



Association of Student Assistance Professionals - New Jersey

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ASAP-NJ Functions & Responsibilities of Executive Officers, Committee  
Chairs & Regional Chairs

## **President**

- ❖ To attend and facilitate monthly Exec Committee meetings;
- ❖ Submit a written report at monthly Exec Committee meeting;
- ❖ To create agendas for dissemination to executive committee members;
- ❖ Attend regional meetings, when possible;
- ❖ Represent the Association in a professional, ethical and utilitarian manner;
- ❖ Acts as liaison to consultant responsible for website development;
- ❖ Attend GCADA meetings and IASA/No Child Left Behind meetings;
- ❖ Respond to inquiries on ASAP cell phone;
- ❖ Strive to improve the profession and the organization through effective dissemination of information;
- ❖ Develop accountability & professional standards in the field;
- ❖ Attend the National Conference & regional meetings for the east coast;
- ❖ Work with the National Organization;
- ❖ Network with the Dept of Education, NJ Bar Foundation, NJ Education Association to encourage support and legislation that supports all members of ASAP-NJ;
- ❖ Funding development opportunities (funding streams);
- ❖ Maintains organized materials for transfer & reference;
- ❖ Develop Newsletter
- ❖ Other pursuits:
  - State Initiative Grant investigation;
  - Change in name to Student Assistance Coordinator.

## **Co- Vice Presidents**

- ❖ Develop Newsletter;
- ❖ Support & promote ASAP goals;
- ❖ Maintain community contacts;
- ❖ Attend external meetings as deemed appropriate;
- ❖ Submit written monthly report at Exec Committee meetings Maintains organized materials for transfer & reference;
- ❖ Act as liaison to regional and standing committees;
- ❖ Participate as a member of ad-hoc committees;
- ❖ Attend NJEA Affiliate meetings;

## Secretary

- ❖ Responsible for taking minutes at monthly executive committee meetings;
- ❖ Submits written monthly report at Exec Committee meeting;
- ❖ Distribute minutes prior to next scheduled meeting;
- ❖ Act as RSVP coordinator for meetings;
- ❖ Write letters on behalf of the executive committee;
- ❖ Keep abreast of public arenas where ASAP-NJ can make public comment;
- ❖ Maintains organized materials for transfer & reference;
- ❖ Attend external meetings as deemed appropriate;
- ❖ Acts as historian, maintaining records for archival purposes.
- ❖ Investigate grant dollars for special projects.

## Treasurer

- ❖ Deposits check sin ASAP-NJ account;
- ❖ Submits written monthly report at Exec Committee meeting;
- ❖ Collects receipts for reimbursement;
- ❖ Reconcile bank statements;
- ❖ Send out IRS forms to contracted speakers. Collect & report on 1099 forms IRS-April of each year and file tax return;
- ❖ Make monthly register reports for Executive Committee meetings;
- ❖ Acts as a permanent member of the membership committee;
- ❖ Annual Conference-Oversight of all accounting;
- ❖ Act as permanent member of the Conference Committee;
- ❖ Works with regions on development of a regional budget;
- ❖ Attend Ad-hoc committee meetings;
- ❖ Maintains organized materials for transfer & reference;
- ❖ Yearly-Dept of Treasury Annual Report;
- ❖ CEU status;
- ❖ Insurance;
- ❖ Other Pursuits:
  - Develop expense forms
  - Attend functions on behalf of ASAP-NJ o Present at conferences
  - Write articles for newsletter.

## Parliamentarian

- ❖ Attend monthly Executive Committee meetings;
- ❖ Submits written monthly report at Exec Committee meeting;
- ❖ Act as timekeeper & monitor productive flow of Exec Committee meetings;
- ❖ Insure adherence to Roberts Rules of Order & Association By-Laws;
- ❖ Make changes to By-Laws which are approved by the Executive Committee ;
- ❖ Acts as liaison to consultant responsible for website development;
- ❖ Maintains organized materials for transfer & reference.

## Standing Committees

### Professional Development

Consult with conference committee about workshops/speakers;  
Develop a system for use of the PDH provider #;  
Submits written monthly report at Exec Committee meetings;  
Advise membership of staff development opportunities via website/newsletters/regional chairs;  
Dialogue with DOE about credentialing, certification & licensing;  
Maintains organized materials for transfer & reference;  
Other Pursuits:  
Explore offering of regional training to membership on pertinent issues;  
Increase focus on school safety & violence-related issues;  
Develop a Speakers Bureau.

### Membership

- ❖ Maintains monthly updates of membership list;
- ❖ Input new members and make changes to list as needed;
- ❖ Forward new list to web manager & regions;
- ❖ Attend monthly Exec Committee Meetings;
- ❖ Submits written monthly report & updated membership list at Exec Committee meetings;
- ❖ Develops & distributes to the Exec Committee a yearly multi-pronged membership recruitment plan by June;
- ❖ Designs the membership application annually;
- ❖ Write and distributes ASAP membership welcome letter;
- ❖ Completes & distributes membership cards;
- ❖ Compiles information for membership booklet;
- ❖ Works with treasurer on the membership account and the determination of regional budgets;
- ❖ Maintains organized materials for transfer & reference;
- ❖ Annual Conference
  - Set up membership table at conference
  - Provide membership list for conference packet
  - Coordinate with conference chair/co-chair & treasurer with regard to membership fees and conference registration.

### Legislative Committee

- ❖ Provides monthly legislative updates on pertinent issues;
- ❖ Submits written monthly report at Exec Committee meetings;
- ❖ Makes public policy recommendations to the Executive Committee;
- ❖ Prepares a quarterly legislative newsletter;
- ❖ Represents ASAP-NJ on Governor's Council on Alcoholism & Drug Abuse-Legislative Committee;
- ❖ Maintains organized materials for transfer & reference.

### Public Awareness/Outreach/Media Relations

- ❖ Registers ASAP-NJ exhibits at conferences;

- ❖ Submits written monthly report at Exec Committee meeting; arranging for staffing of exhibit sites;
- ❖ Orders promotional products as needed;
- ❖ Directs the writing, printing & publishing of all ASAP-NJ materials;
- ❖ Maintains organized materials for transfer & reference.
- ❖ Writes newspaper/press releases on ASAP-NJ events.

#### Conference Committee

- ❖ Attends monthly Exec Committee meetings;
- ❖ Submits written monthly report at Exec Committee meeting;
- ❖ Works with Treasurer to develop & maintain conference budget;
- ❖ Consults with Professional Development Committee on speakers and topic areas Prepares report for March Exec Committee meeting based on participant evaluations;
- ❖ Develops goals & recommendations for next year's conference based on evaluations;
- ❖ Maintains organized materials for transfer to new conference committee;
- ❖ Makes conference decisions as follows:
  - Conference theme;
  - Location & date;
  - Speaker selection & contracts;
  - Exhibitor outreach & arrangements;
  - Corporate sponsorship;
  - Moderators for workshops;
  - CEUs /PDHs/Social Work/LPC/CADC/etc;
  - Certificates of attendance;
  - Develop & design brochure;
  - Distribution & mailing of brochure to regions, external organizations, mailing lists, etc;
  - Preparation of binder/materials/name tags;
  - Give-a-ways;

#### Regional Chairs

- ❖ Attends monthly Exec Committee meetings;
- ❖ Submits written monthly report at Exec Committee meeting;
- ❖ Schedules regular regional meetings throughout the academic school year;
- ❖ Develops regional goals and objectives for submission at the October Exec Committee meeting;
- ❖ Consults with Treasurer in the development of a regional yearly budget;
- ❖ Collaborates and consults with designated Vice President;
- ❖ Maintains communication with Membership Committee;
- ❖ Serves on ASAP-NJ ad-hoc committees;
- ❖ Maintains organized materials for transfer & reference.

#### Technology Committee

- ❖ Maintains website through updates and new information obtained by ASAPNJ members and community services/agencies that request posting on the website.

- ❖ Make recommendations for hardware and software to maintain website with latest technology;
- ❖ Submits written monthly report at Exec Committee meetings;
- ❖ Maintains correspondence with members through “Contact Us” website page; forwards requests to appropriate Executive Board and Committee members;
- ❖ Prepares budget for yearly expenses;
- ❖ Maintains communication with the Executive Board, Committees and Regional Chairs;
- ❖ Maintains communication with Co-Vice-Presidents, Membership Committee and Secretary for updated membership lists, newsletters and meeting minutes for posting online;
- ❖ Serves on ad-hoc committees;
- ❖ Facilitate Technology Committee Meetings;
- ❖ Facilitate instant messaging meeting for the Executive Board and Committee;
- ❖ Maintains organized materials for transfer & reference.

Approved: October 2002

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