



## Level VP Roles & Responsibilities

It is the responsibility of the Elementary, Middle and High School VP's to act in the best interest of the high school counselors in the State of Delaware and represent them as a member of the Delaware School Counselor Association Board.

The Elementary, Middle and High School VP's will:

- Serve for a three-year term. Should a life event occur that prohibits the VP to perform their role, they will contact the President in a timely manner to help determine a course of action.
- Maintain an up-to-date contact distribution list of all counselors for their level statewide.
- Act as the point-of-contact for anyone wishing to contact or distribute information to the counselors at their level.
- Serve as a point-of-contact for any school counselor who seeks resources, recommendations or guidance about issues and concerns at their level.
- Distribute relevant information to counselors in a timely manner.
- Conduct surveys of counselors regarding procedures, resources etc. per the request of the DSCA Board or another counselors seeking information.
- Stay up-to-date on resources, current trends, hot topics and regulations concerning counselors and share information with the group.
- Submit the level article for each edition of the DSCA newsletter.
- Run break-out sessions for their level during workshops at the request of the Professional Development Chair.
- Be a member of the both the Delaware School Counselor Association (DSCA) and the American School Counselor Association (ASCA).
- Attend regular DSCA Board meetings.
- Participate in regular professional development.
- Fulfill other requests deemed necessary and appropriate by the DSCA Board.