.
8. Serving as an active member of the Graduate Student Committee and Registered Intern Committee to help in developing and promoting their goals and objectives.
9. Proctoring all webinars presented by FMHCA.
10. Carrying out other responsibilities as requested by the Board of Directors.
11. Writing articles for the newsletter.

18 Roles & Functions: Past President

The FMHCA Past President serves the last year of the three year commitment to the office of FMHCA President.

Role: The role of Past President is to serve as a voting member of the FMHCA Board of Directors.

Function: The functions of the Past President include:

1. Preparing, together with the President, President Elect and Executive Director, an annual Plan of Action for board approval and an end-of-year report. The Plan of Action becomes the goals for the upcoming year.
2. Identifying nominees for the annual Election to the Board of Directors and developing slate of candidates.
3. Reviewing the Election procedures to assure the largest possible member participation.
4. Serving as liaison to FMHCA Standing, Special and Ad Hoc Committees and to other organizations, institutions, and associations as appropriate.
5. Planning and implementing special project(s) as needed, consistent with the Strategic Plan and Plan of Action.
6. Carrying out responsibilities as requested by the Board of Directors
7. Writing articles for the newsletter.

19 Roles & Functions: Treasurer

The FMHCA Treasurer is an elected position with a one year term of office. The Treasurer is a voting member of the Board of Directors. The Treasurer may be reelected to the same position.

Role: The role of Treasurer is to chair the Finance Committee and report on all fiscal matters to the Board of Directors.

Function: The functions of the Treasurer include:
1. Preparing, with the assistance of the Finance Committee, President and Executive Director, a pro-forma budget for the following fiscal year by June 1st.
2. Appointing members to the Finance Committee in consultation with the President.
3. Engaging in oversight of financial matters as appropriate.
4. Recommending to the Board long-range fiscal policies, goals, etc.
5. Writing articles for the newsletter.

20 Roles & Functions: Secretary

The FMHCA Secretary is an elected position with a one year term of office. The Secretary is a voting member of the Board of Directors. The Secretary may be reelected to the same position.

Role: The role of the Secretary is to prepare, maintain and preserve all FMHCA records that may be useful for future reference and that contribute to the history of the organization.

Function: The functions of the Treasurer include:
1. Recording the minutes of all official meetings of the Board of Directors.
2. Distributing the minutes to the Board of Directors in timely fashion.
3. Recording the minutes of the Annual Meeting of the Membership.
4. Causing the Annual Meeting minutes to be published in the newsletter.
5. Serving as corresponding Secretary for all officially designated Board business.
6. Receiving reports from local chapters and having them reviewed by the Board of Directors.
7. Writing articles for the newsletter.
21 Roles & Functions: Members at Large

A Member-at-Large is elected by the membership for a term of one (1) year. Members at Large may be reelected to the same position.

**Role:** The role of the Member At Large is to serve as a voting member of the FMHCA Board of Directors.

**Function:** The functions of the Member At Large include:
1. Attending and participating in all regular and special Board meetings.
2. Serving on at least one Standing, Special or Ad Hoc Committee.
3. Carrying out responsibilities as requested by the Board of Directors.
4. Writing articles for the newsletter.

22 Roles & Functions: Parliamentarian

The FMHCA Parliamentarian is appointed annually by the President subject to the approval of the Board. The Parliamentarian is a nonvoting member of the Board of Directors.

**Role:** The role of the Parliamentarian is to advise the President and Board of Directors in matters relating to parliamentary procedure and to assure that board meetings are conducted in compliance with Robert's Rules of Order.

**Function:** The function of the Parliamentarian is to:
1. Attend all regular and special board meetings and participate as is appropriate to the office.

23 Roles & Functions: Executive Director

The Executive Director is responsible for the organization’s administrative functions in the pursuit of its mission and financial objectives.

The Executive Director reports to the Board of Directors.

**Role:** The role of the Executive Director is responsible for implementing the policies of the FMHCA Board of Directors.

**Function:** The functions of Executive Director are detailed in the Executive Director's Job Description.

24 Roles & Functions: Executive Administrator
The position of Administrative Assistant (AA) is salaried. The Executive Administrator is hired by the Executive Director for a term of one year, commencing with the beginning of the FMHCA fiscal year (July 1). The contract with the executive administrator will be reviewed and may be renewed annually.

**Role:** The role of the Executive Administrator is to facilitate the administrative functions of the organization.

**Function:** The functions of the FMHCA Executive Administrator include:

**In Association Management, the Executive Administrator will:**
1. Handle/Forward requests for information to/from President, Board, and community. (Administrator’s questions regarding association communications will be directed to the Executive Director.)
2. Properly forward mail to appropriate party or handle inquiries related to membership, training, advertising, and conference registrations that arrive via postal mail or email.
3. Notify Treasurer, President, Executive Director or other officers of matters requiring their prompt attention.
4. Notify website master of corrections needed and/or member usage problems.
5. Assist the Chair of the Nominating Committee with preparing an Election Ballot by May 1st and compile Election results to announce to Board by May 30th.
6. Handle other duties as needed and as agreed upon in advance.

**In Membership Records and Communications, the Executive Administrator will:**
1. Maintain membership database (updates/edits) on Excel and make data available to Board members upon request and manage online membership software.
2. Respond to membership inquiries and assist members with changes to their membership records.
3. Notify Executive Director or President of membership inquiries needing additional attention.
4. Prepare a monthly membership report and distributed to the Board prior to their monthly meeting.
5. Maintain contact list on Constant Contact or other email software.
6. Send membership renewal notices prior to the membership renewal anniversary date.
7. Send messages via Constant Contact when requested by the Board.

**In Conference Registration and Management, the Executive Administrator will:**
1. Collect and document conference registrations that arrive via email or postal mail.
2. Compile conference registrations on Excel database and regularly forward to Conference committee and/or chair of the ad hoc Conference Committee.
3. Assist Conference Committee with publicity and/or distribution of information to members and contacts via use of Constant Contact or other event registration software.
4. Attend Annual Conference to assist with check-in, registrations, and on-site logistics. Executive Administrator’s room and board expenses during the conference will be paid by FMHCA.

In Financial Management, the Executive Administrator will:

1. Collect and compile all payments received into and Excel database known as “Deposit Log”
2. Collect all bills received and ensure that they are processed for payment.
3. Prepare and make deposits to the current FMHCA bank account within seven (7) days of receipt for all monies received.
4. Serve as a member of the Finance Committee

In Continuing Education (CCEU) Information Management, the Executive Administrator will:

1. Enter CEU Information into the CE Broker online (input training and licenses of attendees)
2. Update and provide CEU documentation for trainings as needed
3. Maintain Records (evaluations and list of attendees)
4. Create Sign-In/Evaluation/Certificates as requested

25 Roles & Functions: Standing and Special Committee Chairs

FMHCA committee chairs are appointed by the President Elect and assume their responsibility at the beginning of the fiscal year at the same time the President Elect becomes president.

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

Function: The functions of FMHCA committee chairs include:

1. Submitting the committee's annual plan of action and budget for board approval. The plan of action is to be consistent with the Plan of Action for the upcoming year.
2. Working closely with The President and Executive Director, keeping them informed of progress.
3. Submitting a report prior to each board meeting on the progress the committee is making toward realizing its plan of action.
4. Keeping expenditures in line with approved budget.
5. Requesting, if necessary, that the Finance Committee make any alterations in the committee's budget at mid-year.
6. Suggesting names to fill vacancies on the committee.
26 Roles & Functions: Standing and Special Committee Members

Much of the association work will be carried out by committees consistent with the FMHCA’s long-term Strategic Plan and annual Plan of Action. Generally, committees will consist of a practicing mental health counselor, a mental health counselor educator, and a researcher, together with such additional members as may be deemed appropriate. Committee members are appointed by the Committee Chair with the approval of the President.

Role: The role of FMHCA committee members is to implement the FMHCA Strategic Plan and Plan of Action.

Function: The functions of FMHCA committee members include:
1. Developing a plan of action using the goals, objectives, and tasks outlined in the FMHCA Strategic Plan.
2. Participating in the implementation of the committee’s plan of action.

27 Roles & Functions: Advisory Board

The President, President Elect, Past President, other members of the Board and Executive Director consistently seek and are open to new ideas and policies that will foster and enhance the operations and efficiency of the FMHCA. To implement this policy, suggestions and advice are sought from members of the Advisory Board which consists of the Chairperson of each Standing committee, the Chair and Co-chair of each Special Committee, the President of each local FMHCA chapter and the Parliamentarian.

Role: The role of the Advisory Board is to provide information and advice to the President and Board of Directors.

Function: The functions of Advisory Board include:
1. The Advisory Board meets with the Board of Directors when invited by the President.
2. Individual members are encouraged to attend regular Board of Directors meetings to apprise the Board as to matters within their area of responsibilities.

28 FMHCA Bylaws

The bylaws of the Florida Mental Health Counselors Association define the organizational and operational structure of the organization. All members of the Board of Directors,
Advisory Board and staff assure that all policies, programs, procedures and activities are consistent with the bylaws.

Changes in the bylaws may be made by a two-thirds majority vote of the Board of Directors. Changes are approved and effective on passage. Bylaws changes are brought to the attention of the membership at the first Annual Meeting of the Membership following passage for ratification.

Where the bylaws are silent on matters of concern, Robert’s Rules of Order apply.

To view this document, go to http://www.flmhca.org/member-info/bylaws

Just as the bylaws are always subject to review and modification, this Board of Directors manual will always be a work in progress, subject to change by the Board of Directors.

29 FMHCA Code of Ethics

FMHCA adopts the American Mental Health Counselors Association’s code of has its own. See: http://www.amhca.org/about/codetoc.aspx

30 FMHCA Plan of Action

2014 – 2015

Schedule of Meetings
1. Host Board Retreat August 22-23 to build Board and Chapter relations and increase Chapter collaboration
2. Hold Board meetings monthly

Budget/Taxes
1. Approve 2014-2015 annual budget
2. Conference 2015 budget (included in annual budget)
3. File taxes and Annual Report in timely fashion
4. Report to Board monthly on income and expenses and assets and liabilities
5. Establish Treasure Policies and Procedures
6. Bank of America update (Treasurer)

Projects and Objectives
1. Hold Annual Conference 2015
3. QST February and June 2015
4. Establish Working Committee Chair Groups
5. Obtain Goal Plans for each committee
6. Complete CE Broker Training (Executive Administrator)
7. Revise officer Election ballot system for 2015
8. Stay informed as to 491 Board policies and procedures
9. Collaboration with MFT/SW coalition
10. Release new website
11. Increase website exposure
12. Review and revise Bylaws as necessary
13. List of MHC Programs in FIA
14. Update 2015 Awards list
15. Utilize You Tube channel
16. Increase use of lobbyist
17. Increase net profit
18. VA LPMHC Vet Affair hiring practices
20. Publish Board of Directors Manual

**Membership**
1. Complete New Member Orientation Package
2. Complete New Chapter Package
3. Complete Benefits of Membership Promotion
4. Increase Membership to reach 650-700
5. Add North Florida Chapter
6. Add Dade/Miami Chapter
7. Add Broward chapter