

IMHCA POLICY AND PROCEDURE MANUAL

The Illinois Mental Health Counselors Association (IMHCA) is a 503B Corporation registered in The State of Illinois.

MISSION: Care for the community through care for the counselors

PURPOSE: Promotion of community mental health through counselor advocacy, education, and support.

GOALS: Provide advocacy, education, and support of Illinois Mental Health Counselors

ORGANIZATIONAL STRUCTURE:

IMHCA is administered by a 12-person Board of Directors who are elected by the general membership at the annual spring conference. In addition, there is an elected graduate student non-voting member of the board. The officers of the Board are: President, Vice President, Treasurer, Secretary, Past President. The Executive Committee of the Board are the officers and the Executive Director who is an ex-officio member. The Standing committees of the Board are: Finance, Nominations, Awards, Professional Development, Membership, Long Range Planning, Employment.

The Board meets a minimum of two times per year: at the fall conference and spring conference each. Other meetings are called by the President as needed. Committee meetings may occur by teleconference.

IMHCA employs an Executive Director and part time staff as needed.

OFFICERS AND REPRESENTATIVES

PRESIDENT

Requirements of Office:

Member of IMHCA for two years previous to holding office
Member in good standing of Illinois Counseling Association (ICA) and
American Counseling Association (ACA)

Term of Office:

1 year, July 1-June 30. President may seek re-election to a second consecutive one- year term
President may not seek a third term. After having served two consecutive one-year terms, the
President may run again for this office after at least one year out of office.

Responsibilities:

1. Serve as chair of Board of Directors; sets agenda in consultation with Executive Director;
Presides at the meeting.
2. Serves as chair of the Executive Committee. Meets regularly to consult with Executive Committee,
Suggested at once between each Board meeting.
- 3 Serves as ex-officio member of Finance committee
4. Develops strategic plan in consultation with Executive Committee and Executive Director
The strategic plan defines the specific directions, projects, and vision for the year. Ideally this plan is
developed shortly before the President's term begins and is implemented when the President begins the
term.

A copy of the strategic plan is distributed to the Board for approval and a finalized copy is sent to the
ICA Executive Director.

5. Serves as Division President on the ICA Governing Council and submits a written report on
IMHCA at each Governing Council meeting. The President may also serve as Divisional
Representative on the ICA Executive Committee
6. Appoints Board Committee chairs and Task Force leaders as well as representative to ICA
Committee and to the Coalition of Illinois Counseling Organizations (CICO) Board.
7. Supervises the IMHCA Executive Director and initiates the annual performance review of
the Director
8. Initiates Board meetings as needed besides the meetings held at the fall and spring conferences.
9. Sets the agenda for Executive Committee and Board meetings, in consultation with the Executive
Director
10. Writes an article/message for each issues of the IMHCA News/Update and sends it to the editor
11. Is encouraged to write four reports for the ICA/CONTACT; call Editor for deadline dates
12. Reports any salient information to The American Mental Health Counseling Association (AMHCA)

through the Regional Representative

VICE PRESIDENT

Requirements of Office:

- Membership in IMHCA for at least two years prior to election
- Membership in ICA, ACA

Term of office:

One year, July 1-June 30. The Vice President may seek re-election to a second consecutive one-year term and may not seek a third term. After having served two consecutive one-year terms, the Vice President may run again for this office after at least one year out of office.

Responsibilities

Serves on the Executive Committee and is a Member of the Board of Directors

Serves as a member on the Finance Committee

Runs the Board of Directors meeting in the president's absence

Serves at the President's discretion to assist committees with policy formulation, Special projects, etc.

Should the president be unable to continue his/her term, Vice President assumes the President's duties in every capacity

Training for Presidency: (optional)

IMHCA annual leadership training for president

ICA transition/leadership training

Consultation with President, Past President and Executive Director

SECRETARY

Requirements of Office:

Member of IMHCA for two years previous to office
Member of ICA and ACA

Term of office:

One year, July 1-June 30. The secretary may seek re-election to a consecutive one-year term.

Responsibilities:

Serve as a member of the Executive Committee and the Board of Directors

Records minutes of Executive Committee meetings and Board of Director meetings. Such minutes Should include: quorum, attendance, time, place, all actions taken and motions voted upon, as well As brief summaries of pertinent discussions, and time of adjournment.

Prepares minutes for distribution promptly (as soon after the meeting as possible, usually two Weeks) and sends copy to President and Executive Director. Upon approval of President, Executive Director disseminates the minutes to all Board members who approve the minutes at the next Meeting.

Keeps a copy of all minutes and when term of office is up, transfers these to the incoming Secretary.

TREASURER

Requirements of Office:

Member of IMHCA for two years previous to office

Member of ICA and ACA

It is recommended that the Treasurer should have served on IMHCA Finance Committee

Term of office:

One year, July 1-June 30. The secretary may seek re-election to a consecutive one-year term.

Responsibilities of Treasurer:

Serves as a member of Executive Committee and Board of Directors

Serves as Chairperson of Finance Committee

Develops annual budget in consultation with Executive Director and committee members
And submits budget for Board approval. This should occur during July-August of term.

Is a signatory on all checks (usually the President is the other signatory). As such must
Sign all payroll and any other checks.

Mails payroll tax deposit in a timely fashion. Treasurer has legal responsibility for seeing that
Payroll taxes are paid.

Oversees check deposits and disbursements.

Reviews all financial statements with the Executive Director

Periodically discusses financial status of organization with the accountant

Oversees submission of pertinent material to accountant

Submits a Treasurer's report to the Board at every meeting which summarizes the
Specifics of the organizations financial status (bank balances, etc.), The Treasurer
Also, prepares and submits a report from the Finance Committee at each Board meeting
Which includes a summary of committee discussions and activity.

There are two ways to fulfill these responsibilities. 1) Meet with the Executive Director at the IMHCA office
Approximately twice per month to sign checks and review financial statements and procedures. 2) Physically
Retain possession of the check book and sign checks as needed. In this case, Executive Director mails all bills
for payment, as well as all financial statements.

PAST PRESIDENT

Requirements of Office:

Having served as President of IMHCA.

TERMS of Office:

Past president serves following the year of Presidency. If the current President Of IMHCA is serving a two-year term, the Past President has the option of serving a second Term as past president.

If the Past President's Board membership has expired, the current President may ask the Past President to continue serving in the capacity of Past President. In this case, the Past President serves on the Executive Committee in a nonvoting capacity.

RESPONSIBILITIES

Chair of the Nominations Committee

Voting Member of the Executive Committee (unless term of membership on Board has Expired, in which case the Past President continues to be a non voting member of the Executive Committee at the discretion of the current President)

Serves as a member of the Finance Committee

Serve as an advisor to the President and Executive Committee

REPRESENTATIVES TO CICO

These are professional or regular members of IMHCA who represent IMHCA in CICO. CICO is an Organization that works for legislation, regulation, and public support for counselors, and especially for the organization and its members.

These representatives are appointed by the IMHCA President and are voting members of IMHCA Board.

Responsibilities

Serve as voting member of IMHCA Board

Attend CICO Board meetings (6 per year); these meetings are held in Chicago.

Submit a report to the President and Board of each CICO meeting.

ICA REPRESENTATIVES

ICA Representatives represent IMHCA at meetings of the ICA Governing Board. As such they are voting members of the ICA Governing Board. The ICA Representative's vote is conducted in consultation with the IMHCA President (when possible) and always represents the best interests of IMHCA and the counseling profession as a whole.

RESPONSIBILITIES:

Serves as a voting member of IMHCA Board of Directors; attends Board meetings

Attend ICA Governing Council meetings, twice per year, once prior to the annual conference
And once prior to the Leadership transition meeting.

As an ICA Governing Council member, accepts assignment to an ICA committee

Submits written reports to the President/IMHCA Board of every ICA contact and interaction

Attends ICA Leadership Transition/Training.

ICA offers partial reimbursement: ½ of mileage costs are reimbursed as is ½ of
Housing cost (if needed)

FINANCE COMMITTEE

The Finance Committee is comprised of the Treasurer, who serves as chair, Vice president, Past President, and Past Treasurer. The Executive Director serves as an ex-officio member. The IMHCA President may attend meetings also. (CHECK THIS WITH BYLAWS). The Finance Committee meets at least once per year (to discuss the budget) and as many other times as needed. The Treasurer should prepare a committee report for each Board meeting.

Responsibilities:

Review and discuss budget developed by Treasurer and Executive Director. Budget is also based on the Strategic Plan. The budget philosophy followed is: about 20% devoted to administrative Costs (Executive Director's salary/office, auditor, accountant, etc.) and about 80% devoted To services to members, legislative issues, and outreach. (These percentages are suggested by ACA/AMHCA.) The budget should include projections and recommendations regarding Dues structure, professional development activities, conferences, conventions, grants and Grant proposals and publications

Present an annual budget to the President and Board for final approval This should be done as early in the Fiscal year (July 1-June 30) as possible.

Using the Board approved budget, monitor overall income and spending during the fiscal year

Review advertising and mailing list fees once during the year.

Advise the Board about unexpected financial changes and proposed solutions

Related Policies:

One year's budget is to be held in reserve at any given time. The Treasurer/Finance Committee may Request an exception to this by petitioning the President and/or the Board of Directors .

Reimbursement: Members of the Board of Directors are eligible to receive reimbursement for mileage at the IRS rate (\$.36 per mile/2003) one way to each meeting of the Board. Executive Committee members who attend the ICA and/or IMHCA conference are eligible for reimbursement for ½ of room costs for the two nights of each conference they attend. All members of the Board of Directors are eligible to be reimbursed ½ for one night hotel stay at both ICA and/or IMHCA conferences.

IMHCA officers who attend the AMHCA leadership training are also reimbursed for ground transportation, Airfare, hotel and food.

IMHCA members seeking reimbursement should use the Reimbursement Form (see Appendix) available from the Executive Director and provide all the requested information. Every effort will be made to reimburse members in a timely fashion.

The Executive Director will confer with the President and/or Treasurer concerning any non-budgeted expenditure over \$500.00. Items less than \$500 may be purchased by the Executive Director without prior approval.

NSF/Returned checks charge is \$20.00 fee plus the check.

Advertising and mailing list fees are developed in consultation with the Executive Director and are Available on request. These are reviewed annually by the committee.

Workshop, seminar, and conference fees are set in cooperation with the Professional Development Committee and should permit the event to break even or produce revenue.

Refunds for IMHCA events will be provided, upon written request 10 days before the event. A processing fee (\$20) will be charged. No refunds provided after that time.
Credit card payments are accepted.

NOMINATIONS AND ELECTIONS COMMITTEE

This committee is comprised of the Past President, who serves as chair, and other current Board members who may be appointed by the President and/or chosen by the chair.

The purpose of this committee is to interview candidates to determine their eligibility and qualification and to nominate candidates for IMHCA offices.

The committee will advertise/solicit nominations through the IMHCA newsletter, meetings of the ICA Governing Board, and/or other appropriate means. Candidates will be encouraged to submit a short Professional biography for publication.

The IMHCA ballot will be submitted to the IMHCA Elections chairperson. This must be done prior to the deadline for publication of the full ICA/Division ballot.

Any IMHCA member may nominate someone for office. It is the philosophy of this committee that all eligible and qualified candidates shall be placed on the ballot.

MEMBERSHIP COMMITTEE

The chair of this committee is appointed by the President. The President and chair then select other committee members from the Board composition and interested volunteers who may not be on the board.

The purpose of this committee is to promote professional membership and its benefits to counselors not presently IMHCA members.

The Membership Committee meets regularly to generate ideas and to implement action steps to promote IMHCA membership. The Committee also works cooperatively with the Executive Director and office Staff when there are clerical tasks to be accomplished for membership.

The philosophy of the committee is to market the following benefits of membership:

- Newsletters (IMHCA, ICA and CICO information)

- Professional voice in legislative concerns such as licensure and inclusion/exclusion with other Professions and insurance

- Discounts at professional conferences and workshops

- Opportunities to network and share expertise

The committee also utilizes outreach, with regular follow up, to graduate counselor training programs and counselor educators, as well as other local/regional groups. Such outreach is conducted by trained "Ambassadors" who may be committee members or other volunteers.

AWARDS COMMITTEE

The President appoints the Chair of this committee and the President and the Chair select the committee members.

The purpose of this committee is to coordinate the following awards:

IMHCA Distinguished Service Award

Publish criteria and ask for nominations in IMHCA newsletter two times prior to the deadline

WHAT IS THIS DEADLINE

Criteria: IMHCA member; outstanding service to mental health counseling,
As a profession, in Illinois

Provide President with a selection (if more than one, rank order). Executive Committee will

Finalize selection. Only one award should be given in a year.

Order the award and prepare for presentation BEFORE the convention WHICH

Chair of the committee presents the award at the ICA Convention NOT AT IMHCA?

Prepare an article about the award recipient for Newsletter

Provide Public Relations committee with information to send to news, ICA, etc.

AMHCA Awards:

Service to Membership

Service to Community

Outstanding State

Follow AMHCA nomination procedures exactly, in consultation with President and ED

Prepare Presentation Folder or Book

Submit by deadline (usually January)

Successful nominations have included documentation/substantiation for each major activity (e.g., newsletter, correspondence, brochures) and have been colorful and professional presentations

ICA AWARDS

Facilitate and coordinate nominations for ICA awards, such as Publications, Distinguished Service to Counseling, etc.

IMHCA AWARD OF EXCELLENCE IN MENTAL HEALTH COUNSELING

Publish criteria and ask for nominations in IMHCA newsletter DEADLINE???

Criteria: IMHCA member; LCPC and/or CCMHC

Exceptional knowledge, skill and art of counseling shown in work with clients and demonstrated by:

collegial recommendation

Supplemental info may include presentations, workshops,

Publications and/or consulting recommendation

See Appendix for samples of published criteria.

PROFESSIONAL DEVELOPMENT COMMITTEE

Composition: This committee consists of a chairperson appointed by the President and two subcommittees: the Workshop committee and the retreat committee.

The Goal of this committee is to further the knowledge and skills of mental health professionals and to provide CEU opportunities for IMHCA members and other licensed mental health professionals in Illinois. It is the Further aim of this committee to raise money to fund the operations of the organization. Because of this aim, Events planned by this committee will be budgeted to break even or return a surplus to the organization.

The philosophy of this committee regarding an event is recognition of the fact that “no one buys a produce because it’s wonderful—they buy a product because it meets their needs.” To aid in needs analysis, the following questions should be asked BEFORE the event is planned:

- What is the market for this offering?
- Who is currently meeting this need?
- Are there needs within this market that are not currently being met?
- Who is the potential audience?
- What does the intended audience expect inane offering like this?
- Where is the intended audience located?
- How does the potential audience learn of workshop opportunities?
- What motivates this audience to attend workshops?
- What factors preclude this audience from attending workshops?
- What fee will need to be charged in order for the workshop to (at least) break even or Return a surplus

FINANCIAL POLICIES FOR WORKSHOPS, SEMINARS, CONFERENCES

Refunds are given upon written request up to ten days before the event. A processing fee is charged (\$20). No refunds are given for cancellations less than ten days before the event.

Credit cards are accepted for payment. See appendix for Credit card acceptance information.

Workshop subcommittee:

This subcommittee develops workshop ideas, evaluates and selects workshop proposals, works collaboratively with the Executive Director to implement the workshop, and plans the yearly workshop schedule.

Workshop Evaluation Criteria

Only completed proposal forms will be evaluated.

Acceptance Criteria:

- The workshop will increase mental health professionals’ knowledge and skills
- The workshop’s topic is timely and consistent with NBCC curriculum categories
- The presenter is a known expert in the field
- The presenter has positive feedback from references
- The presenter/workshop/topic has received positive feedback from past presentations

LETTER OF AGREEMENT FOR WORKSHOP PRESENTER

The Illinois Mental Health Counselors Association (IMHCA) is pleased to have you provide a workshop for participants. The workshop will be presented on (day/time) and run from to (insert times). The title is

IMHCA agrees to:

Provide a workshop handbook and evaluation form for each participant.
Pay for rental expenses for use of the room and/or audio-visual materials and equipment
Provide a person to take care of registration and evaluation at the site
Provide a roster of registered participants
Provide a fee of \$ for the presentation
Advertise the presentation, make all facility arrangements and registration

Presenter agrees to:

Provide learning objectives and follow them as advertised
Contact Dan Stasi at the IMHCA office 800-493-4424 immediately, in case of illness or other emergency
Forego the fee if ill or otherwise unable to deliver the presentation
Provide a substitute in the case of emergency, if this is agreeable to IMHCA
Accept the cancellation policy of less than 15 participants. Presenter will be notified; No fee paid.

SIGNED

Presenter

IMHCA Planning Committee Chair

DATE

LONG RANGE PLANNING COMMITTEE

The Committee is composed of a Chair appointed by the President. It includes one former Executive Committee member and one present Executive Committee member each appointed by the President.

The chief responsibility of this committee is long-term planning for IMHCA. In addition, this committee contributes ideas regarding overall functioning of the organization regarding efficiency and solvency.

Responsibilities

Identify major issues and concerns for IMHCA's future needs and goals (the next 5 years)

Identify actions needed for reaching long term goals, making recommendations where possible.

Submits a report annually to the President

EMPLOYMENT, MANAGED CARE, PUBLIC POLICY AND LEGISLATION COMMITTEE/TASK FORCE

Composition

The President appoints the chair and the President and the chair select the committee from the Board and Interested volunteers.

The goal of this committee is to increase the opportunities for licensed clinical professional counselors to earn a living with their credentials in a meaningful and professional way.

Responsibilities

Educate and enlighten employers, managed care and insurance companies, and unions to the benefits of including LCPCs in managed care and insurance plans

Promotes equitable “third party” payments for LCPCs by working with employers/benefits administrators, EAPs, unions, and insurance and managed health care companies

Promotes employment development for LCPC where counseling openings are advertised

Monitors area and statewide employment advertisements, noting when LCPCs are excluded from workplace. In such a case a letter outlining the professional training and supervision of LCPCs, will be sent in an attempt to open that position to LCPCs as well as other mental health professionals.

Works with the Executive Director on pertinent legislation needed to support employment of LCPCs. This includes licensure, and other bills pertaining to insurance and managed care, and other related legislation.

Collects and disseminates timely information regarding managed care and insurance through the IMHCA newsletter and the IMHCA internet website. Information included will be names of insurance companies and managed care entities and information on how they pay and the ease or difficulty of working with them.

Distributes a protocol for dealing with rejected insurance claims. See appendix for the protocol. IMHCA Members may contact the Chair or Executive Director to receive this information.

Sample Letters for dealing with denial of claims—see appendix
Add what’s worked and what hasn’t in appendix?

PUBLIC RELATIONS COMMITTEE

Composition

President appoints the Chair and the chair and president select the committee from Board members and Other volunteers

The goal of this committee is to communicate the mission statement of IMHCA, the effects of counseling on clients, potential clients and the public, and the benefits of counseling, to the public as well as to members.

Responsibilities

Works collaboratively with the Executive Director to publish the IMHCA newsletter

Works collaboratively with the membership committee to Update membership brochure as needed

Works collaboratively with other committees, especially those planning events, to publicize the event
And the organization

Writes letters to the editor. These must be approved the president beforehand.

The committee relies on a variety of vehicles (besides the newsletter) including flyers, brochures, pamphlets, fact sheets, news releases, radio, TV to achieve its goal. See appendix for more information.