



## **ASCA BOARD OF DIRECTORS APPLICATION 2025**

The ASCA Board of Directors governs and acts as the trustee for the members of the American School Counselor Association (ASCA), a nonprofit national professional organization formed in 1952 to advance the field of school counseling and add value to stakeholders.

**ASCA's VISION:** All school counselors implement a school counseling program aligned with the ASCA National Model that enhances every student's academic success, college-, career- and life-readiness and social/emotional development. School counselors and school counseling programs are integral to the mission of every school.

**ASCA's MISSION:** To represent the school counseling profession and equip school counselors to create equitable opportunities and inclusive environments that enable all students to succeed.

**RESPONSIBILITIES:** Members of the ASCA 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 ASCA, its guiding principles and current activities. Board members are responsible for the governance function of the organization, including ensuring compliance with ASCA bylaws, establishing policies, monitoring compliance with the policies, establishing linkages with ASCA members and completing all tasks necessary to meet these responsibilities.

Service on the ASCA Board of Directors includes in-person and online activities.

### Required In-person Meetings

- Orientation for new board members before the first board meeting of the year
- Three in-person board meetings, typically on Fridays and Saturdays
- One-day in-person board meeting before Leadership Development Institute/ASCA Annual Conference
- ASCA Business Meeting before the ASCA Annual Conference
- Representation at other state school counselor association annual conferences (number of conferences, dates and locations are determined annually)

### Optional In-person Meetings

- Attendance at home state school counselor association annual conference
- ASCA Leadership Development Institute before the ASCA Annual Conference

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- ASCA Annual Conference: [typically in mid-July](#)
- Additional travel, such as representation at other conferences or meetings, may also be requested throughout the year.

#### Required Online Meetings

- Virtual board meeting in September
- ASCA board committee meetings

Additional face-to-face or virtual meetings may be called throughout the year

#### Optional Online Events

- ASCA U Ignite (July)
- ASCA@Home virtual conference (December)

#### Preparation for Board Meetings

- Reading board materials
- Reviewing monitoring reports
- Completing monitoring report questionnaires

CRITERIA: To be eligible for nomination to the ASCA board of directors, candidates must:

- Be employed full-time in school counseling in a school, school district or state department of education or as a full-time faculty member in a school counselor education program on Jan. 31, 2025.
- Have served as a practicing school counselor for at least five years as of Jan. 31, 2025. Hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency on Jan. 31, 2025.
- Be a current professional member of ASCA, including holding membership for a minimum of five continuous years immediately preceding Jan. 31, 2025.
- Have completed either the School Counseling Association Leadership Specialist no more than five years prior to Jan. 31, 2025.
- Demonstrate commitment to school counseling and ASCA.
- Comply with the instructions herein.
- In addition to knowledge about and experience in the school counseling field, leadership candidates should be able to demonstrate commitment and service to ASCA, a working knowledge of the Policy Governance© Model and a temperament that contributes to and generates group consensus, wisdom and vision.

Please provide the following information.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Employer/Affiliation \_\_\_\_\_

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Job Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Telephone (preferred) \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Please indicate your current job title, school/institution name and years served in role below (e.g., school counselor, Greenwood Elementary School, 2012-present)

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Please list your past experience in school counseling. Include job title, name of school/institution and dates you served in the role (e.g., School Counselor, Greenwood Elementary School, 2007-2011).

Past experience:

\_\_\_\_\_

Past experience: (if applicable)

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Past experience: (if applicable)

\_\_\_\_\_

Past experience: (if applicable)

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Past experience: (if applicable)

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**BASIC CRITERIA:**

Please choose which of the following applies to you.

- Employed full time in school counseling in a school or school district. Please indicate name of school or district: \_\_\_\_\_

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Employed full time in a position that oversees school counseling at the district or state level. Please indicate district name or state:

\_\_\_\_\_

Employed full time as a faculty member in a school counseling preparation program. Please indicate university and program name:

\_\_\_\_\_

Please answer the following questions about your employment.

Yes No

- Have you been a practicing school counselor for the past five years?
- Do you hold a valid school counselor license or certificate issued by a state department of education or equivalent state or federal agency?
- Have you been an ASCA professional member continuously at least since Jan. 31, 2020?
- How many years have you been a practicing school counselor? \_\_\_\_\_
- Please indicate the state in which you hold a school counselor license or certificate: \_\_\_\_\_
- In what year did you join ASCA? \_\_\_\_\_

### **POLICY GOVERNANCE© MODEL:**

Did you complete the ASCA U School Counseling Association Leadership Specialist training program between Jan. 31, 2020, and Jan. 31, 2025?

- Yes
- No

The ASCA Board of Directors is a policy governance board. Describe your experience and familiarity with policy governance. What key elements are essential to effective functioning of a board from the Policy Governance© Model). (200-word maximum)

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What is your understanding of board holism and how do you see this concept affecting your work on the Board of Directors? (200-word maximum)

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**ASCA BOARD OF DIRECTORS:**

Briefly describe why you wish to serve on the ASCA Board of Directors. (200-word maximum) Note: If you are selected as a candidate, this statement will be shared with ASCA members as part of your candidate information.

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List what you believe are your two foremost leadership attributes. (100-word maximum for each attribute)

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Please choose yes or no to indicate your affirmation of the following: "If nominated and elected, I will make my board service a priority throughout my term; that is, I will commit to (a) attending and participating in all board meetings each year for which my travel, lodging and a per diem are paid by ASCA and (b) participating in any and all interim governance discussions, tasks and other activities."

- Yes
- No

Please choose yes or no to indicate your affirmation of the following: "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, I would serve and commit my attention and time to fulfilling such responsibilities."

- Yes
- No

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How have the [ASCA ends policies](#) affected you as a school counselor? (200-word maximum)

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What is an example of an [ASCA bylaw](#) or [policy](#) you feel could be updated and why?  
(200-word maximum)

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What is an example of an [ASCA bylaw](#) or [policy](#) you feel should remain intact and why?  
(200-word maximum)

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**EDUCATION:**

Please check the ASCA U Specialists designations have earned. (Check all that apply.)

- ASCA National Model Specialist
- Anxiety and Stress Management Specialist
- Bullying Prevention Specialist
- Career Development Specialist
- Closing the Achievement Gap Specialist
- College Admissions Specialist
- Culturally Sustaining School Counseling Specialist
- Diversity, Equity and Inclusion Specialist
- Grief and Loss Specialist
- Legal and Ethical Specialist
- Mental Health Specialist
- School Counseling Data Specialist
- School Counseling Association Specialist
- School Counseling Leadership Specialist
- Students with Special Needs Specialist
- Trauma and Crisis Specialist

Please provide the information below regarding your education:

Undergraduate institution and degree

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Master's degree institution and degree

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Doctorate degree institution and degree (if applicable)

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Please list any other education/certifications/certificates you have received.

Other (if applicable):

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Other (if applicable):

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Other (if applicable):

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Other (if applicable):

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Other (if applicable):

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**ASCA SERVICE:**

List examples of your participation in ASCA (e.g., committees, task forces, publications, presentations, etc.) during the past seven years (note any leadership positions): (Space has been provided for 10 examples, but 10 examples are not required.)

Example 1 \_\_\_\_\_

Example 2 \_\_\_\_\_

Example 3 \_\_\_\_\_

Example 4 \_\_\_\_\_

Example 5 \_\_\_\_\_

Example 6 \_\_\_\_\_

Example 7 \_\_\_\_\_

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Example 8 \_\_\_\_\_

Example 9 \_\_\_\_\_

Example 10 \_\_\_\_\_

List examples of your participation in an ASCA-chartered state association (e.g., committees, task forces, publications, presentations, etc.) during the past seven years (note any leadership positions): (Space has been provided for 10 examples, but 10 examples are not required.)

Example 1 \_\_\_\_\_

Example 2 \_\_\_\_\_

Example 3 \_\_\_\_\_

Example 4 \_\_\_\_\_

Example 5 \_\_\_\_\_

Example 6 \_\_\_\_\_

Example 7 \_\_\_\_\_

Example 8 \_\_\_\_\_

Example 9 \_\_\_\_\_

Example 10 \_\_\_\_\_

List your experience and accomplishments in the field of school counseling not listed above during the past seven years such as presentations, publications, internship supervision, leadership roles or other accomplishments (include any positions in your school or school district):

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**NON-SCHOOL-COUNSELING RELATED SERVICE:**

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List other boards and committees on which you have served outside of ASCA, your state school counselor association, your school or school district during the past seven years (note any leadership positions):

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To ensure accessibility, I require accommodations and supports.

- Yes
- No

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

By my signature below, I attest that I alone completed all aspects of the selection process and all information herein is true, correct to the best of my knowledge, in my own words.

SIGNATURE \_\_\_\_\_

To complete the application process, a signed and completed "Candidate for ASCA Board of Directors Commitment to Performance" must be completed by your supervisor/administrator. **Please** copy this link - <https://www.schoolcounselor.org/getmedia/fa6ce128-eee7-4167-9402-d61fe5a3b36a/Board-Candidate-Signature-Page.pdf> - **and share it with your supervisor/administrator for completion.** Completion of the form is required before your application can be considered. Send completed form to [board@schoolcounselor.org](mailto:board@schoolcounselor.org).

**Nominee Statement**

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I understand and agree to fulfill the responsibilities and obligations to the ASCA office. I agree to the release of my personal and professional data for the election process. I also agree to abide by the election policies and procedures as presented in the ASCA Nominations and Elections Policy.

SIGNATURE \_\_\_\_\_