

International Association for Resilience and Trauma Counseling Policy and Procedure Manual, 1st Edition

The *International Association for Resilience and Trauma Counseling Policy and Procedure Manual* guides policy decisions on the governance, organization and procedures that are adopted by the Board to ensure the effective and efficient operation of the International Association for Resilience and Trauma Counseling.

Effective March, 2023

I. ORGANIZATION

A. Governance

The International Association for Resilience and Trauma Counseling (IARTC), a division of the American Counseling Association (ACA), is a professional association governed a Board of Directors, elected by its membership. Composition of the Board, terms of office, powers and functions are defined in the Bylaws. Board members are elected by the division membership. The elected officers of IARTC as set forth in the Bylaws are the President, President-Elect, Immediate Past President, Governing Council Representative, Secretary and four Trustees. Elected Officers serve as voting members of the Board. The appointed officers include the Treasurer, Journal Editor, (2) Graduate Student Representatives, Parliamentarian, and (1) New Professional Representative. The appointed members serve without vote.

- 1. Board** – includes elected and appointed Officers; meets in October, January, March or April (in conjunction with ACA Conference & Exposition) and July or as called by the President.

Mission: To enhance the quality of life for people and communities worldwide by promoting the development of professional counselors, advancing ACA, the counseling profession, and the ethical practice of counseling through trauma-informed practices, respect for human dignity, cultural inclusivity, and resilience.

Responsibilities:

In addition to those described in the Bylaws:

- A. Attend all meetings of the IARTC Board.
- B. Review all meeting materials prior to the meetings.

- 2. Executive Committee**

The President, President-Elect, Immediate Past President, and Secretary serve on the Executive Committee as voting members. The Treasurer serves on the Executive Committee as a non-voting member.

Responsibilities:

In addition to those described in the Bylaws:

- A. Attend meetings as called by the President.
- B. Address issues necessary for the efficient operation of IARTC, particularly when time requirements necessitate immediate action.

- 3. Nominations and Elections Committee**

The Immediate Past-President chairs the Nominations and Elections Committee. The committee is comprised of the Immediate Past President, along with up to 3-4 other IARTC members.

Responsibilities:

- A. Oversee the nomination and election of the officers of IARTC in collaboration with the Committee.
- B. Conduct IARTC elections in compliance with IARTC Bylaws and according to the IARTC nominations and elections-procedural guidelines in conjunction with ACA. The Chairperson shall retain the paperwork and submit it to the IARTC President.
- C. Announcement of results will be made by the IARTC President.

B. Officers

- 1. President—Voting Member**

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Invite newly elected officers to attend the July Board meeting.
- b. Maintain copies of all official correspondence.
- c. Write the IARTC Annual Report and submit to ACA each June.
- d. Publish an article or letter in each issue of the IARTC Newsletter.
- e. Represent IARTC at the ACA annual convention and regional meetings.
- f. Review and approve all reports required by and submitted to ACA.
- g. Additional committee members may be added to any committee by the President at any time during the presidential term of office.
- h. Appoint the Treasurer, Graduate Student Representatives, and New Professional Representative, and any officer positions that became available due to the current officer not fulfilling the elected term.
- i. Appoints up to two individuals to serve as IARTC Emerging Leader(s) during FY 2022-2023, after which this responsibility will transfer to the current President-Elect, who makes Emerging Leader appointments to serve during the President-Elect's Presidency year.

2. President-Elect—Voting Member

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Notify committee chairs/co-chairs and committee members of their appointments and committee membership.
- b. The President-Elect will notify committee chairs, via email, when appointing new committee members and will share new members' CVs and the email addresses of appointees with the relevant committee chair, also cc'ing the President.
- c. Recommend to the Board, for approval at the July meeting, a Treasurer to serve a term as set forth in the IARTC Bylaws if the current Treasurer's term is expiring.
- d. Appoint up to four individuals to serve as IARTC Emerging Leader(s) during the President-Elect's term as President (recommendations due by July 1, 2023).
- e. Send copies of all official correspondence to the IARTC President for filing.

3. Immediate Past President—Voting Member

Responsibilities:

In addition to the duties as described in the Bylaws:

- A. Chair the Nominations and Elections Committee (consisting of the President, President-Elect, and the Immediate Past President) and coordinate election of officers in accordance with the IARTC Bylaws, the IARTC Policies and Procedures Manual, and ACA requirements.

4. Secretary—Voting Member

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Take and distribute a draft of minutes and motions to the President, within one week of the Board meeting.
- b. Within one week of compiling a corrected set of approved minutes, send the motions and the minutes, clearly marked "approved" with the date of approval, to the President.

5. Governing Council Representative—Voting Member

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Attend all IARTC Board meetings and report on ACA Governing Council activities
- b.

6. Treasurer—Non-Voting Member

Responsibilities:

In addition to the duties as described in the Bylaws:

- a. Work with ACA staff to ensure timely submission of all financial statements, reports, and tax filings as required by federal, state, and local authorities.
- b. Present to the Board for approval at the March/April meetings, the operating budget for the next

fiscal year. The presentation shall include an explanation of any category of spending that increases by more than 10%.

- c. Prepare and present a financial report at each Board meeting.
- d. Submit to ACA requests for reimbursement for board members' approved expenses, co-signed by the President.
- e. Ensure that expenditures are accounted for in the current budget. If an expenditure is not a line item on the budget, consult with the Budget and Finance Committee and the President prior to approving expenditures.

7. Trustees—Voting Members (4)

Responsibilities:

In addition to duties as defined in the IARTC Bylaws:

- a. Serve as a liaison between the Board and a committee assigned by the current President.
- b. Collaborate with assigned committee to submit quarterly reports to the President.
- c. Attend all Board meetings.

8. Graduate/Doctoral Student Representatives--Non-Voting Members (2)

Student Representatives are appointed by the President. They must attest that they will remain in the associated student role for the entire fiscal year running from July 1 -- June 30th, in order to stay abreast of emerging issues, ideas, and needs of graduate/doctoral students. Applicants must be members of ACA and IARTC. Student representatives serve as non-voting members of the IARTC Board.

Graduate/Doctoral Student Representative Role Description

IARTC Graduate/Doctoral Student Representatives bring forward any needs, opinions, concerns, and ideas from other IARTC Graduate/Doctoral Student Members. They attend all (4 in total) IARTC Quarterly Board Meetings to represent IARTC Graduate Students' voices and to learn leadership skills and practices. They submit a Quarterly Graduate/Doctoral Student Representative Report to the President (due on July 1, October 1, January 1, March 1). IARTC Graduate/Doctoral Student Representatives convey the Board's mission and goals to grad students through an update via the IARTC Newsletter. Due to the need to remain aware of the needs of IARTC Graduate Students, Graduate/Doctoral Student Representatives must be enrolled in a graduate/doctoral program in counseling or related field for the entire fiscal year of their service (July 1 - June 30). These are non-voting positions. IARTC Graduate Student Representatives are encouraged to join the IARTC Graduate Student Committee as a means to ascertain the needs of other graduate students.

9. Emerging Leaders—Non-Voting Members

- a. During FY 2022 - 2023 the IARTC President will appoint up to four IARTC Emerging Leader(s) to serve during the President's term as President.
- b. At the end of FY 2022 – 2023, the IARTC President-Elect appoints up to four individuals as IARTC Emerging Leader(s) to serve during the President-Elect's term as President.
- c. Emerging leaders must not have previously served in elected IARTC Board positions.
- d. Emerging Leaders are invited to observe Board meetings; these are non-voting positions.
- e. All appointed IARTC Emerging Leaders shall be current professional, new professional, or student members of IARTC.
- f. Submit a Quarterly Emerging Leaders Report to the President
- g. Emerging leader responsibilities are determined by the current President.

10. Parliamentarian—Non-Voting Member

Responsibilities:

In addition to duties as defined in the IARTC Bylaws:

- a. Serves as an impartial expert of Robert's Rules of Order to ensure proper meeting procedures.
- b. Attends all Board meetings.
- c. Maintains impartiality regarding motions, debates, and votes.

II. ADMINISTRATION

A. Meeting Dates

The IARTC Board will meet in October, January, in conjunction with the annual ACA Conference, and July on dates set by the incoming IARTC President.

B. Endorsement Policy

As a non-profit organization, the International Association for Resilience and Trauma Counseling cannot endorse political organizations or causes, endorse political candidates, or lend financial support to candidates for public office. The Association encourages each individual to exercise his or her rights and responsibilities as a member of a democratic society by participating in the political process.

C. Use of IARTC Continuing Education Provider Number

The International Association for Resilience and Trauma Counseling is an authorized provider of continuing education hours for NBCC. IARTC may sponsor Branches by authorizing them to use IARTC's continuing education provider number for continuing education programs, provided that the requests to use the IARTC provider number are completed within IARTC timelines, that such programs have been approved by IARTC prior to presentation, and that appropriate documentation is submitted to IARTC within any specified deadlines. All requests for use of the IARTC provider number are reviewed by the Professional Development Committee, to ensure that they comply with the criteria as set forth by each regulatory body. IARTC may not approve requests for continuing education provider number sponsorships that are received after the program has taken place.

Process:

- a. Each application, for up to three workshops per fiscal year, to use the IARTC provider number must be submitted to the Chair of the Professional Development Committee at least 90 days before the date of the program.
- b. Each application for more than three consecutive workshops or conference events must be submitted to the Chair of the Professional Development Committee at least 90 days before the date of the program.
- c. Applications for general education credit are reviewed by the Professional Development Committee, with final decisions made by the IARTC President, President-Elect, or the Professional Development Committee Chair.
- d. Notice of acceptance or rejection is sent to the contact person for the Branch listed on the online application. Any programs that are rejected will include an explanation of why the program was not accepted.
- e. An attendance roster must be completed and returned to the Chair of the Professional Development Committee within ten (10) business days of the completion of the sponsored program. Failure to submit this documentation can result in disqualification of CE hours. Sample attendance forms are available online. Each attendee is responsible for maintaining a personal record of continuing education hours and for reporting those hours on their license or certification renewal forms, as required by each regulatory board.
- f. Branches not in good standing with the International Association for Resilience and Trauma Counseling by meeting all leadership, governance, report, and documentation requirements may be denied IARTC sponsorship of any continuing education program.

D. Membership

In addition to the provisions governing Membership included in the Bylaws, the following procedures shall apply.

Access to Membership Rosters

Membership contact information is not distributed outside the International Association for Resilience and Trauma Counseling, its affiliated organizations, or those entities that have contracts approved by the IARTC Executive Committee to provide benefits or services to IARTC members. Access to membership rosters and mailing lists is limited to the IARTC Board, the American Counseling Association, and national/international divisions affiliated with ACA for the express purpose of promoting communication within the organization.

Any individual or affiliated organization or affinity group that receives membership contact information must sign an affidavit that includes a clear statement of purpose for which the contact information will be used.

Research institutions interested in partnering with IARTC, to expand knowledge about resilience/trauma-related issues in the counseling profession may have access to the IARTC member roster for the purpose of collecting pertinent data, provided that the Executive Committee has reviewed the proposal and recommended access to the membership list. The research institution has access to the list only by signing an affidavit agreeing that a) the roster will be used for only a single study, b) that the Executive Committee has approved the reason for the one-time use, and c) that IARTC will have access to the data set collected as well as the results of the study. Students wishing to conduct research should post calls for participation to the Traumatology Interest Network or the CounsGrads listserv. Both are available on the ACA website.

E. Exhibits, Sponsorships, & Advertisements

Organizations, businesses, members, and individuals seeking to promote programs, services, and resources that support professional counselors are encouraged to advertise in IARTC publications as well as to exhibit at and sponsor IARTC conferences and programs. IARTC reserves the right to accept or reject any application to exhibit or sponsor any IARTC event or to advertise the event in any IARTC publication. The President will review all applications to exhibit, sponsor, or advertise and determine which applications will be accepted. Notice of decision will be sent to all applicants. An applicant whose request to advertise, sponsor, or exhibit is denied by the President may request a review by the IARTC Executive Committee. The decision of the Executive Committee is final. Fees may be attached to such advertisements as approved by the IARTC Board in collaboration with the Treasurer. This type of fee is considered taxable income and thus must be weighed carefully.

III. FISCAL POLICY

Fiscal policies ensure financial stability and fiscal responsibility for the assets of IARTC, in compliance with federal, state, and local statutes.

A. Budget

IARTC's fiscal year runs from July 1 through June 30. The annual operating budget is prepared by the Treasurer in collaboration with the IARTC Budget and Finance Committee, the current President, the incoming President, and is approved by the Board in March/April (depending on the date of the ACA conference).

Process:

- a. The process for financial management in associations (like ACA, and IARTC) includes an appointed Treasurer (appointed by the president-elect as the Treasurer Designee for their first year, then serves as Treasurer during the presidential year and the past Treasurer for the third year. There is a Budget and Finance Committee. An Investment Committee may be established should the need arise.
- b. So, each year, a president-elect appoints a Treasurer-designee for essentially a three-year term that winds up serving three roles: designee, treasurer, past-treasurer.
- c. Treasurer-Designee: a learning year where they attend all Budget and Finance Committee (BFC) meetings, asks questions, and learns.
- d. Treasurer: Participates in all BFC meetings (quarterly), where the Treasurer presents documents about the current budget, revenue, and expenditures. The Treasurer works with the BFC to establish a budget based on actual and anticipated year-end expenses.

- e. Past-Treasurer: Attends FAC meetings and contributes to financial decisions. If an investment committee is managing association investments, the Past-Treasurer Chairs the meeting with investment advisors and committee members.
- f. The Treasurer, Treasurer-Designee, and Past-Treasurer do not have a vote on the association's Governing Council. The Treasurer is present for all meetings for reference if needed and is not included should the Board go into closed session.
- g. The BRC consists of the Treasurer, Treasurer-Designee, Past-Treasurer, the BRC Chair, BRC members, and the IARTC president as an ex officio member.
- h. The IARTC President considers the proposed budget and presents it to the Board for approval in March/April—depending on the date of the ACA conference.
- i. The Board reviews the recommendations and votes on adoption of the final budget in March.
- j. The annual budget development is a big task primarily done by the Treasurer in collaboration of the BRC Committee. During the quarterly meetings, we can get projections on expenses and revenues and construct the following year's budget projections. The rationale is presented to the IARTC who adjusts and votes on a final budget in March to vote on for the July 1st start.

B. Management

Overall management of IARTC operations and finances are handled by the Treasurer, BFC, and President in accordance with the following procedures:

- a. Expense Vouchers or Check Request Forms that allocate costs to specific budget line items are reviewed and approved by the Treasurer prior to payment.
- b. Expenses that result in a line item exceeding budget must be reviewed and approved or denied by the IARTC Board.
- c. Requests for payments for committee expenses must be submitted in writing, along with a Voucher or Check Request Form, and dated receipts, within 10 days of the expenditure, to the Treasurer and will be co-signed by the President.

C. Reimbursement

All expenditures shall be in accordance with the annual IARTC operating budget as approved by the Board. Reimbursement requests must be reasonable for the area in which they occur.

Process:

- a. IARTC Expense Vouchers or Check Request Forms must be submitted to the Treasurer within ten (10) days of the expenditure of the event, with receipts attached.
- b. The Treasurer in collaboration with the Executive Committee has the authority to refuse payment of Expense Vouchers or Check Request Forms that are received after this deadline and for items that are not authorized or that do not comply with IARTC fiscal policy.
- c. All requests for payment of expenses incurred within the last month of a fiscal year must be submitted for payment within 10 days of the close of the fiscal year or will be denied payment.
- d. The Treasurer in collaboration with the Executive Committee may disallow charges that exceed budget line items or that are deemed excessive.
- e. IARTC funds may not be used to reimburse for alcohol or tobacco products.
- f. All IARTC expenditures must be approved by the Treasurer and President.

1. Travel

Every effort should be made to travel at the lowest rate possible. All travel by air, train, or bus shall be accompanied by dated receipts. Travel by coach class air will be reimbursed. Travel by private automobile to/from an event or to/from the airport shall be reimbursed at the current IRS rate of reimbursement. Travel by coach class air will be reimbursed, at the equivalent cost of a round-trip advanced-purchased plane ticket (whichever is less). Cost of parking or public transportation to/from the airport will be reimbursed at cost. Travel must be pre-approved by the President and must be a line item on the IARTC Budget. The total amount

allowed for travel is capped at \$500.00 (including meals, events, and lodging). The Governing Council Representative does not qualify for reimbursement since that role's expenses are covered by ACA. The President, President-Elect, and Past President do not qualify for reimbursements in this category since they are covered under III. Fiscal Policy, C.4.

2. Meals and Events

Actual costs of meals and tips shall be reimbursed up to \$40 per meal, not to exceed \$70 per day. Itemized and dated receipts are required in addition to a Voucher or Check Request Form. The cost of attending special events shall be reimbursed in full to the President, officer, or individual member of IARTC who has been appointed by the President to serve as the official IARTC representative at a function.

3. Lodging

Lodging expenses (including appropriate taxes) will be reimbursed at no more than the rate negotiated by ACA or IARTC for a specific event, or at cost, when rates are not negotiated. Dated receipts must accompany Expense Vouchers or Check Request Forms, and must be submitted within 10 days.

4. President, President-Elect, and Past President

Expenses for the President, President-Elect, and Past President to attend the ACA Conference and other ACA events will be reimbursed in full, up to \$1,500.00, including conference registration. In the event that the President is unable to attend, the President can appoint a proxy whose expenses will be reimbursed in full.

5. Board

- a. For the Board meeting held in conjunction with the ACA conference, reimbursement for expenses of Board members will be provided in accordance with the annual budget allotment. Subject to sufficient funding, Board members will be reimbursed up to \$500.00 for approved conference expenses as long as dated receipts and a completed Expense Voucher or Check Request Form are submitted within 10 days after the conference and the IARTC Budget has a line item for such reimbursement. The Governing Council Representative does not qualify for reimbursement since that role's expenses are covered by ACA. The President, President-Elect, and Past President do not qualify for reimbursements in this category since they are covered under III. Fiscal Policy, C.4.
- b. Board members who have travel funds available through other funding sources are encouraged to use those funds first, before requesting reimbursement through IARTC.

IV. COMMITTEES

A. General

Committee members, including the Committee Chair(s), may serve a maximum of three consecutive years. Committee chairs and members are appointed by the President-Elect, unless otherwise designated by the Bylaws, and shall be current members of IARTC.

The work of each committee is defined in the IARTC Bylaws. A committee may not delegate its responsibility or assignment to another committee or modify IARTC procedures or forms without the prior approval of the IARTC Board. Any committee that has not completed at least 50 % of their defined activities for two consecutive years is subject to review by the Board for possible dissolution.

Committee chairs will forward requests for additional information and other types of support to the President. They will provide written committee updates/reports to the President on a quarterly basis at least two weeks prior to each Board Meeting (October 1, January 1, March/April (at least two weeks prior to the ACA conference), and July 1).

B. Special Committees

In accordance with the Bylaws, the President may appoint special committees or task forces. Such special committees will follow the same procedures as those established for standing committees and serve for the term as set by the President at the time of appointment or until completion of the special project(s) as assigned.

C. Committee Chairpersons

Standing Committee Chairs are appointed for one year and are eligible to serve for up to two additional years. Total consecutive service on a committee may not exceed three years, unless approved by the Board due to extenuating circumstances.

Responsibilities:

- a. Coordinate the work of the committee in compliance with the IARTC Bylaws and IARTC's Annual Goals.
- b. Submit expense requests in advance to the IARTC President-Elect for submission to the President for possible approval. Expenses must align with the Committee's charge, IARTC's Annual Goals, and the IARTC operating budget.
- c. Schedule committee meetings and notify the President-Elect and President of the date, time, link, and location of each meeting.
- d. Attend Committee Chair orientation and other leadership training provided by IARTC.
- e. Submit written reports on committee activity to the President-Elect for inclusion in the quarterly Board Packet and upon request of the IARTC President.
- f. Maintain records of committee work and assist in the orientation of new committee chairpersons and members.
- g. Keep a detailed record of all policies and procedures and submit such to the President-Elect to ensure the smooth transition of leadership.
- h. Be available to serve as a mentor for the incoming chairperson(s) for one year after service.
- i. Participate in regularly scheduled conference calls with the President, President-Elect, and other committee chairs.
- j. Submit a Quarterly Committee Report to the President

D. Standing Committees

1. Advocacy Committee

Purpose: Develop position statements and identify areas of advocacy for IARTC.

Responsibilities:

- a. Monitor federal, state, local, and private policies for Professional Counselor services and make recommendations to IARTC.
- b. Provide input to IARTC on legislative and public policy issues that affect the delivery of services by all Counselors and related Professionals serving in the fields of resilience and trauma.
- c. Advocate to the general public, public officials, and corporate decision makers on the credentials and benefits of services provided by Professional Counselors.
- d. Monitor issues that affect the accreditation and certification/licensure of Professional Counselors, including the standards for specialization.
- e. Provide input to IARTC on legislative and public policy issues that have an impact on the delivery of effective professional counseling services for those who have experienced trauma or who seek to build resilience.
- f. Promote IARTC Advocacy Events before and during each Legislative Session.
- g. Submit position statements to the President for Board approval prior to dissemination.
- h. Submits articles to IARTC Newsletter as appropriate
- i. Submits a Quarterly Committee Report to the President

2. Awards Committee

Purpose: Select recipients for the IARTC Awards

Responsibilities:

- a. Promote the Awards program by publishing articles in IARTC publications and marketing materials to promote nominations for awards.
- b. Review nominations and select recipients for each award no later than January 15 of each year. There is no requirement to present an award in each category each year. In the case of a tie vote in the committee, the chair will cast the deciding vote.
- c. Notify each award recipient by January 30, and encourage each recipient to attend the Awards ceremony held during the Annual ACA Conference.
- d. Notify each nominating organization and each nominee of the committee's decisions no later than January 30.
- e. Coordinate with the IARTC President to present the Awards during the ACA Annual Conference.
- f. Submit an article promoting the Award recipients to the IARTC newsletter no later than February 15.
- g. Members of the Awards Committee may not submit or support nominations for awards. The committee chair will notify a committee member who is nominated for or submits their own nomination for an award prior to the Awards Committee selection meeting. The committee member has the option of resigning from the committee, withdrawing the nomination, or withdrawing from award consideration.
- h. Submits articles, calls for award applications to the IARTC Newsletter
- i. Considers collaboration with the Communication, Media, and Public Affairs Committee
- j. Submits a Quarterly Committee Report

3. Budget & Finance Committee

Purpose: Develops the IARTC Annual Budget in collaboration with the Treasurer and the President. Shall carry out such other activities as may be assigned by the Board or the President.

Responsibilities:

- a. Develops the IARTC annual Budget in collaboration with the Treasurer and the President to present to the Board.
- b. Ensures that proposed expenditures are in compliance with the IARTC Bylaws, the IARTC Policies and Procedures Manual, and ACA requirements in collaboration with the Treasurer.
- c. Ensures that the Budget is balanced in collaboration with the Treasurer.

4. Bylaws Committee

Purpose: Ensure that the governance documents of IARTC reflect the policies established by the Board and that they are in compliance with ACA.

Responsibilities:

- d. Review and present to the Board all proposed amendments to the Bylaws and/or *Policy and Procedure Manual*. The committee may originate and propose amendments.
- e. Review each revision of the Bylaws and Policy and Procedure Manual published by IARTC to ensure that it accurately reflects amendments approved by the Board.
- f. Coordinate with the President to ensure that any amendments to the IARTC Bylaws are submitted to ACA for approval.
- g. Submits a Quarterly Committee Report to the President

5. Communications, Media, & Public Relations Committee

Purpose: Promote IARTC through social media outlets

Responsibilities:

- a. Maintain social media accounts.
- b. Develop a schedule to ensure regular posting to accounts.
- c. Create posts to promote IARTC activities.
- d. Create posts of interest to followers.
- e. The Chair will consider assigning roles to committee members to ensure adequate coverage of all social media platforms (Twitter, Facebook, Instagram, Reddit, Counsgrads, CESNET, and so forth).
- f. The Chair will make regular posts to the Traumatology Interest Network on ACA Connect (weekly).
- g. Consider adding a link to join IARTC to official signatures for email.
- h. Research and adopt best practices for social media marketing.
- i. Evaluate and adopt a social media management platform such as Hootsuite or a similar platform.
- j. Track and report on social media efforts by submitting quarterly reports to the President.

6. Conference Committee

Purpose: Oversee all aspects of developing and executing conferences to include the ACA Annual Conference and Exposition and IARTC's Bi-Annual Conference. **Chair is the President-Elect.**

Responsibilities:

- a. This committee oversees all aspects of developing and hosting a bi-annual (every other year) conference for IARTC members, including budget, speakers, volunteers, registrations, location set-up and clean up, sponsors, exhibitors and exhibit hall, speaker technology, tech support, speaker gifts, accommodations (both in person and virtual), signage, name tags/lanyards, conference bags, branded items, promotion and publicity, conference program/brochure/mobile app, speaker evaluations, Continuing Education needs, and other duties as needed in collaboration with the President.
- b. The proposed first IARTC Conference will be as soon as the President-Elect deems that it is feasible, given budget needs and budget status and in consultation with the President.
- c. The venue will be selected in consideration of the costs incurred by IARTC members. Free venues will receive first consideration. Venue should be selected in a location adjacent to where most IARTC members reside. If possible, a location near a major airport is ideal. There should be no conflicts of interest in the selection of a venue.
- d. This committee will need 15-25 members, with defined roles. Major tasks include, but are not limited to the following: Conference Theme (Must address traumatic stress/resilience in some context); Call for Proposals; Proposal Evaluations; Notification of Acceptance/Denial; Calendar/Timeline; Registrations; On-site check-in/registration; On-site Support to Direct Attendees to conference spaces, facilities, and so forth); Staging Area; Publicity/Promotion; Exhibitors/Sponsors; Conference Program/Brochure/Mobile App; Graduate Student Activities; Technology; and Evaluation/Continuing Education; Certificates.
- e. Consider offering those for whom proposals were not accepted an alternate opportunity. Is it possible to have a virtual conference or webinar wherein the member can present? Could the member submit an article to an IARTC publication?

- f. This committee will facilitate IARTC's presence at the annual ACA Conference and Exposition. For the ACA Conference and Exposition, the Committee will secure a table for IARTC in the exhibition hall (if feasible), ensure signage, branded items, recruiting, and assigning volunteer table coverage for the exhibit hall, and other duties as assigned.
- g. Submits quarterly report to the President.

7. Diversity, Equity, Inclusion, & Social Justice Committee

Purpose: Advances pedagogy, epistemology, practice, knowledge, advocacy, and research related to issues of diversity, equity, inclusion, understanding, empathy, social justice, and human rights as they intersect with traumatic stress and resilience.

Responsibilities:

- a. Examines relevant material to be included in counselor education; how terms related to diversity, equity, inclusion, understanding, empathy, social justice, and human rights are being taught and written about as they intersect with traumatic stress and resilience in the Counseling Profession.
- b. Reviews research on issues of diversity, equity, inclusion, understanding, empathy, social justice, and human rights in the Counseling Profession.
- c. Organizes events focused on diversity, equity, inclusion, understanding, empathy, social justice, and human rights at the IARTC Conference.
- d. Develops and submits to IARTC Board proposed training modules for IARTC members.
- e. Submits quarterly report to the President.

8. Graduate/Undergraduate Student Committee

Purpose: Responsible for coordinating all activities of the graduate student members of IARTC.

Responsibilities:

- a. Identify annual goals and objectives.
- b. Plan special graduate student activities at ACA Conferences and at any National or International IARTC Conference.
- c. Maintain a Committee membership and roster of at least (20) active members.
- d. Submit quarterly progress reports to the IARTC President.

9. Membership Committee

Purpose: Promote membership through relevant and beneficial member recruitment and outreach.

Responsibilities:

- a. Conduct periodic review of IARTC membership categories and make recommendations to the Board.
- b. Review member services and make recommendations to the Board.
- c. Recommend strategies and programs to increase and retain IARTC members.
- d. Monitor membership reports, and contact members who have not renewed.
- e. Maintain an email database and electronic communication with members.
- f. Send new members a Membership Certificate
- g. Research and adopt best practices in membership recruitment
- h. Explore cross-committee collaborations
- i. Submit a Quarterly Committee report to the President

10. Nominations and Elections Committee (NEC)

Purpose: Responsible for carrying out nominations and elections procedures in concert with the ACA nominations and elections timetables and procedures. Past President is Chair of the Committee.

Responsibilities:

- a. Meet in July each year to develop a slate of nominees to consider for election.
- b. Candidates for Division Governing Council Representative must be members in good standing of ACA and meet any additional eligibility criteria set forth in IARTC's Bylaws and/or Policies. Pursuant to ACA

Bylaws Article X, Section 1(d), every third year, IARTC is responsible for submitting the names of not more than two candidates to be placed on the ballot to serve as the Governing Council representative for the Division.

- c. ACA will notify the IARTC President and the Chair of the NEC of election results by the end of February. The President will forward the notification of election results to the President-Elect.
- d. The NEC Chair will ensure that all candidates are notified of the ACA no campaigning requirements.
- e. The NEC submit a full slate of candidates for any open positions to the ACA Governance Administrator no later than September 1.

11. Professional Development Committee

Purpose: Oversee all professional development activities offered by IARTC.

Responsibilities:

- a. Seek and obtain CEU approval through NBCC (and other CEU providers).
- b. Maintain all records associated with professional development offerings, in accordance with requirements of continuing education provider agreements.
- c. Develop and organize IARTC webinar series.
- d. Promote all continuing education offerings.
- e. Manage registration and issuance of certificates for all continuing education offerings.
- f. Issue Calls for Proposals.
- g. Evaluate Proposals.
- h. Send Notifications of Approval/Denials.
- i. Schedule Webinars.
- j. Develop and organize IARTC webinar series (minimum of 3 each fiscal year).
- k. Promote all continuing education offerings.
- l. Manage registration and issuance of certificates for all continuing education offerings.
- m. Submit a Quarterly Committee Report to the President

12. Research Grant Committee

Purpose: Select recipients for the IARTC Research Grant(s)

Responsibilities:

- a. Identify and select recipient(s) of the IARTC Research Grant(s).
- b. Promote the grant application and deadline information.
- c. Ensure grant recipients complete all paperwork in a timely manner.
- d. Coordinate with Treasurer on the distribution of funds.
- e. Develop process for assessing grant recipients.
- f. Identify and select recipient(s) of the IARTC Research Grant(s).
- g. Submit list of recipients to President for approval.
- h. Ensure final grant product is received by established date.
- i. Submit quarterly reports to President.

13. State/Region/International Branch Committee

Purpose: Identify and develop IARTC branches.

Responsibilities:

- a. Serve as a point of contact between IARTC Branches and IARTC.
- b. Identify state/region/international leaders to develop and affiliate as an IARTC Branch.
- c. Provide mentoring to prospective organizations/leaders as they engage in the Branch affiliation process.
- d. Maintain a database of information on each Branch, the current leadership, and members.
- e. Maintain records of communication with organizations/leaders throughout the recruitment and affiliation process.
- f. Provide support to Branches as they develop and grow their organizations.

- g. Submit proposed Branch Bylaws to the IARTC Bylaws Committee for approval.
- h. Submit recommendations to issue a Branch Charter to the IARTC Executive Committee once the application process is successfully completed and the Bylaws are approved, and keep proposed Branches apprised on the process.
- i. Approval from the IARTC Executive Committee will grant Branch status to the proposed Branch.
- j. Submit a Quarterly Committee Report to the President

E. Special Committees/Task Forces

In accordance with the Bylaws, the President may appoint special committees and task forces. Such committees will follow the same procedures as established for standing committees and serve for the term as set by the President at the time of appointment or until completion of the special projects(s) assigned. The President shall appoint the Chair(s) and committee members.

F. IARTC Branches

Procedures and Responsibilities

In addition to the provisions governing Branches in the Bylaws, Branches shall adhere to the following procedures:

- a. Submit annual and other reports as required to the IARTC Board and the Chair of the Branch Committee. The annual report must include the following: newly elected officers, annual report of branch activities, and a current list of members.
- b. Ensure that a current copy of the Branch Bylaws is submitted to the IARTC Branch Committee Chair and Vice-Chair. Proposed revisions will then be forwarded to the IARTC Bylaws Committee for approval.
- c. To become a Branch, applicants must submit 1) an application form via email to the President, 2) a copy of Bylaws that are congruent with the Bylaws of IARTC, ACA, and the Bylaws of the State Division (if applicable), 3) a list of officers (minimum of President, Secretary, and Treasurer) with contact details, 4) a list of at least 7 members, 5) the name of the proposed Branch, which must be IARTC in [geopolitical subdivision).
- d. Only one branch may be chartered in each state of the United States, one in the district of Washington, D.C., the Commonwealth of Puerto Rico, ACA Region, and each geopolitical subdivision for international Branches.

Awards

Unless otherwise noted on the award description, award nominees and nominators must be members of IARTC. The Awards Committee will identify the process for submitting nominations and will be responsible for selecting proposed recipients and submitting their information to the Board for approval. The Committee Chair submits a Quarterly Committee Report to the President.

A. J. Barry Mascari & Jane Webber Transformative & Legendary Leadership Award

This award goes to a counselor who has made a transformative and legendary impact in the field of traumatic stress and/or resilience.

Nomination application includes:

- 1. Nomination letter should describe how this leader has made transformative and legendary impacts in the fields of traumatic stress and/or resilience.
- 2. Nomination letter should describe how this leader served as an active and collaborative member of the traumatic stress and resilience communities through extensive service, leadership, mentorship, and scholarship.
- 3. Please upload up to two supporting letters from individuals who are familiar with this leader and their accomplishments, as well as the nominee's latest CV.
- 4. Share any instances wherein this leader has positively impacted impoverished communities and marginalized individuals.
- 5. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

B. Lifetime Achievement Award

This award recipient has an extensive history of advocacy and exceptional practice in the field of traumatic stress and resilience. Such advocacy and exceptional practice may be demonstrated by a history of research and/or publication, mentoring, and involvement in the mental health counseling community.

Nomination application includes:

1. Describe how this nominee demonstrates advocacy and exceptional practice in the field of resilience and traumatic stress.
2. Describe any history of research, publication, and offering professional development.
3. Describe how this nominee demonstrates mentoring and involvement in the mental health community.
4. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments, along with the nominee's most recent CV.
5. Share any instances wherein this counselor has positively affected impoverished communities and marginalized individuals.
6. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

C. Visionary Community Leadership Award

This award is granted to a community leader (state, regional, national, or international) who is a tireless advocate for those affected by traumatic stress, and who participates in mentoring, transformative leadership, and has developed collaborative relationships within their local community while making a real-world difference for those affected by traumatic stress.

Nomination application includes:

1. Describe how this visionary community leader makes transformative impacts related to traumatic stress and resilience, especially in the areas of prevention and interventions.
2. Describe how this individual demonstrates that they have remained current on matters pertaining to the effects of traumatic stress and resilience.
3. Describe this nominee's mentoring style and transformative leadership, including any professional development offerings.
4. Describe how this nominee demonstrated collaborative relationships with the local community as it relates to traumatic stress and resilience.
5. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments, along with the nominee's most recent CV.
6. Share any instances wherein this leader has positively affected impoverished communities and marginalized individuals.

If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

D. IARTC Traumatic Stress and Resilience Counselor Advocate Award

This traumatic stress and resilience professional is a tireless advocate for those affected by traumatic stress, and who stays current on research, participates in mentoring, and has developed collaborative relationships within their local crisis and traumatic stress community.

Nomination application includes:

1. Describe how this traumatic stress and resilience professional advocates for those affected by trauma, especially in the areas of prevention and interventions.

2. Describe how this individual demonstrates that they have remained current on matters pertaining to traumatic stress and resilience.
3. Share any instances wherein this advocate has positively affected impoverished communities and marginalized individuals.
4. Describe this nominee's mentoring style, including any professional development offerings.
5. Describe how this nominee demonstrated collaborative relationships with the local crisis, disaster, and traumatic stress community.
6. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments along with the nominee's most recent CV.
7. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

E. Counselor Educator Traumatic Stress and Resilience Advocacy Award

This counselor educator exemplifies both advocacy and outreach in the areas of resilience and traumatic stress. This award recipient is a leader for change and has an extensive history of mentoring, addressing diversity, equity, social justice, empathy, understanding, encouraging students to become involved in professional communities, and is committed to building relationships between the university and the surrounding community.

Nomination application includes:

1. Describe how this counselor educator acts as a leader for change.
2. Relate how this counselor educator acts as a mentor and encourages students to become involved in their professional communities. Please mention any professional development this nominee has provided to both students and professionals.
3. Share any instances wherein this counselor educator has positively affected impoverished communities and marginalized individuals.
4. Please share how this counselor educator strives to create meaningful connections between their university and the surrounding communities.
5. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments, along with the nominee's most recent CV.
6. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

F. IARTC Traumatic Stress and Resilience Researcher Advocate Award

This researcher has demonstrated advocacy for those affected by traumatic stress by participating and publishing research that may have had an impact on legislation, developed new methodology or challenged older methodology, or affected the larger community. This award recipient need not be a member of IARTC.

Nomination application includes:

1. Describe how this nominee's research has had an impact on those affected by traumatic stress, especially in the areas of prevention and intervention.
2. Please share specific examples of the research and describe how they may have influenced legislation, methodology, or the larger community.
3. Share any instances of professional development offered by this nominee.
4. Share any instances wherein this researcher has positively affected impoverished communities and marginalized individuals.
5. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments, along with the nominee's most recent CV.
6. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

G. Distinguished Professional Service Award

This award recipient is an active and contributing member of IARTC. The recipient will be selected based upon the depth and breadth of their contributions, including leadership roles. This award is given to the outgoing President, at the end of their term, upon approval by the Board.

Nomination application includes:

1. Please list all organizations of which this nominee is a member along with any positions held.
2. Describe how this nominee contributes to professional organizations that are of benefit to the mental health of those affected by traumatic stress.
3. Describe any professional development opportunities offered by or hosted by this nominee.
4. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments.
5. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, CV, and so forth).

H. Legislative Service Award

This legislator has worked tirelessly to advance the mental health of those affected by traumatic stress. This award recipient need not be a member of IARTC.

Nomination application includes:

1. Describe how this legislator has promoted the mental health of those affected by traumatic stress. Please be sure to include specific legislation advocated for and any legislation passed.
2. Describe the community impact of this legislator's advocacy for the mental health of those affected by traumatic stress.
3. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments.
4. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, CV, and so forth).

I. Outstanding Graduate Student

This award recipient is a graduate student member of IARTC, who has demonstrated aptitude within the counseling profession, with a focus on advocacy for those affected by traumatic stress. This recipient will have demonstrated this by leadership experience with any current or past participation in state, regional, national, or international organizations and conferences.

Nomination application includes:

1. Describe how this nominee demonstrates aptitude and interest within the counseling profession with particular focus on those affected by traumatic stress.
2. Relate this nominee's past experiences in academics and service to the counseling profession.
3. Describe this nominee's involvement in professional conferences.
4. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments along with the nominee's most recent CV.
5. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

J. IARTC Emerging Leader(s)

These award recipients are new professionals or students who have demonstrated aptitude and interest in leadership within the counseling profession, with a focus on advocacy for those affected by traumatic stress. Recipients will have

demonstrated this by leadership experience with any current or past participation in state, regional, national, or international organizations and conferences. Up to four (4) Emerging Leaders may be selected each fiscal year. The IARTC President selects recipients for this award. Emerging Leaders view the IARTC Leadership Webinars and submit Quarterly Emerging Leaders Reports to the President that detail their goals and accomplishments during their service year.

Nomination application includes:

1. Describe how this nominee demonstrates aptitude and interest in leadership related to traumatic stress and resilience.
2. Relate this nominee's past experiences in leadership of professional organizations.
3. Describe this nominee's involvement in professional conferences.
4. Please upload up to two supporting letters from individuals who are familiar with this individual and their accomplishments, along with the nominee's most recent CV.
5. If relevant, please feel free to upload any supporting documentation (news reports, journal articles, and so forth).

K. Timeline for Awards

- Award Proposal is sent out: October 1st
- Awards Nominations are due: November 15
- Awards nominations are reviewed: November 15- December 10
- Proposed award recipients are submitted to Board for approval: January
- Recipients are notified: January
- Awards are prepared: February
- Awards are presented at the Annual Membership meeting, held in conjunction with the ACA Conference.

L. Awards Recognition

The Awards Committee will select and purchase the award plaques to be given. Plaques will be determined, based on the budgeted amount. Reimbursement will be provided in accordance with the IARTC fiscal policy.

GRANTS

Purpose: To provide funds to IARTC members to support innovation and cutting-edge research related to resilience and trauma counseling. The grant competition is open to all IARTC members. Grant applications can be submitted by individuals or teams. An individual may only be included on one grant application per cycle. Multiple submissions by any researcher (individually or as part of a team) will result in the disqualification of all corresponding proposals. The awarding of the grants is based on the relevance of the projects to the mission of IARTC and the quality of the projects, as described in the application and as determined by reviewers.

Process:

1. The Research Grant Committee will put out a call for grant proposals by October 1.
2. Applicants will complete the application for the current cycle of proposals by the advertised deadline following the directions included. Late applications will not be considered.
3. The Research Grant Committee members will evaluate the proposals and rank order them based on the quality of the applications.
4. The Research Grant Committee Chair will receive the rankings from individual committee members and present to the whole of the Committee for final decisions.
5. The number of grant awards and amount awarded are based on funds budgeted for this purpose.
6. The Research Grant Committee Chair will present the award recommendations to the IARTC President to present to the IARTC Board for approval at the January meeting.

7. After approval, the Research Grant Committee Chair will notify applicants of the decisions for awards, along with submitting required paperwork and a timeline for completion.
8. All award paperwork must be completed by the awardee by March 15 in order to allow for processing of payments prior to the end of the fiscal year. Failure to meet the deadline for submission of paperwork will result in forfeiture of the grant.
9. Grant recipients will be recognized at the Annual Membership meeting, held in conjunction with the ACA Conference.

Timeline for Grants

- Call for proposals publicized: October 1
- Grant applications due: November 1
- Committee reviews applications and selects grant awards and amounts: November 15- December 10
- Awards and amounts approved by the Board. Recipients notified and given paperwork to complete: January
- All paperwork related to awards is due: March 15
- Award recipients are recognized at the Annual Membership meeting, held in conjunction with the ACA Conference.
- Committee follows up with recipients at 6 months, 18 months, and once a year until completion.

Publications

A. Newsletter and/or Magazine

1. Publishing Guidelines

- a. The newsletter will be published in accordance with the timelines established by the Newsletter Editor, with the approval of the IARTC Board. A new proposed timeline will be submitted on an annual basis, by July 1.
- b. The Editor will be responsible for determining specific themes for the newsletter, as approved by the Board.
- c. Articles may be submitted or solicited by the Newsletter Editorial Board, the IARTC Board, IARTC Committees, and IARTC Members.
- d. Constituents are encouraged to submit articles promoting activities, research, or programs of interest to the membership of IARTC and related to working in the field of resilience and traumatic stress.
- e. IARTC members will be given preference over non-members in the selection of articles to be published.
- f. Advertisements for services, instruments, products, programs, or educational institutions that promote the professional value of services to IARTC members may be accepted on a space-available basis, upon approval of the IARTC President. Fees for the inclusion of such features, if any, may be established by the Board in collaboration with the IARTC Treasurer since these sources of income are taxable.

B. Journal

1. Publishing Guidelines

- a. The IARTC Journal is published in accordance with the timeline established by the Editor-in-Chief, in consultation with the IARTC President. The number of issues is set annually by the IARTC Board, in compliance with the current journal timeline. Special editions can replace one of the current issues, and length will be dependent on the needs of IARTC.
- b. Articles must be submitted to or solicited by the Editor-in-Chief of the journal through the journal's web portal.
- c. All authors for articles accepted for publication in the journal must sign a release of copyright to IARTC.

2. Editorial Board

- a. The Journal Editorial Board will be composed of an Editor-in-Chief, an Associate Editor, and Editorial

Board members.

- b. Of the editors (Editor-in-Chief, Associate Editor, and Editorial Board members, at least half must be IARTC members. All must be members of ACA. All editors must have a degree in a mental health field, work as a counselor or counselor educator, and have a working knowledge of the counseling field, specifically working with resilience and trauma. Editors must have a good command of written English, be able to read the writings of others critically, and work within time constraints to meet deadlines.
- c. By custom, the Associate Editor will be the current IARTC President.
- d. Editors review and edit manuscripts within guidelines and deadlines established by the Editor-in-Chief and are cooperative with directives from the Editor-in-Chief.
- e. Editors attend meetings with the Journal Editorial Board, as called by the Editor-in-Chief.

3. Executive Editor (Editor-in-Chief)

Responsibilities:

- a. The Editor-in-Chief, Associate Editor (IARTC President), and the Editorial Board develop a production schedule and distribute it to the IARTC Board.
- b. Coordinate review by the Editorial Board of manuscripts submitted for publication.
- c. Review and proofread the journal at each stage in the production process and coordinate proofreading with the author of each manuscript.
- d. Make the final decision regarding publication of such articles, in consultation with the Editorial Board.
- e. Coordinate with the IARTC President about the length of each issue, any budget requests for the journal, and publication timelines and specifications.
- f. Proofread and approve the final copy of the journal, prior to publication.
- g. Submits a Quarterly Journal Report to the President

4. Associate Editor (IARTC President)

Responsibilities:

- a. Work with the Editor-in-Chief, the IARTC President-Elect, and the Editorial Board to develop and distribute the production schedule.
- b. Cooperate with and complete special directives and assignments from the Editor-in-Chief.
- c. Submit calls for manuscripts, special issue submissions, and additional reviewers as needed.

