

Application Form

ISCA Board of Directors

PURPOSE

The Board of Directors governs and acts as the trustee for the members of the Indiana School Counselor Association (ISCA), a nonprofit national professional organization formed to advance the field of school counseling and add value to stakeholders.

ISCA's VISION:

ISCA's MISSION:

RESPONSIBILITIES

Members of the ISCA Board of Directors are responsible for determining the overall direction of the organization, ensuring the organization does what it needs on behalf of its members and avoids what it shouldn't do. Board members are expected to be knowledgeable about ISCA, its guiding principles and current activities. Board members are responsible for the governance function of the organization, including ensuring compliance with ISCA Bylaws, establishing policies, monitoring compliance with the policies, establishing linkages with ISCA members and completing all tasks necessary to meet these responsibilities.

Most board member responsibilities can be met virtually; however, service on the board requires the following travel:

- Fall board meeting: September
- Membership board meeting: November (Conference)
- Winter board meeting: February (virtual)
- Spring board meeting: April
- Annual Conference: Thursday/Friday in November (immediately followed by Membership board meeting)

CRITERIA

To be eligible for nomination, individuals must:

1. Be employed in school counseling in a school, school district or state department of education or as a faculty in a school counselor education program on the due date for the submission of candidate applications.
2. Hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on Jan. 31, 2019.
3. Be ISCA professional member.
4. Demonstrate commitment to school counseling and ISCA.
5. Comply with the instructions herein.

In addition to knowledge about and experience in the school counseling field, the Nominations and Elections Committee seeks leadership candidates with a demonstrated commitment and service to the organization, a working knowledge of the Policy Governance[®] Model and a temperament that contributes to and generates group consensus, wisdom and vision.

INSTRUCTIONS

If you wish to be considered for nomination as a candidate for election to the ASCA Board of Directors, please:

1. Review the instructions and criteria in this form.
2. Complete this application.
3. Print the candidate commitment form, have your school district superintendent or supervisor sign it, and then scan it.
4. E-mail a copy of the completed questionnaire, the signed candidate commitment form and your resume or vita to iscaexec.director@gmail.com by April 30, 2019.

Name: _____

Employer/Affiliation: _____

Job Title: _____

Address: _____

City: _____

State: ____

ZIP: _____

Tel: ()- -

Cell: ()- -

Fax: ()- -

E-mail: _____

1. BASIC CRITERIA:

a. Are you employed:

full-time in school counseling in a school or school district

District/school name: _____

full-time in a position that oversees school counseling at the district or state level

School district or state: _____

full-time faculty in a school counselor education program

Program name: _____

b. Do you hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency?

YES

NO

State/agency that issued

licensure/certification: _____

c. Are you an ISCA professional member?

YES

NO

Member since: _____

2. POLICY GOVERNANCE[®] MODEL:

- a. Did you complete the ASCA Leadership Specialist training program?
YES NO Completion date: _____
- b. Are you familiar with the Policy Governance[®] Model (Carver, 1990) and its descriptions of the roles, responsibilities and relationships between governance (board of directors), management (CEO) and stakeholders (members)?
YES NO

3. ISCA SERVICE:

- a. List the ISCA committees on which you have served (note any leadership positions):
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- b. List other examples of your participation in ISCA (e.g. publications, presentations, etc.):
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

4. ISCA BOARD OF DIRECTORS:

- a. Briefly describe why you wish to serve on the ISCA Board of Directors (200-word maximum) *Note: If selected as a candidate, this statement will be shared with ISCA members as a part of candidate information.*
- _____
- b. If nominated and elected, would you make your board service a priority throughout your term; that is, will you commit to (a) attending and participating in all board meetings each year for which your travel and lodging are paid by ISCA and (b) participating in any and all interim governance discussions, tasks and other activities?
YES NO

- c. If nominated and elected, it is possible you may serve in a board leadership position. Because the board comprises nine elected members, it is also important that each director be a potential chief governing officer. If elected to such a position, would you serve and commit your attention and time to fulfilling such responsibilities?

YES

NO

5. NON-ISCA GOVERNANCE EXPERIENCE:

- a. List other boards and committees on which you have served outside your school or school district (note any leadership positions):

1. _____
2. _____
3. _____
4. _____
5. _____

6. SCHOOL COUNSELING EXPERIENCE:

- a. Describe your experience and accomplishments in the field of school counseling such as presentations, publications, internship supervision, leadership roles or other accomplishments (include any positions in your school or school district):

1. _____
2. _____
3. _____
4. _____
5. _____

ATTESTATION

By my signature below, I attest that all information herein is true and correct to the best of my knowledge, that I alone completed this questionnaire.

Candidate Signature: _____

Date: _____

FOR ISCA OFFICE USE ONLY

This questionnaire, Candidate Commitment Form and attached resume/vita were received by ISCA by the April. 30 deadline, and ISCA records do not dispute the information listed in Section 1.

Executive Signature: _____

Date: _____

Candidate for ISCA Board of Directors Commitment to Performance

Candidate's Name: _____

Current Job Title: _____

Brief Job Description: _____

Administrators: ISCA congratulates you and your institution for employing such an outstanding professional, who seeks the nomination for state office. We recognize the need for cooperation and mutual understanding shared through commitments to professional activities. Based upon the information, responsibilities and expectations of the ISCA office, we request your endorsement and willingness to facilitate this commitment to performance.

I have reviewed this nomination for ISCA office and acknowledge the potential candidate's intent to pursue election to that position. I will grant administrative approval for release time. I verify the above job title and job description as the nominee's official responsibilities.

Superintendent

Type/Print Name: _____

Title: _____

Date: _____

Signature _____

Principal (or immediate supervisor for non-school-based members)

Type/Print Name: _____

Title: _____

Date: _____

Signature _____

The above signatures must include the nominee's immediate supervisor and the superintendent (person designated to grant leave) or his/her designee.

Nominee Statement

I understand and agree to fulfill the responsibilities and obligations to the ISCA office. I agree to the release of my personal and professional data for the election process.

Signature _____

Date: _____