



SCA Governance Capacity Building



ASCA announces governance capacity-building for state school counselor associations (SCAs) interested in improving their governance abilities.

Each SCA is eligible to select *one package each year* that meets their governance training needs. Virtual or in-person options are available for each delivery outlined, but the cost for in-person work is the responsibility of the SCA. Specific scheduling dates will be confirmed once the request for consulting assistance is approved by Leisl Moriarty at ASCA. Any costs beyond the provided ASCA allotment will be contracted and paid directly by the SCA to the consultant.

Please note, this consulting service is specific to governance capacity-building initiatives. Questions related to ongoing SCA support should continue to be directed to ASCA.

Packages	Frequency provided by ASCA	Hours	Value
Option 1: Policy Governance transition preparation	One time	Up to 12 hours	\$2,500
Option 2: Policy Governance refresher training	Every three years	Up to 12 hours	\$2,500
Option 3: General Governance 101	Annually	Up to 4 hours	\$1,000
Option 4: Capacity building	Annually, choosing two	Two sessions each 2-hours	\$1,000

Options and time allocation

- **Policy Governance transition preparation**
 - ▶ Outcome: Up to 12 hours total time to take the board up to the point of the SCA voting to adopt the Policy Governance model, not to personalize the materials.
 - ▶ Assistance could include activities such as:
 - three-hour orientation to Policy Governance
 - developing a transition plan/schedule
 - orientation to materials in the Policy Governance Toolkit
 - coaching chair and executive director on how to lead through transition
- If the board wishes to continue with consulting support rather than make use of Policy Governance Toolkit materials as a stand-alone resource, the SCA would have the option to approach ASCA again for capacity-building funds the following year.

- **Policy Governance refresher training**

- ▶ Outcome: Up to 12 hours total time for boards already using Policy Governance to re-orient, revitalize and refresh their understanding and commitment to the discipline and benefits of the model, including new board member orientation.
- ▶ Assistance could include activities such as:
 - reorientation to key responsibilities of governing board
 - separating administrative and governing responsibilities
 - policy review and assistance with revisions, as needed
 - monitoring process improvement assistance

- **General Governance 101**

- ▶ Outcome: Up to four hours total time training is for boards interested in improving their general governing skills.
- ▶ Assistance could include activities such as:
 - Two-hour training on board responsibilities including their fiduciary duties.
 - Financial management and oversight reminders.
 - Legal and ethical considerations: state and federal laws and regulations; conflict of interest policies and procedures; diversity, equity and inclusion.
 - Board member engagement and recruitment tips.

- **Capacity building**

- ▶ Outcome: Each SCA can choose two, with each session not to exceed two hours.
- ▶ Assistance could include activities such as:
 - **Role clarity:** Assistance clarifying leadership roles and responsibilities.
 - **Policy customization:** Assistance adjusting Policy Governance policy templates and other procedures to fit your SCA's needs.
 - **Thought partnering on stakeholder transparency:** Help identifying and sharing relevant information with members, thought leaders and others who are influencers on your members' environment.
 - **Reporting metrics assistance:** Help developing regular reporting and performance metrics to gauge your organization's progress toward strategic goals (monitoring reporting for Policy Governance boards; annual calendar and objective data collection for all others).
 - **Board manual review:** Receive recommendations, including identification and mitigation of risks that could affect the organization's operations or reputation.
 - **Effective committee development:** Role clarification for boards vs. committees, ensuring a balanced committee structure, crafting clear committee charters or mandates, committee operations and effective committee communication, and reporting to the board.
 - **Micromanagement avoidance:** Balance delegation with board oversight.
 - **Succession planning for the board and executive leadership:** Ensure a smooth transition of roles and responsibilities.
 - **Feedback mechanisms:** Establish feedback mechanisms allowing members and other influencers to provide input on board decisions or offer suggestions for improvement to operational staff.
 - **Adaptability and accountability:** By defining lines of accountability, promote ownership of outcomes. By designing the board's governance to be flexible and adaptable to changing circumstances, create sustainability and enhance interest in board service.
 - **Taking the long view:** Encourage a long-term perspective in board decision-making to ensure sustained success and impact.