



JOB DESCRIPTION AND DUTIES OF THE OHIO COUNSELING ASSOCIATION (OCA) EXECUTIVE DIRECTOR (ED)

The mission of the Ohio Counseling Association is to support and advocate for professional licensed counselors, clients, counselor educators, and supervisors throughout the state. We are guided by the values of holistic wellness and development, utilizing researched best practices, holding professionals to ethical and competence standards, recognition of diversity, social justice and advocacy, and a love for life-long learning. We strive to enhance the profession and its professionals by emboldening professional identity, respect for others, active collaboration among members, holding others and ourselves accountable, and working to make a difference in the lives of our members and the ones we serve.

Essential Duties and Responsibilities:

MANAGEMENT

- Oversee the day to day operations of the Association, manage all administrative details including banking, record keeping, budgeting, reporting, and bookkeeping.
- The ED is the face of the OCA, maintaining contact with the members, officers, committees, chapters, and divisions of the Association. The ED must maintain a phone number and email address that is available to the OCA membership and leadership. Troubleshoot issues, answer questions, update member info.
- Promote the OCA across Ohio through our website, social media, and chapter division activities. Use OCA branding on all communications.
- Maintain the non-profit status with the IRS and State of Ohio. As the new ED, submit a change of contact with both the IRS and the State of Ohio.
- Regularly report activities and anything impacting the OCA to the officers (President, Past President, President Elect, Secretary, and Treasurer).
- Support the officers, committees, chapter and division leadership in their roles with the OCA. Facilitate their ideas and improvements to the Association.
- Recommend policies, procedures, and programs to meet the needs of the OCA
- Watch for/be aware of partnering opportunities for the OCA through our network of associations, organizations, state and county boards, councils & providers
- Implement the directives of the OCA Officers and Executive Council
- Maintain the OCA Website (www.OhioCounseling.org) based in Wild Apricot Association Management Membership Software; this includes listing career opportunities, CE events, news blogs, Association-wide emails, and more.
- Approve new members, post check payments, archive inactive members, and work to grow the OCA membership along with the Membership Committee.
- Store and maintain financial, continuing education, and meeting documents as required by the IRS, State of Ohio, meeting minutes, and Association Bylaws. Records can be stored electronically or on paper, financial records for <7 years.



- Also store the President's Gavel, Association signs, ACA and MWR awards, banner stands, bank records (including those for the chapters and division), envelopes, stamps, office supplies, past event records, and CE records including attendance data, marketing materials, ce applications and approvals.
- Communicate officers list and bylaws changes with the American Counseling Association (ACA) and the ACA Midwest Region as needed.
- Communicate with and maintain our provider authority with the Counselor, Social Worker, Marriage and Family Therapists Board of Ohio (CSWBFT). The OCA maintains a seat on this Board and communicates with them regularly on licensure, state policies, and telehealth.
- Work closely with our Lobbyist (Government Advantage Group) and maintain an agreement with them to watch state legislative actions that might impact Counselors in Ohio.
- Work with our bank to maintain chapter and division linked accounts, our Treasurer uses linked accounts to transfer monthly dues to these groups and recover monies owed to the OCA.

FINANCE

- Maintain a monthly folder with all checks, receipts, and financial documents.
- Perform monthly bookkeeping duties including calculating chapter and division dues, reporting income, expenses, and payments via Debit Card. Forward final documents to the OCA Treasurer and upload to the proper DropBox folder.
- File each monthly folder for end of year transfer to our CPA firm for tax filing and annual audit. After these functions are complete, store records for 7 years.
- Monitor recurring payments for online services, software, web domain, CPA, Lobbyist, CE Provider Authority, Conference Manager, etc.
- Interview and hire any subcontractors approved and budgeted by the officers.
- Sign all contracts, agreements, MOUs, etc on behalf of the OCA.
- Contract liability insurance, Board & Officer coverage as needed.

CHAPTER/DIVISION

- After searching for the past month's new members, upload spreadsheets to the shared OCA DropBox folders.
- Set up events on the OCA website including registration. After close, create a spreadsheet with registrant names, reg type, gross fee, PayPal fee, and net profit. Total everything at the bottom and share with cpt/div leadership and OCA Treasurer for payment. These events are a wash for the OCA.
- Monitor and assist with filling leadership positions. Minimum is President, President Elect, and Treasurer. Check all names to be sure they are OCA members and alert Cpt/Div leadership if any officer's membership lapses.
- Advise and support all especially as leadership changes at the end of the fiscal year (June 30). Update the Exec Council list after all offices are filled.
- Ensure all Cpt/Div abide by the OCA Bylaws and ACA directives.



- Gather financial reports and confirm start/end totals at the end of the fiscal year. These reports are vital to our IRS tax filing and must be complete.

CONTINUING EDUCATION

- CEs and licensure are the prime reasons for the OCA's existence.
- Work with the Professional Development Committee (PDC) to maintain CE records, renew our Provider License with CSWMFT, and upload CE events/workshops to CE Broker.
- Maintain CE Broker subscription (annual fee) and be familiar with operations.
- Manage all OCA Conferences and Events with the exception of the All Ohio Counselors Conference which is co-managed by the OCA and the Ohio School Counselors Association (OSCA). A conference management company is hired to manage all aspects of the AOCC. Profit and costs are shared equally by OCA and OSCA.
- Confirm attendance by all participants at CE events (other than AOCC).

EVENT MANAGEMENT

- Maintain Events calendar/list on the OCA website
- If the OCA Spring Conference becomes live in the future, manage facility contracting, AV, decorator, etc. The ED will be the on-site manager for the entire event
- Advise and keep track of everything on the OCA side of AOCC. OCA Display, T-Shirts, Swag Sales, Chapter and Division Tables, meetings, special events or receptions, catering specific to the OCA, etc
- Staff or recruit vols for the OCA display. Must be staffed all conference.
- Set up and manage 4 Executive Council meetings each year. Lately they have been virtual (zoom) but in the past were retreats or live events.

WEBSITE AND TECHNOLOGY

- OCA Website (Wild Apricot)
 - Webpage updates
 - Event Calendar updates, entries, registration
 - Career Opportunities blog entries
 - Executive Council listing updates
 - All-member and specialty group email blasts
 - News blog postings
 - Membership Database maintenance
- GoDaddy (OhioCounseling.org URL or Domain renewal)
- Dropbox annual subscription and maintenance
- Zoom.us annual subscription and management
- ListServ management (hosted by Kent State), monitor use/content
- Gmail address for Exec Director (OCAExec@gmail.com)
- PayPal – linked to Wild Apricot to process our membership and event \$\$



- OCA PAC (Political Action Committee) account, ED is backup owner
- Journal of Counselor Practice – has its own website + CrossRef subscription. These pay annually but the JCP is managed by a committee
- CEBroker.com annual subscription for use by ED and PDC
- Social Media including LinkedIn, Facebook, and Twitter are managed by the Media/PR/Membership committee but the ED must maintain the usernames, passwords, and admins – especially when committee members change.

BACKGROUND AND JOB SKILLS DESIRED

- Ideal candidate would have some association, event, or office management experience. The skills to tackle tech issues, develop membership, and “sell” the Association to counselors in Ohio also help.
- We are also looking for someone with knowledge of the mental health, addiction, and marriage/family counseling practice though we are not specifically looking for an existing or former counselor.

POSITION, TENURE, AND SUPPORT

- This is a half time (20 hours a week) position and offers no benefits (vacation, health care, retirement, insurance). Candidate can set schedule to cover OCA needs. However, most communications occur between 8 and 5 weekdays and should be responded to in a reasonable manner.
- Candidate will be hired as an independent contractor, not as an employee of the OCA. No taxes will be withheld from checks.
- Candidate will be hired for one year at a time with the opportunity for either the OCA or the candidate to sever their agreement with sufficient notice
- Candidate will be trained by the outgoing Executive Director who will provide Standard Operating Procedures (SOPs) and be available for Q&A through 2022.
- Candidate must maintain their own computer or laptop, office, phone, and pay for their own supplies and support other than envelopes, stamps, and consumables.
- Required travel costs will be reimbursed by the OCA if the ED is asked to attend face to face meetings, conferences, or training.

TO APPLY

- The OCA plans to fill this position immediately after applications, interviews, and background check. Training will commence immediately and candidate should be ready for taking over Spring of 2022.
- Questions may be asked of the current ED at 614.395.3341 or OCAExec@gmail.com
- More information on the OCA can be found at www.OhioCounseling.org
- Resume, references, and letter of intent should be forwarded to:
 - Bob Thomas, Executive Director, Ohio Counseling Association
 - 3227 Mountview Road Columbus OH 43221, OCAExec@gmail.com