



New Mexico Counseling Association

Open Board of Directors Positions for the Upcoming July 2023 term.

President-Elect (Vacant)

This position will support the President's current project, developing own project for the term or continuing current one. Supports President for required 4 scheduled quarterly meetings or as needed and assignments as needed. The position is responsible for working with ED Assistant to help President prepare the agenda and meeting minutes. Prepare and support conference Agenda/Program for digital and print with support from ED Assistant

Chair of the Board (Vacant)

This position will support the president-elect, current projects, developing their own project for the term, or continuing current projects. Supports President-elect for quarterly meetings. Prepare and lead the committee for RFPs for the annual conference. Required start RFP process 8/1 completed 11/1.

Professional Development Director (Vacant)

This position will support the NBCC process for ACEP requirements, and work with vendors for the PD process. Maintain all documents for NBCC compliance electronically and support the RFP committee using NBCC guidelines.

Social Media Director (Vacant)

This position will be responsible to handle setting up and managing social media, helping prepare a communication for members, work with ED Assistant.

Membership Director (Vacant)

This position will be responsible for managing the membership database and recruitment of new members through email and attending events, working with NMCA ED. Responsible for keeping the database in the system up to date and running quarterly membership reports. Support division as needed with membership. Training provided. No experience is needed.

Chief Governance Director (Vacant)

This position will take and keep meeting minutes organized confers with President and sends out meeting minutes and agenda before the 4 quarterly meetings. Ensures bylaws are updated and voted on as needed to keep current bylaws. Submits bylaws to ACA as required.

Executive Assistant (Vacant)

This position will support the Executive Director and Treasurer as needed. The position will support various positions as needed. Assist with conference volunteers, venue, RFPs, conference duties in general, and division support. 2-yr position.

CONTACT NMCA at ed@nmca-nm.org with resume/CV and position. Meetings and voting can be held on zoom to allow for long-distance participation. You do not need to be a licensed counselor. Division leadership participation is not permitted while on the NMCA board.