

# TABLE OF CONTENTS

<b>What is VCA?</b>	<b>4</b>
Past Presidents of VCA	4
<b>Guiding Principles of VCA</b>	<b>5</b>
VCA Vision	5
VCA Mission	5
Organizational Goals (2009-2014)	5
Association Governance	5
<b>VCA Leadership Information</b>	<b>6</b>
Where Do I Start?	6
VCA Office	10
Show Me the Money!	11
Legislative Issues	14
Professional Organizations	16
<b>Ethical Codes of Conduct</b>	<b>18</b>
<b>VCA Governance and Structure</b>	<b>19</b>
Officers of the Virginia Counselors Association	19
President	19
President-Elect	20
Secretary	20
Secretary-Elect	20
Treasurer	21
Treasurer-Elect	21
Executive Director	22
Director of Membership Services	22
Board of Directors	23
Executive Committee	24
Divisions	25
Chapters	26
VCA Foundation	28
VCA Challenge Fund	28
<b>Rules and Procedures</b>	<b>29</b>
VCA Standing Rules	29
Fiscal Guidelines and Procedures	33
Membership Policies/Procedures	35



Position Descriptions	41
Chapter/Division Council Chairs	41
Committee Chairs	41
Committees	41

## **Appendices**

A. Action Plan	44
B. Emeritus Status Nomination Form	45
C. Expense and Reimbursement Voucher	46
D. VCA Bylaws	47