COMMITTEE/TASK FORCE MEMBER
STATEMENT OF COMMITMENT

Each member of an ACA committee/task force is asked to recognize the important responsibility that is undertaken by serving in this role and to personally commit to carry out all duties and obligations in a trustworthy and diligent manner.

Role

The primary role of a committee/task force member is to further the mission of the American Counseling Association—to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

The secondary role is to fulfill the functions of the committee/task force as delineated in the ACA Policies Manual.

Responsibilities

Each committee/task force member commits to carry out the following duties with integrity, due care, and a willingness to add value through his or her service:

1. Prioritize participation in all committee/task force communications (ACA Connect community, email, conference calls, etc.), and participate actively in the accomplishment of objectives.

2. Be prepared to contribute to the discussion of issues addressed at scheduled meetings/conference calls, having read the agenda and all background support material relevant to the meeting/conference call.

3. Recognize that the committee/task force member may be asked to contribute his or her unique resources, such as professional skills, expertise, or knowledge.
4. Become educated about any issues discussed by the committee/task force as needed.

5. Maintain ACA’s ethical standards, disclose all potential conflicts of interest, and act faithfully in this position for the benefit and interests of ACA’s members, and those who they serve, without personal gain.

6. Beginning July 1, 2016, members of the Publications Committee cannot put forth proposals for personally authored or edited books or other media during their term. Contributions to other authors’ works (e.g., single chapters) are exempt. Any other exceptions to this policy due to unusual or unforeseen circumstances will be made by the ACA Associate Publisher.

7. Attend the ACA annual conference and participate in the committee/task force meeting, if scheduled, and any other related committee/task force activities at the conference. Understand that expenses will not be reimbursed by ACA.

8. If serving as a committee/task force chair, transmit reports to the ACA President when requested; make oral reports to the Governing Council if requested; facilitate communication among committee/task force members; and maintain a close working relationship with the ACA President, Governing Council Liaison, and ACA Staff Liaison of the committee/task force.

These responsibilities represent a commitment to those whom the committee/task force and organization serves, and they are a condition of membership of the committee/task force. Failure to comply with these responsibilities may result in termination of service as a committee/task force member.