

TABLE OF CONTENTS

I. General Chapter Information

Responsibility of Officers.....	I-1
Expenditures of Chapter Funds.....	I-2
Waiver of Registration Fees	I-2
Chapter Historian.....	I-2
Peer Referral Program.....	I-3
Peer Referral Program Resource List	I-4

II. Standing Committees

Standards and Ethics.....	II-1
Form Letter/New Referral Resource.....	II-3
Form Letter/Existing Resource	II-4
Acknowledgement and Agreement Form.....	II-5
Billing Form/Assessment.....	II-6
Education and Training	II-7
EAPA NC Fee Structure.....	II-8
EAPA NC Training Information Form.....	II-8
EAPA NC Resource Request Form.....	II-9
Finance	II-10
Treasurer and Assistant Treasurer Job Descriptions.....	II-11
Member Bring a Guest Guidelines.....	II-12
Bylaws.....	II-13
Legislative and Public Policy	II-14
Research and Information.....	II-15
Membership.....	II-16
Outreach	II-17
Certification.....	II-18
Certification Checklist.....	II-19
Diversity Committee	II-20
Technology.....	II-21
EAPA NC Communication.....	II-22

TABLE OF CONTENTS

I. Ad hoc Committees

Scholarship Committee	III-1
Application for Scholarship	III-2
Ad hoc Committee: Annual World EAPA Conference Scholarship	III-3
Application for Scholarship to Annual World EAPA Conference	III-5
Awards Committee	III-6
John Burke President's Achievement Award Criteria	III-7
Outstanding Member of the Year Criteria	III-8
Award Nomination Letter	III-9
Award Nomination Form	III-10
Chapter Meeting Gifts	III-11
Service Awards	III-12
Nominating Committee	III-13

II. March Conference Planning Committee

March Conference Planning Committee	IV-1-13
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RESPONSIBILITIES OF OFFICERS

- I. President: In addition to the responsibilities listed in Article IV, Section 2a of the Chapter Bylaws, the President will:
 1. Shall appoint three (3) members to the Chapter election nominating committee with one member serving as the chairperson (see III - 10). See Article V, section 6 of the Chapter Bylaws.
 2. Represent the Chapter at International EAPA and EAPA Leadership functions when possible during two year term.
 3. Serve on March Conference Committee.
 4. Submit President's Message to webmaster for updating on NC EAPA website. This message will be submitted quarterly, at a minimum.
 5. Serve on the Awards Committee
 6. In keeping with Chapter's fiduciary responsibility to members, instruct Finance Committee chair to identify a Certified Professional Accountant (CPA) to complete an audit of Chapter finances/processes six months prior to the election of new leadership.
 7. Swear the be Board in during the September business meeting at completion of 2nd term. See IV-15

- II. Vice President: In addition to the responsibilities listed in Article IV, Section 2b of the Chapter Bylaws, the Vice President will:
 1. Chair the Education and Training Committee (see II – 7) and be responsible for ongoing Chapter sponsored functions other than the March Conference
 2. Responsible for scholarships for all trainings (see III – 1).
 3. Serve on March Conference Committee.
 4. Post updates to Conference and Training Page on NC EAPA website.

- III. Secretary: In addition to the responsibilities listed in Article IV, Section 2c of the Chapter Bylaws, the Secretary will:
 1. Work with other appropriate committees to monitor the membership list to ensure accuracy.
 2. At the completion of each fiscal year review Chapter activities/events to share with the Bylaws chair for possible inclusion in the Chapter history on the website. Any changes must be approved by the Executive Board of Officers. Approved changes will go to the Chapter Historian to be included on the website.

- IV. Treasurer: In addition to the responsibilities listed in Article IV, Section 2d of the Chapter Bylaws, the Treasurer will:
 1. Chair the Finance Committee (see II – 10).
 2. Will work with other committee chairs to assure that they stay within their budget for each fiscal year.
 3. Monitor "Member Bring a Guest Guidelines" (see II – 11).
 4. Serve on March Conference Committee

5. Serve on Awards Committee as steward of the “Box of Generosity”.
6. Complete the Chapter finances/process audit process and share with the Board of Officers no later than the last Board meeting prior to elected change of leadership.

V. Immediate Past President: In addition to the responsibilities listed in Article IV, Section 2d of the Chapter Bylaws, the Past President will:

1. Serve as advisor to the President.
2. Chair the Standards and Ethics Committee
3. Update Peer Referral list (see I – 4) **at least every even numbered year.**
4. Coordinate the purchase and presentation of service awards for outgoing officers (see III – 9).
5. Serve on Awards Committee

EXPENDITURE OF CHAPTER FUNDS

Committee chairs will be responsible for staying within their budgets for each fiscal year and will give receipts to the Treasurer to account for all expenditures. If there are any questions about an expenditure being appropriate, this will be discussed with the Board of Officers, or the full board, at the discretion of the President. The March Conference Committee is also to follow these guidelines.

WAIVER OF REGISTRATION FEES

Registration fees and all included in the registration fees for Chapter sponsored functions are waived for all Board Chairperson's except for the March Conference. The March Conference registration fee will be waived for the President, Vice President, Treasurer, Outreach Chair, and the Certification chair.

Chapter members serving as presenters at Chapter sponsored functions will also have registration fee waived at that particular meeting. All other attendees will be charged registration at the member or nonmember rate.

CHAPTER HISTORIAN

The Chapter Historian will be appointed by the President and be responsible for maintaining a written and pictorial history of the Chapter on an ongoing basis. The Chapter Historian will also be responsible for any attention given to special Chapter Anniversaries or milestones.

PEER REFERRAL PROGRAM

Recognizing that Employee Assistance Professionals may from time-to-time experience personal challenges that may require the assistance of a trained professional, the Chapter established and maintains the Peer Referral Program (PRP) for its members. We believe that when EAP Professionals need help, they should be treated as “people” not solely as “professionals.” The following principles are designed to guide the program and the Chapter members in their participation.

1. We are motivated by humanitarian concerns for both the public and the impaired professional.
2. We recognize that chemical dependence and emotional problems among professionals in NC EAPA cannot be ignored or left untreated.
3. We recognize that chemical dependence and emotional problems are treatable and that these progressive diseases can be treated successfully after proper intervention.
4. In order to retain or regain full professional effectiveness, we encourage all impaired professionals to seek help at the earliest possible stage and to cooperate in treatment.
5. We will ensure that use of the program will not jeopardize a member’s professional standing.
6. We will further ensure that the professional’s or family member’s right of confidentiality will be protected.
7. We encourage family members to seek assistance for themselves or the NC EAPA professional.
8. If a NC EAPA professional violates the IEAPA Code of Ethics, we will employ constructive confrontation.
9. If all other efforts fail and the professional continues to violate the IEAPA Code of Ethics, we will separate the professional from NC EAPA regardless of program utilization.

PEER REFERRAL PROGRAM RESOURCE LIST

Pam Raymond, RN, LPC
166 East Chestnut Street
Asheville NC 28801
828-298-2555

Beth Starling, LMFT
36 Clayton Street
Asheville, NC 28801
828-236-9471 Phone
828-236-5952 Fax

Kevin Davis, LCSW, LMFT, CCAS
701 Mount Vernon Avenue
Charlotte NC 28203
704-332-4588

Cheryl Ganser, M.A., LCSW
3111 Springbank Lane Suite
G
Charlotte, NC 28226
704-540-0802

Stephanie Hair, LCSW
429 South Sharon Amity Road
Charlotte, NC 28211
704-366-3818

Burwell Anthony, MEd., LPC
1155 Revolution Mill Drive, Studio 14
Greensboro, NC 27405
336-274-1889

Stuart Hunt, PhD, LCSW
806 Green Valley Road
Suite 310
Greensboro NC 27408-7020
336-272-0855

Linda McMullen, LPC
(Offices in Kinston, New Bern and Greenville)
PO Box 6278
Kinston NC 28501
252-523-2769

Dan Ryan, PhD
3710 Benson Drive
Raleigh NC 27609
919-878-7800, Ext. 2

Janet Yankosky, MSW, LCSW
PO Box 3001
Wilson, NC 27895-3002
252-245-2048

Thomas Holm, PhD
2990 Bethesda Place
Suite 604-B
Winston-Salem NC 27103
336-659-8087

STANDARDS AND ETHICS COMMITTEE

The Chair of the Standards and Ethics Committee will be the Immediate Past President of the Chapter. The Standards and Ethics Committee will have the responsibility of (a) addressing issues concerning EAPA Standards, (b) coordinating complaints surrounding ethical behavior of Employee Assistance Professionals, and (c) maintaining NC EAPA's Peer Referral Program.

Standards: The committee will be responsible for keeping Chapter members informed on the latest information concerning programmatic standards for EAPs as set forth in the publication **EAPA Standards and Professional Guidelines for Employee Assistance Programs** (2010 Edition) and when necessary, provide input in the development/update of existing or new standards. The committee will stay aware of activity concerning EAPA's Standards Committee.

- A. **Ethics:** The committee will be responsible for keeping Chapter members informed on the latest developments concerning the Association's Code of Professional Conduct. The committee will also be responsible for educating Chapter members about the Code of Professional Conduct on an annual basis during a Chapter sponsored function (EAPA recommends one and one-half to four hours of training annually). The Chair should contact the Chair of the Education and Training Committee (see II – 7) to coordinate the training.

The committee will be responsible for investigating any complaints or Violation(s) of the Code of Conduct by any Chapter member who is *not* a Certified Employee Assistance Professional (CEAP). The Committee will also report any complaint concerning a member to the Board of Directors along with the results of any investigation. Any reports to EAPA or the Employee Assistance Certification Commission (EACC) will be approved by the Board of Officers. Referral by the complainant to other relevant certification or licensure boards will be made.

The committee will also be responsible for coordinating any complaints or violation(s) of the Code of Conduct by any Chapter member who *is* a CEAP or certified/licensed mental health professional with the appropriate Board or Commission such as the Employee Assistance Certification Commission along with any other relevant certification or licensure boards.

- B. **Peer Referral Program:** The committee will be responsible for maintaining the Chapter Peer Referral Program (PRP) including updating names on form letters. The committee will:
1. Update the list of referral resources and *inform Chapter members* of the updated resources *by the end of the first quarter* of each fiscal year (see I – 4) . Resources may be added or removed from year-to-year.
 2. Mail a letter (see II – 3-4) to each resource thanking them for their

participation along with an acknowledgment and agreement form (see II – 5) as well as a billing form (see II – 6).

3. Pay resources \$100.00 per referral. A change in this amount must be approved by the Board of Directors.
4. Providers will bill the Chapter with no names of clients included. The bill for services will be sent to the Treasurer for payment.

The committee chair will serve as an ad hoc member of the committee one additional term after new chair is named.

II - 1

II - 2

LETTER TO RESOURCE
(print on NC EAPA letterhead)

Dear (Name and Address):

Thank you for agreeing to be an assessment and referral resource for the NC EAPA Peer Referral Program (PRP). We have asked professionals across North Carolina to work with us. All of the professionals are known to the EAP community and are held in high regard.

Please find enclosed a simple agreement acknowledging our agreement and detailing the process by which we will operate. I ask that you review the agreement, sign it, and return it to me. The main purpose of this agreement is to let us know that you are aware of the process and that you agree with the Chapter to provide assessment and referral services for those Chapter members and their family members needing assistance.

Again, I thank you on behalf of the Chapter. I realize that the fee you receive may be less than that of which you are accustomed and I acknowledge your contribution.

If you have any questions, please call me at (phone number). My address for mailing the agreement is:

Name
Address
City, State, Zip Code

Sincerely,

, LEAP
Chairman, Standards/Ethics Committee
NC EAPA

Enclosures

**LETTER TO RESOURCE (Existing
Resource)**

(Print on NC EAPA letterhead)

Dear (Name and Address):

For several years now, you have been an assessment and referral resource for the NC EAPA Peer Referral Program (PRP). We appreciate your willingness to work with us, and hope that you will agree to continue to serve as a resource to our members.

Please find enclosed a simple agreement acknowledging our agreement and detailing the process by which we operate. I ask that you review the agreement, sign it, and return it to me. The main purpose of this agreement is to let us know that you are aware of the process, and that you agree to provide assessment and referral services for those Chapter members and their family members needing assistance.

Again, I thank you on behalf of the Chapter. If you have any questions, please call me at **000-000-000**. The address for mailing the agreement is:

Name
Address
City, State, Zip Code

Sincerely,

, LEAP
Chair, Standards/Ethics Committee
NC EAPA

Enclosures

ACKNOWLEDGMENT AND AGREEMENT

I understand that by agreeing to provide assessment and referral services for NC EAPA Peer Referral Program (PRP) that I will provide professional services to the best of my ability to include:

1. Appropriate assessment sessions to complete the assessment.
2. Assessment for a wide range of human conditions to include chemical dependency and depression.
3. No referral to myself unless requested by the client who acknowledges he/she has other options for assistance.

I understand that I will receive \$100.00 per case by invoicing the North Carolina Chapter by the form provided by the Chapter. I also understand that at no time will names be released to the Chapter without the express written consent of the individual(s) and that all laws relating to confidentiality will be observed at all times.

(Please Print Name)

(Signature)

(Date)

Billing Form/Assessment

TO: (Name), Treasurer
NC EAPA
(Mailing Address of Treasurer)

FROM: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Please remit \$100.00. I have provided an assessment _____ one session /
_____ two or more sessions and have developed a treatment plan for a:

_____ member

_____ family member

_____ both

The client (s) _____ did _____ did not follow my recommendations.

I _____ did _____ did not refer to myself.

* Please check the appropriate space.

COMMENTS:

II - 6

EDUCATION AND TRAINING COMMITTEE

The current Chapter Vice President will chair the committee. The committee will be responsible for:

1. Organizing the training portion of Chapter sponsored functions except the March conference. These responsibilities shall include:
 - a. Arrange for a speaker(s) for each Chapter training and when necessary work with other committee chairs to arrange finances, availability, etc. Obtain necessary materials from the speaker(s), ie. their resume, ensure completion of the Training Information Form (see II – 8), and coordinate the audiovisual needs with the Resource Request Form (see II – 9).
 - b. Work with the hotel or the facility where the Chapter training is being held. Secure a room with conference call capabilities for the board meeting and for the Chapter training. Reserve a block of rooms for members for overnight stays and arrange for meals when necessary.
 - c. Work with the Certification Chair (see II – 17) to arrange for PDH's, CEU's, etc. for each chapter training. Send the Training Information Form and resume received from the speaker to the Certification Chair six (6) weeks prior to the training.
 - d. Work with the Outreach (see II – 16) and the Finance Committee chairs (see II – 10) to arrange for financing and promotion of each training meeting.
 - e. Keep up with current issues in the field and arrange for timely topics that are eligible for approval for initial certification and recertification. Training on ethics and diversity will be provided each year. The diversity training will be coordinated with the Diversity Committee (see II -18); the ethics training will be coordinated with the Standards and Ethics Committee (see II – 1). The Vice President will make arrangements for the training site and meals.
 - f. The Vice President shall participate on the March Conference Planning Committee.

It is the policy of the Chapter to provide nonmember presenters for an honorarium, and reimburse for travel, meals and lodging. Members who present at Chapter functions will be given an honorarium of \$100 (excluding the March Conference). All Board Chairpersons will have registration at Chapter functions waived except the March Conference.

NC EAPA Chapter members who present at World EAPA will also be eligible to receive reimbursement for early bird registration, transportation and lodging (capped at \$2,000 to be split evenly amongst number of presenters). Based on Chapter finances, this policy may need to be reviewed.

The chair will serve an additional term as an ad hoc member of the committee if he/she does not become Chapter President.

NC EAPA Speaker Fee Structure

Quarterly Training Speaker Fee Structure

Speaker fee structures will be reviewed based on the operational budget for the association and may be adjusted accordingly. Because of a limited budget which requires need to cap speaker fee structure, NC EAPA is not able to offer compensation but, able to provide a gift of thanks for all speakers.

Fee Based on Full Day or Half Day Training:

Speaker fees are based on years of experience, education, and expertise in the subject matter.

- Regional training speakers may be offered up to \$900.00 maximum for a full day of training (i.e. 8:30am - 4:30pm) with an hour lunch.
- Regional training speakers may be offered up to \$450.00 maximum for a half day of training (i.e. 8:30am -12noon).

Hotel or Mileage Reimbursement for Full Day or Half Day Training:

- The Vice President may negotiate additional hotel and/or mileage options for those speakers traveling more than 1.5 hours from their office location to the training site.
- This means that speakers may opt to receive hotel OR mileage reimbursement according to the state rate.
- It is understood that some speakers may or may not choose mileage or hotel options. If they do not choose those options, cost of mileage or hotel, may NOT be included as additional speakers' fees.

Conference Speaker Fee Structure:

Speaker fee structures will be reviewed based on the operational budget for the association and may be adjusted accordingly. Because of a limited budget which requires need to cap speaker fee structure, NC EAPA is not able to offer compensation but, able to provide a gift of thanks for all speakers.

Fees Based on Per Session Rate:

Speaker fees are based on years of experience, education, and expertise in the subject matter.

Plenary/Keynote speakers will be offered a maximum of \$1500 (if only speaking for a keynote or plenary session) all-inclusive fees for hotel, mileage/travel, preparation, and

presentation or \$2,000.00 all-inclusive if speaking at keynote/plenary AND doing offering a session afterwards.

This means that Board of Officers or their designee (Conference Committee members) may negotiate speaker fees up to the maximum amount indicated above. It is understood that in some cases, negotiations may be lower and that they do not have to start at \$1500.00 or the \$2,000.00 amount.

Rationale for the above suggested language and structure:

1. It is understood that EA professional are also experts in the field.
2. It is understood that NC EAPA members are experts in the field and should be considered as potential speakers. There is a hope that many will consider the opportunity as one to give back to the field but, the association also respects professionals as experts in the field who should also be offered compensation.
3. It is understood that some speakers' ability to accept the opportunity to speak during regional trainings and conferences will require the need to take personal leave from work.

Exception:

The Vice President may negotiate up to the total amounts based on the full day or half day rates. It is understood that the amounts above are maximum for regional speakers. If the Vice President finds that an expert trainer is requesting additional payment for regional trainings and supports that expert trainer, the Vice President may submit a request for consideration for the Board of Officers to consider this exceptional fee option. The Board of Officers will need to determine if this this is doable option based on the current budget.

This exception option is not considered a first resort but, a last resort for securing expert speakers.

II - 8

NC EAPA Training Form

Full Title of Training of Session: Session Description (3-4 sentences):

Name and Credentials of Speaker(s):

Speaker Bio (3-4 sentences):

Date of Session: Location of Session:

Time and Length of Session (please include exact times and include a 15 minute break for every 1.5 hours of training and designate total learning time.

Example:

10:00-11:30,

BREAK

11:30-11:45,

11:45-1:15,

total time of 3.0 hours):

Instructional Format(s) (Lecture, group activity, experiential):

Learning Objectives (submit 3-4 objectives):

Please submit the following attachments:

1. Speaker resume/cv (this is in addition to the brief bio requested above).
2. Training session agenda and/or outline (this is more comprehensive and detailed than the session description requested above).
3. A list of A/V, wifi, or room setup requirements.

NC EAPA RESOURCE REQUEST FORM

Title of Training:

Presenter:

Phone:

Date of Training:

E-mail:

AUDIOVISUAL NEEDS

- | | |
|---|--|
| <input type="checkbox"/> LCD computer projector and screen* | <input type="checkbox"/> Flipchart, markers, paper |
| <input type="checkbox"/> Access to internet during presentation | <input type="checkbox"/> Speakers for computer |
| <input type="checkbox"/> Other: **Please explain | |

*if you are requesting a projector, we recommend bringing your own laptop, please let us know if you are unable to do so

**we will determine the need for microphones based on the room and audience size – if there is a special need for one, please inform us

PRINTING NEEDS

In an effort to be environmentally conscious, NC EAPA is seeking to limit the use of paper during our trainings and conferences and prefer that **full** presentations be posted to our chapter website rather than printed and distributed. Initialing the line below gives us permission to post your presentation to our website www.eapa.com

My initials to the left give NC EAPA permission to make my presentation available on the chapter website, and can be removed at my request.

Check preference: Post prior to presentation Post only after presentation either

If you would like to have some handouts printed for distribution on the day of your presentation, please provide us with a master copy **at least 30 days** prior to the event

Yes, I would like you to print workshop materials No, I do not need materials printed

ADDITIONAL COMMENTS:

FINANCE COMMITTEE

The Chapter Treasurer and Assistant Treasurer will chair this committee. The committee will be responsible for:

1. Developing and presenting an annual budget to the Board of Directors along with presenting a year-end financial statement to the Chapter.
2. Keeping all Chapter financial records in good order.
3. Seeing that an accounting of Chapter financial records and preparations of taxes is conducted every year by a qualified professional.
4. At the direction of the President, identify a CPA and oversee the execution of an audit within six months before the change of Chapter leadership. Results are to be shared with the Board of Officers before the Fall meeting.
5. Is responsible for all financial/credit instruments of the chapter, i.e. mutual funds and renewing credit cards for newly elected President and Treasurer.
6. Paying all appropriate Chapter bills.
7. Pre-approving all expenditures outside of the Chapter budget - along with other appropriate Chapter officers when necessary.
8. Coordinate with Education & Training Chair (see II – 7) and March Conference Chair (see IV -1) on duties related to registration for Chapter sponsored functions, i.e. actual registration of attendees and collecting the appropriate fees.
9. Monitor the Member Bring a Guest Guidelines (see II – 11).
10. Presenting a financial report to Chapter members at each Chapter sponsored function as part of the business meeting.
11. Each committee has a budget the Board approved for the fiscal year. If a committee goes over their budget that will be brought to the Board for approval.
12. Reporting at Chapter functions when appropriate on utilization of the Chapter's Peer Referral Program.
13. Serve on the March conference planning committee.

The Treasurer will serve as an ad hoc member of the committee after his/her term of office expires for an additional term.

Treasurer and Assistant Treasurer Job Descriptions

Treasurer

Develops an annual budget and provides oversight and direction to monitor income and expenditures so that actuals concur with the budget

Designs financial systems to meet the needs of the Association

Regularly reports the financial status of the Association to Board and Chapter meetings

Brings to the attention of the Board financial needs that are materially outside the Budget, for discussion and / or approval

Ensures that Association financial records and tax forms are properly maintained and submitted

Is responsible for all financial/credit instruments of the Association, such as bank accounts, investments, credit/debit cards, and merchant accounts

Signs checks and provides oversight to bank accounts to review that they are accurately maintained

Assists the Assistant Treasurer as needed

Serves as a member of the Executive Committee

Assistant Treasurer/Bookkeeper

Is responsible to and works in conjunction with the Treasurer

Maintains registrations and deposits for Trainings and March Conference

Maintains registration lists for Trainings and March Conference

Handles face to face registration and name tags for each NC EAPA event

Makes deposits as needed, to Bank, PayPal or Square

Handles invoices and payments and deposits for Website listings.

Assists the Treasurer as needed

Serves as a member of the Board of Officers

II - 11

Chapter Meeting/Training Fees

A North Carolina chapter member brings a new guest to chapter training; the training is free to the member and that guest. If the guest joins the chapter, then the member gets a \$25 gift certificate.

Guest needs to be in the EAP field or a related field.

A guest can only attend 1 chapter training at no charge. A member cannot bring the same guest twice.

The Treasurer will track the guests on a spreadsheet that will be checked at every chapter training.

The Member Bring a Guest promotion is not available for the Annual March Conference.

BYLAWS COMMITTEE

The Bylaws Committee will be responsible for maintaining the Chapter's bylaws. This will include maintaining contact with EAPA and ensuring the bylaws are consistent with EAPA's bylaws; consulting on questions when consideration is given to changing/amending the Chapter's Bylaws; educating the Chapter members on the bylaws on a monthly basis or as needed; and when necessary recommending certain actions be taken when the bylaws are being violated.

Maintain on an ongoing basis the *Chapter Operations Manual*. A review of the entire manual must take place during the first quarter of every odd number year.

The committee chair will serve as an ad hoc member of the committee one additional term after new chair is named.

LEGISLATIVE AND PUBLIC POLICY COMMITTEE

The Legislative and Public Policy Committee of NC EAPA will focus on federal and state legislative, policy, and regulatory activities that may impact the EAP field, including its providers, services, and consumers. The committee will make recommendations to the Board and the Executive Committee regarding activities that will ensure that the concerns and voice of NC EAPA are heard. The goal is to ensure that the EAP field is well represented in the legislative, policy, and regulatory arenas. Duties of the committee and its members may include:

1. Representation on statewide committees or task forces whose activities may impact the field.
2. Communication and presentations to legislative, policy, and regulatory bodies.
3. Development of position papers on legislative, policy, and regulatory issues.
4. Proposing and coordination of Chapter sponsored advocacy/informational efforts aimed at legislators and other agencies as necessary. This may include recommending the employment by NC EAPA of a legislative advisor.
5. Encouraging NC EAPA members to be active citizen advocates for the field.
6. Providing information on legislative, policy, and regulatory issues of interest to the Board and the membership.
7. Other activities as directed by the President and the Board.

The committee chair will serve as an ad hoc member of the committee one additional term after a new chair is named.

RESEARCH AND INFORMATION COMMITTEE

The chair of this committee will collaborate with President, Vice President and Technology chair to update homepage Headline information on the Chapter website. Committee will also identify and collect information to support research and evaluation activities and dissemination of information, on issues affecting the profession and its constituents. The committee will be responsible for:

1. Collaborating with the Technology Committee to collect and disseminate information on the website.
2. Serve as a resource for other committees, and as a liaison for Chapter and EAPA activities pertinent to EA research and evaluation interests (e.g. EAPA Research forum).
3. Support the efforts of EAPA and other chapters in the pursuit of licensure.

The committee chair will serve as an ad hoc member of the committee one additional term after a new chair is named.

MEMBERSHIP COMMITTEE

The committee will be responsible for:

1. Promoting Chapter membership through approved information packets, articles for the chapter website, announcements at Chapter sponsored functions, or any other way approved by the Board of Directors. Promoting Chapter membership by encouraging local members of EAPA to join the local chapter.
2. Maintaining knowledge of current Chapter membership data by obtaining a list of Chapter membership from EAPA on an ongoing basis. Coordinating with the Research and Information Chair (see II-14) the subscription of new members to add to the list serve and to unsubscribe those whose memberships have lapsed.
3. On an ongoing basis, being aware of membership needs and working with the appropriate committee(s) to meet those needs.
4. Promoting communication among all Chapter members for the purpose of networking and developing stronger professional relationships.
5. Providing an updated Membership List from the Chapter listing provided by EAPA on a quarterly basis. Chapter members may request an electronic or hard copy of the membership list at any time. Members in good standing may also view the membership on EAPA's website by logging into the site.
6. Coordinating with the Awards Committee Chair (see III - 8) a list of all NC EAPA members before each May meeting to start the *Box of Generosity* for Chapter meeting gifts.

The committee chair will serve as an ad hoc member of the committee one additional term after a new chair is named..

OUTREACH COMMITTEE

The Outreach Committee serves to promote awareness of EAP and to educate employers and the professional community about the value of EAP's. Our target audience includes employers in the community, Human Resource professionals, and EA Professionals. The committee will also utilize technology for advertising purposes in promoting awareness and educating the professional community about the value of EA services. The committee will be responsible for:

1. Market advertising packages to employers, providers, and targeted audiences in the community in collaboration with the Technology Committee (see II – 20). Communicate directly with the March Conference Chairperson (see IV – 1) and Technology Committee re: advertising opportunities.
2. Promote and recruit exhibitors for the March Conference in conjunction with March Conference Committee members.
3. Assist Membership (see II – 15) and Education & Training Committees (see II – 7) in recruiting new members and promoting attendance at the March Conference and other Chapter conferences.
4. Promote NC EAPA merchandise at March Conference and Chapter events, as well as through the chapter website.
5. Disseminate sales/marketing materials to employers, HR professionals, and other targeted audiences to promote awareness of the value and benefit of EA Services.

Registration for the March Conference is waived for the Chairperson of the Outreach Committee, as this person is also considered a member of the March Conference Committee.

The committee chair will serve as an ad hoc member of the committee one additional term after a new chair is named/

CERTIFICATION COMMITTEE

The Certification Committee will be responsible for maintaining knowledge of requirements for certification and recertification as set forth by the Employee Assistance Commission (EACC) and keeping Chapter members up to date on any changes as they occur. Specific responsibilities include, but are not limited to the following:

1. Work with other Chapter committees such as the Education and Training (see II – 7) and/or the Conference Planning Committee in gathering information on speakers in order to apply for Professional Development Hours (PDH) for recertification.
2. Be present at each Chapter function to provide recertification information and monitor the process by which CEAPs earn their PDH's. (This information must be a member of the Committee or a designated NC EAPA member).
3. Work with organizations outside EAPA to obtain approval of training for recertification purposes, i.e. CEUs, and Substance Abuse Certification.
4. Maintain Professional Development Hours (PDH) application records for four (4) years after the NC EAPA workshop or conference is held before purging.
5. Log all calls (include caller's name, date of call, and information requested) received from persons who are applying/reapplying for certification and are requesting copies of *PDH Training Attendance Record Forms* from training events previously offered by NC EAPA.
6. Transfer all NC EAPA certification records to the newly appointed Certification Committee Chair when they take office.

The committee chair will serve as an ad hoc member of the committee one additional term after the new chair is named.

Certification Checklist

Applying for PDHs:

Complete Application for Pre-approval of EACC Professional Development Hours (PDHs).

Complete EACC Block of Training Information Form for each different training(s) offered.

Contact Treasurer for check to be mailed to you for amount needed for payment of PDHs. Have check made out to EACC. Or write personal check and be reimbursed by treasurer.

Send completed Application, EACC Block of Training Form, agenda(s) with specific times listed, bio of presenter, and check to EACC six (6) weeks prior to training event.

If approval of training event not returned in time for the training or conference, then call EACC or email for approval #'s.

Applying for NC Substance Abuse Credits:

Complete Training Approval Request Form.

Contact Treasurer for check to be mailed to you for amount needed for payment of Substance Abuse Credits. Have check made out to NCSAPB. Or write a personal check and be reimbursed by treasurer.

Send completed Training form with the agenda(s) with specific times listed, bio for each presenter, description of each training, and check.

Send information six (6) weeks prior to training event.

Applying for CEUs

No preliminary information is needed for CEUs since NCEAPA has its own vendor number with NBCC.

Once Approval numbers are received from EACC and NCSAPB:

Complete the Verification of Attendance form. The form may be used for the purposes of CEU, PDHs, and NCSAPB verification of attendance. Be sure to include NBCC# for purpose of CEUs, EACC# for purpose of PDHs, and NCSAPB# for purpose of NCSAPB continuing education credit.

A Board Designee (usually Certification Chair) should sign all certificates to verify training offered by association. Certificates no longer have to be signed by individual peers. A signature may be scanned and printed on all certificates in advance.

Copies to take to trainings:

PDH and NCSAPB Attendance forms (usually 40 is sufficient for chapter trainings and 150 for conference)

CEU Attendance forms (usually 25 is sufficient for chapter trainings and 75 for conference)

Log in CEU attendance forms (might need morning and afternoon forms for chapter trainings and one for each conference event)

DIVERSITY COMMITTEE

The purpose of the Diversity Committee is to educate and support the membership in understanding diverse groups and to enhance the membership's resources and skills in providing quality Employee Assistance services in this area.

The goals of the Diversity Committee will be:

1. Work with the Education & Training Chair (see II – 7) to sponsor at least one (1) Chapter training seminar annually.
2. To work with the Chapter Membership Committee (see II – 15) on recruitment of more diverse persons into NC EAPA.
3. To work with the Research and Information Committee (see II – 14) and other resources to become a Chapter resource on diversity information.
4. To serve on the March Conference Planning Committee.

Each committee member is expected to: (1) carry out the goals of the committee as outlined above; (2) whenever possible, attend workshops on diversity which will increase each member's knowledge of diversity issues, build resources for the committee and support their professional development; (3) share information and ideas related to diversity issues which the Chapter should address, and (4) attend all committee-sponsored training and participate as needed.

In addition to these goals, various issues will be reviewed including AIDS in the Black and Hispanic communities, working single mothers and other women's issues, gay/lesbian issues in EAP, Black families in therapy, and diversity issues of Eastern Indians, Hispanics, Asians, Native Americans and Appalachians.

The committee chair will serve as an ad hoc member of the committee one additional term after a new chair is named.

TECHNOLOGY COMMITTEE

The primary purposes of this committee are to: manage the functions of the Chapter website, integrate technology into chapter functions to improve communication and foster dissemination of information, and support Chapter use of technology to help promote awareness of employee assistance to consumers.

This committee also works in conjunction with other standing committees to survey and disseminate information to the membership, promote training opportunities, assist in public relations and marketing. The committee is responsible for:

1. Develop, maintain, and update the Chapter web site. Coordinate changes to content and design with the website consultant.
2. Contract, oversee, and manage the relationships with the website server host as well as the website consultant.
3. Coordinate the employee assistance providers' page and work with the Treasurer regarding billing participating providers on an annual basis.
4. Collaborate with the Outreach Committee (see II – 16) and the March Conference Committee (see IV- 1).
5. List job postings on the website.
6. Oversee website updates by President, Vice President and Research and Information Chair and provide assistance as needed in this process.
7. Oversight and maintenance of the chapter information publishing site (MailChimp) including updating the distribution list based on the information provided by the membership chair, to ensure that the distribution list remains complete and accurate.

The Technology chair will serve as an ad hoc member of the committee one additional term after a new chair is named.

NC EAPA Membership Communication

One of the wonderful benefits of NC EAPA membership is the sharing of information and querying one's colleagues via membership emails, coordinated by the Technology Chair and sent out weekly or as required. This gives the organization a way to connect and communicate information out to the group between regularly scheduled meetings and trainings.

The following are guidelines for the membership regarding our information publishing tool (mail chimp) and our Facebook page.

Eligibility:

Members of NC EAPA are included in the distribution list for our informational emails. Members may unsubscribe or update their profile or email preferences using the link at the bottom of each mailing. It is the responsibility of the members to keep their information and preferences current and alert the Technology Chair if they need assistance to do so.

- Non-members of NC EAPA must be approved by majority of the Executive Officers to be included in the membership distribution list.

Content for Email Distribution to the Membership:

The NC EAPA membership email/newsletter should be used for posting questions, making announcements, promoting training, and sharing news and information relevant to the membership.

Guidelines for Submissions for Distribution to the Membership:

- Membership emails are a privilege afforded to NC EAPA members.
- When requesting to have information included in membership email, the information should be relevant to EAP work or our chapter.
- Members are to email the technology chair using the NC EAPA website>Officers and Committees tab to send a message with your request, which should appear as you wish it to be sent to membership. Please carefully proofread and include any links or pictures you wish to be sent out.
- Information must be sent by end of business on Monday to be sent out that week. Any late submissions will be carried over to the next mailing, unless there is a special need to send an "off schedule" communication.
- All submissions will be reviewed by the Technology Chair and may be edited and/or adjusted to ensure that the communication contains chapter-appropriate information from reliable sources and is written using inclusive and professional language

Facebook:

Another means for Chapter communication and information sharing is via our Facebook page “NC Employee Assistance Professionals Association - NC EAPA”

This is a public site that can be accessed by membership and non-membership alike. The Technology Chair is responsible to monitor the page, remove any posts deemed inappropriate for the Chapter page, and to respond to any messages sent via the Facebook page.

In addition, the Chair can post information from the membership email and/or the website as deemed appropriate or when it benefits the chapter. For example, for promoting Chapter trainings and events. .

SCHOLARSHIP COMMITTEE-Ad Hoc Committee

Chair: Vice President

Members: Executive Committee of NC EAPA

Procedure: Any individual wishing to apply for a scholarship to any NC EAPA Chapter workshop/conference will obtain an Application for Scholarship form (from their copy of the NC EAPA Operations Manual; the NC EAPA web site or the NC EAPA Vice President). Anyone may apply but preference will be given to NC EAPA chapter members and full-time students with an interest in entering the EAP field.

The form will be completed and returned to the Chapter Vice President at least four (4) weeks prior to the workshop/conference for which a scholarship has been requested. The Chapter Vice President will poll the Executive Committee members and obtain acceptance/non-acceptance. A simple majority vote will suffice as acceptance/non-acceptance.

The Chapter Vice President will then contact the Chapter Treasure and the applicant and inform him/her of the decision. The successful applicant will be required to complete a registration for the workshop/conference and send to the Chapter Treasure noting he/she is a scholarship recipient. Failure to do so could result in forfeiture of the scholarship.

Scholarships will not be restricted to any particular workshop/conference but the number of scholarships awarded at any particular meeting will not exceed three (3).

A scholarship will cover everything included as part of normal registration. Scholarships will not cover travel expenses, lodging or meals not covered by registration.

Scholarships will be limited to one per year and cannot be awarded for consecutive March Conferences.

The March Conference will include an additional scholarship for First Time Attendee Non-Members. This scholarship will give priority to practicing affiliate EAP counselors who are interested in learning more about the practice of EAP, are not a current or past member of EAPA and have never attended an NC EAPA conference or Chapter Meeting. The recipient of this scholarship will not be eligible for the Member Bring a Guest program to Chapter Meetings in the future.

APPLICATION FOR SCHOLARSHIP

Name: _____ Date: _____

Address: _____

Employer: _____

Day Telephone: _____

Are you a member of International EAPA? Yes: _____ No: _____

Are you a member of the North Carolina Chapter of EAPA? Yes: _____ No: _____

Meeting/Training for which you are applying (check one only):

- _____ March Conference
- _____ May Training
- _____ September Training
- _____ December Training

Please note scholarship includes only registration and anything that is included with registration. It does not cover travel expenses, lodging or meals not covered by registration. Return completed application: (Chapter Vice President)

Scholarship Committee – Ad Hoc Committee

Scholarship: Annual World EAP Conference

Chair: Vice President

Members: Executive Board of Officers for NC EAPA

Procedure: Any NC EAPA member wishing to apply for a scholarship to the Annual World EAP Conference organized by EAPA will obtain an Application for Annual World EAPA Conference Scholarship from their copy of the NC EAPA Operations Manual, the NC EAPA web site or the NC EAPA Vice President.

The form will be completed and returned to the Chapter Vice President at least 4 weeks prior to the deadline for early registration at the Annual World EAP Conference. The Vice President will obtain any additional information that may be needed from the applicant, either by phone or email. If multiple scholarships are requested the Vice President, with a witness from the Executive Board, will draw a name from the applicants and that member will be awarded the Scholarship.

The Chapter Vice President will then contact the Chapter Treasurer and the applicant and inform him/her of the decision. The successful applicant will be required to complete the registration for the Annual World EAP Conference and send it to the Chapter Treasurer a minimum of 2 weeks prior to the early registration to the conference. The Treasurer will send payment with the registration form for the early registration. If the applicant does not send the documentation to the Chapter Treasurer in time for the early registration, the scholarship will be void or the recipient will be responsible for the additional cost of registration. The scholarship will also be void if the recipient fails to send the registration to the Treasurer, the person sends in their registration too late to be accepted by the conference registration, or if the applicant's membership to NC EAPA has expired.

The Scholarship will consist of covering early registration, transportation and lodging. It will not include meals. It will have a cap of \$2,000. The applicant is responsible for submitting receipts for reimbursement to the Treasurer after the conference.

In the event of an unexpected emergency that prohibits the scholarship recipient from attending the world conference, the Vice President will contact EAPA to discuss either a transfer of the registration or a reimbursement of the registration costs to NC EAPA. In the event of a transfer of the registration, the Vice President will consult with the executive committee to choose another scholarship applicant who will be granted the registration. If there is no other available scholarship applicant, the board will vote to decide if the budget can accommodate sending a member of the board to the conference or if there will be a loss of the cost of the registration.

Scholarship for the Annual World Conference will be limited to a one time

recipient.

Scholarship recipients will be responsible for representing the NC Chapter throughout the conference, including at the business and district meetings. Scholarship recipients will also report to the chapter information obtained at the conference.

**Sample Application for Scholarship to
the Annual World Conference-Early
Registration**

Name: _____ Date: _____

Address: _____

Employer: _____

Day Telephone: _____

Email address: _____

EAPA Membership number: _____

How long have you been a member of NC EAPA? _____

Are you a CEAP or in process of earning a CEAP? _____

Have you attended a World EAPA Conference in the past? _____

If so, when: _____

Scholarship may include early registration, lodging, and transportation to the Annual World EAPA conference up to the NC EAPA cap for attending World conference. It does not include meals.

Scholarship recipients will be reimbursed for the above expenses after attending conference and will require supporting documentation. Please provide *original receipts* for the above expenses. Please contact the NC EAPA Vice President regarding any additional details or questions about payment for conference.

Submission of this application confirms that your registration, lodging or travel is not being paid for by any other entity (employer, vendor, other scholarship, etc). If there is a duplication of payment or failure to attend the conference after registering, you are expected to reimburse NC-EAPA for any lost expenses.

Please share how you will share your experience with the NC Chapter members:

_____ Article for website _____ report at next chapter meeting

_____ Photos for website _____ talking informally with members

Other: _____

**Please send completed form electronically to the Chapter Vice President _____ by
12noon on August 29, 2018 at:**

E-mail:

Please send original receipts and any other supporting documents to:

Name

NC EAPA Chapter President

Address and/or email address

AWARDS COMMITTEE - Ad Hoc Committee

The Immediate Past President will assume responsibilities of the Awards Committee beginning with the start of the Immediate Past President's term and ending with that term. The Chairperson will be responsible for selecting at least two other committee members in consultation with the President, typically the President and current Member of the Year. The Awards Committee will be responsible for the nomination and selection process for Outstanding Member of the Year and the *John Burke* President's Achievement Award. This will include the procurement of the award itself (with the approval of the Treasurer) and any other responsibilities necessary for its presentation. The Committee Chair and Treasurer will maintain *The Box of Generosity* and coordinate the drawings for the Chapter meeting gifts (see III – 11).

A. NOMINATIONS

Members of the NC EAPA Chapter may make nomination(s) by completing the attached Award Nomination Form and having three letters of endorsement sent to the Chair of the Awards Committee.

B. ELIGIBILITY

See attached Awards Criteria.

C. SELECTION

The Awards Chair will review nominations received and make recommendations to the President for a final decision. The Awards Committee is not obligated to make any selections if candidates do not meet selection criteria. The President will select the *John Burke President's Achievement Award*.

D. PRESENTATION

The Outstanding Member of the Year Award will be presented at the March Conference by the President of the Chapter. The Awards Committee is authorized to spend up to \$150.00 per award to purchase a suitable item to commemorate the award. (The \$150.00 would include any engraving needed.)

E. SOLICITATION OF NOMINATIONS

The Awards Committee sends a letter via the listserv to the membership (see attached sample) in January, requesting nominations. An Award Nomination Form and Awards Criteria will be enclosed. A deadline for nomination will be specified.

- I. The Immediate Past President will be responsible for obtaining service awards for outgoing officers. Election Nominating Committee chairperson (see Chapter Bylaws - Article V) will notify the Past President of the election results.

The chair will serve as an ad hoc member of the committee one additional term.

JOHN BURKE PRESIDENT'S ACHIEVEMENT AWARD CRITERIA

An award to recognize outstanding achievement by an EAPA member or non-member who has made a significant contribution to Employee Assistance Programming or in a related area having a significant relationship to EAP. One or more awards may be given annually.

1. Service
 - Participation in the field
 - Mentor (broadest sense of the word) to EAP professionals
 - Demonstrates willingness to share openly

2. Leadership
 - Displays integrity
 - Ethical in all activities
 - Visionary for the field
 - Effective communicator

3. Promotion
 - Encourages innovation
 - Markets the profession
 - Markets the field

4. Contribution
 - Research and/or development
 - Publications
 - Encourage growth for the field

5. Advocacy
 - Liaison to other related fields
 - Impacts legislation that effects the field
 - Recognized expert in the field

RECIPIENTS OF JOHN BURKE PRESIDENT'S ACHIEVEMENT AWARD			
1992	<i>Don Phillips</i>	2007	<i>Maria Hartley and Paul Roman</i>
1993	<i>Brenda Blair</i>	2008	<i>Chuck Taylor</i>
1994	<i>Joe Coulter and Jody Kellerman</i>	2009	<i>Andy Silberman and Lucy Henry</i>
1995	<i>Al Greene and Bill Cook</i>	2010	<i>John Howard and Frank Horton</i>
1996	<i>Roy Sonovick</i>	2011	<i>Karen Mollie and Mike Whaley</i>
1997	<i>No award presented</i>	2012	<i>Paul Turney</i>
1998	<i>John Burke</i>	2013	<i>Renee Evans</i>
1999	<i>Patrice Alexander</i>	2014	<i>John Arnold</i>
2000	<i>Greg DeLapp and Bill Crawford</i>	2015	<i>Jay Hale</i>
2001	<i>Midgie Brawley</i>	2016	<i>Liz Thorpe and John Waller</i>
2002	<i>Martha Ausman</i>	2017	<i>Lib Edwards</i>

2003	<i>Lindy Langston</i>	2018	<i>Dawn Klug</i>
2004	<i>Elaine Jenkins</i>		
2005	<i>No award presented</i>		
2006	<i>Scott Wall</i>		

OUTSTANDING MEMBER OF THE YEAR AWARDS CRITERIA

An annual award to recognize an NC EAPA chapter member who has made significant contributions to IEAPA and the EAP field.

1. Member Characteristics
 - Commitment to the Chapter
 - Encourages an atmosphere of fun during Chapter events
 - Dependable regarding Chapter responsibilities
 - Generous with their time and knowledge

2. Core Technology
 - Exhibit Core Technology competence
 - CEAP, if eligible
 - Involved in EAP research, development and/or publications

3. Professional Qualities
 - Demonstrates integrity
 - Ethical in all activities
 - Willingness to address issues regardless of popularity

4. Chapter Involvement
 - Longevity in Chapter membership
 - Actively serves on committees
 - Held Chapter offices
 - Self-initiates involvement in Chapter activities

5. Leadership
 - Formal leadership abilities
 - Informal leadership abilities

RECIPIENTS OF MEMBER OF THE YEAR AWARD			
1992	<i>John Burke</i>	2005	<i>Dawn Klug</i>
1993	<i>Midgie Brawley</i>	2006	<i>Jay Hale</i>
1994	<i>Chuck Taylor</i>	2007	<i>Eileen Hodiak</i>
1995	<i>Melissa Summer</i>	2008	<i>Paul Turney</i>
1996	<i>Ray Robbins</i>	2009	<i>John Waller</i>
1997	<i>Guy Ross</i>	2010	<i>Renee Evans</i>
1998	<i>John Howard</i>	2011	<i>Lib Edwards</i>
1999	<i>Karen Molli</i>	2012	<i>Tess Lineback</i>
2000	<i>Elaine Jenkins</i>	2013	<i>Jaci Betts</i>
2001	<i>Vicki Harrington</i>	2014	<i>Gina Penland</i>
2002	<i>Joan Radford</i>	2015	<i>Jim Stratton</i>
2003	<i>Andy Silberman</i>	2016	<i>Alex Gnilka</i>

2004	<i>David Hamby</i>	2017	<i>Judah Segal</i>
		2018	<i>Liz Danielian</i>

SAMPLE LETTER

SPACED TO BE PRINTED ON NC EAPA LETTERHEAD

Date

Dear EAPA NC Chapter Member:

It is the time of year when NC EAPA Members begin the process of recognizing the outstanding achievements and contributions of our fellow members to the field and the chapter. The current members of the Awards Committee are Judah Segal (2017 Member of the Year), John Waller (Chapter President) and Paul Turney (Immediate Past President).

The first Chapter Awards were presented in March 1992, and this year the NC EAPA Awards Committee is honored to continue this proud tradition by presenting the awards at the Chapter Awards Luncheon on Wednesday, March 7, 2018 at the Twin City Quarter in Winston-Salem, NC

There are two award categories:

John Burke President's Achievement Award(s) and the Outstanding Member of the Year Award.

You will find the criteria for each of these award categories attached with this letter. Please note that the John Burke President's Achievement Award(s) are NOT limited to EAPA members alone. Individuals in other fields are also eligible for nomination.

To nominate someone for either award, please do the following:

1. Complete the Award Nomination form, which is included in this letter. Be sure to submit the form no later than February 9, 2018
2. Ask each of the three individuals you are listing as supporting your nomination to send a brief letter to the Awards Committee verifying their support. These letters should be received no later than February 9, 2018.
3. Return nomination forms to:

President's Name/NC EAPA President

[Email Address](#)

Phone Number

There are many deserving people within our profession who should be recognized. There is a list of previous award recipients on the attached criteria for each award. Talk with your fellow EAPA NC members; look over your membership list; think of persons that you feel are deserving of these awards; and, take the time to complete the Awards Nomination form. Please help our Chapter recognize those who have given of them selves in advancing employee assistance programs. We look forward to seeing you at the March Conference.

CHAPTER MEETING GIFTS

Before the May Chapter meeting, the Awards Committee will get an updated North Carolina membership list from Membership Chairperson (see II – 15). All of the Chapter member's names will be entered into a box. Then at each Chapter meeting, each member that is registered will be entered into the box as well. At the Chapter business meeting, a name will be drawn and a gift will be given (see below). You do not need to be present to win.

May's Gift: 1) Paid registration to all NC EAPA chapter trainings for one (1) year (three consecutive trainings only; does not include March conference). Winner needs to write on registration form "Fee waived- won chapter drawing for paid registration.

2) NC EAPA one year Chapter membership (\$40 value).
Winner needs to notify Treasurer to send check.

September's Gift: 1) Paid registration for the NC EAPA March Conference.
Winner needs to write on registration form "Fee waived – won chapter drawing" for paid registration.

2) NC EAPA one year Chapter membership (\$40 value).
Winner needs to notify Treasurer to send check.

December's Gift: 1) Paid registration for the NC EAPA March Conference.
Winner needs to write on registration form "Fee waived – won chapter drawing" for paid registration.

2) NC EAPA one year Chapter membership (\$40 value).
Winner needs to notify Treasurer to send check.

- Gifts are not transferable to another time
- Gifts are not transferable to another person

REMINDER: Treasurer will notify the recipient of the award by email.

Service Awards for Outgoing Officers

The Immediate Past President will coordinate the purchase and presentation of service awards given to the President, Vice President, Secretary or Treasurer. Awards are presented to an officer when they:

- Have completed their term as an officer ***and***
- Have not been elected to serve another term, either in the same position or another elected position.

The purchase of the service award shall be coordinated with the Treasurer. Typically, the service award is a plaque which lists the office(s) held and the years of service. The Immediate Past President presents the service award to the outgoing President and arranges for the outgoing President to present service awards to any officers who will not continue serving in an elected position.

NOMINATING COMMITTEE

The President:

1. At the March Conference business meeting, the President shall with approval of the Board of Directors, announce the appointment of a nominating committee of three (3) voting members. (Note: One member should be a member who served on the committee previously; this member will serve as Chair of the Committee).
2. Following this announcement, the President will extend an invitation to the members of the current Board of Offices for nominations to the Executive Board. This also serves as a reminder that all Board positions will expire at the close of the term and the newly elected President will name a new Board.

The Nominating Committee:

1. The Nominating Committee will review the Chapter Bylaws, focusing on Article III, Sections 1 and 2; Article IV, Sections 1 and 2; and, Article V, Sections 6 and 7.
2. The Nomination Committee will send out a notice via the Board communication platform to all participants with an invitation for nominations of members who meet the criteria established in the By-laws (Article V, Section 7). This should be completed immediately following the March Conference, preferably within one week after the conference.
3. Members who wish to run for office, or members who wish to make recommendations to the nominating committee, should notify the committee by April 15th. Nominations can also be made from the floor at the regular NC EAPA May chapter meeting. The opportunity for nominations will then be formally closed.
4. The nomination committee shall select at least one nominee for each expiring office.
5. Following the regular May Chapter meeting, the committee will announce the slate of candidates via the Board communication platform.
6. Electronic ballots will be sent out to all active voting members via the Board communication in accordance with EAPA and Chapter Bylaws. A deadline for voting will be identified by the committee and included in the ballot.
7. Electronic ballots will be sent to the Chair of the Nominating Committee. The Chair will tabulate the ballots and report election results to the Chapter membership via the Chapter communication platform. (Note: In the event of a tie, the acting Board of Directors will make the final decision as to who will serve).

8. New officers shall be installed at the regular Fall Chapter meeting, typically held in September.

Guidelines:

1. Encourage voluntary nominations from the membership. Encourage members to self-nominate if they are interested in running for office.
2. If no nominations are made or if only one person has been nominated for each of the positions, then directly encourage or recruit members to run for office, especially ones who have served as Committee Chairs and already have Board experience.
3. Encourage friendly competition and make it the norm to have two or more persons running for the same position.
4. Consider requiring nominees to provide background information relating to education/work experience; state why they are interested in the position; and, address why they think they should be elected to the position. Information on each candidate can be sent out via the Chapter communication platform.

MARCH CONFERENCE PLANNING COMMITTEE - Ad Hoc Committee

Policy: The North Carolina Chapter of EAPA has as a goal to provide training opportunities to build knowledge and skills for Employee Assistance professionals. To achieve this goal, NC EAPA will sponsor seminars, workshops and conferences that address the content areas as defined by the EACC as well as current topics of interest and significance to EAP's. One vehicle for delivering such training will be an annual conference, traditionally held during the month of March in the Charlotte, NC area. This policy and procedure addresses the process for providing the March Conference.

Procedure: This procedure defines the committee and outlines the activities necessary to produce the March NC EAPA Conference.

Committee: The Conference Planning Committee shall consist of up to 12 persons, each of whom must be a member of NC EAPA. A majority of the committee members must hold CEAP credentials. Members will serve as:

Chairperson: former Vice Chairperson
Vice Chairperson: named each year by the current President of NC EAPA to serve the committee for 2 years, first as Vice Chairperson and then as Chairperson. *
President may delegate choice of Vice Chairperson to Conference Committee.
Recording Secretary: selected by the Chairperson.

The remaining members will include:

Current NC EAPA President
Current NC EAPA Vice President
Current NC EAPA Treasurer and
Assistant Treasurer
Immediate Past Chairperson of Conference Committee will serve in ad hoc capacity to provide historic reference/resource information and continuity*
Current Chairperson of the Outreach Committee
Current Chairperson of the Diversity Committee
One representative from the Treatment community
Additional members selected by the Chairperson up to a total of 12 persons.

Committee Responsibilities:

The Conference Planning Committee will meet as often as necessary to coordinate all activities for the March Conference of the following calendar year except the Awards (Member of the Year and President's Award) presentations and the Chapter business meeting, which will be planned and conducted by the Board of Officers. Such activities include, but are not limited to, the following:

- Identify a theme for the Conference
- Set the budget for the Conference which must be approved by the Board
- Contract with a facility to house the Conference which is reviewed/approved by the Executive Board
- Secure speakers/presenters
- Contact potential presenters to confirm appearance and to negotiate honorarium
- Secure presenter's vitae/resume and outline of presentation
- Get information on presenter's audio/visual needs for presentation
- Assign moderators for each training session
- Arrange for print and distribution of conference brochure and materials
- Serve as liaison to Hotel/Conference Center staff for specific services such as meals, refreshments at breaks, media needs, etc.
- File for and secure PDH, CSAC, and CEU credits for Conference presentation
- Invite exhibitors and coordinate their participation with the Conference
- Attend the Conference to assist with registration, set-up, greet attendees, etc.

Committee Chairperson:

A former committee member having a minimum of one year's experience in service on the Conference Planning Committee. Ideally the Chairperson will be the immediate Past Vice Chairperson advanced to Committee Chair.

Chairperson Duties:

The duties of the Chairperson include but are not limited to:

- Select committee members to serve with standing committee members assigning one to serve as Recording Secretary
- Schedule and convene all committee meetings to further the business of the committee
- Set the agenda for the Conference
- Direct the committee activities, delegating tasks to committee members as appropriate
- Compile a packet of documents for the rising Chairperson to include:
 1. Conference brochure and handout packet
 2. Forms and outlines used in planning process
 3. Printout of conference budget from proceeding year

Vice Chairperson:

At each March Conference the current President of NC EAPA shall name a Vice Chairperson to serve on the Conference Committee (or delegate to committee)

Duties: The Vice Chairperson may act under the direction of and in the absence of the Conference Chairperson. The primary responsibility of the Vice Chairperson is in an intern capacity during which he/she may become familiar with the Conference planning process and thus prepare to advance to Committee Chairperson during his/her second year tenure on the committee.

Recording Secretary: Selected by the Chairperson

Duties: Record minutes of Conference Planning Committee meetings. Prepare and distribute copies of minutes to each committee member prior to the next meeting. Keep a file of minutes from each meeting throughout the year to provide historic reference of planning and decision making process. The history file, plus a copy of Conference brochure and other materials, will be submitted to the North Carolina EAPA Archives.*

Moderators:

Usually, but not necessarily, committee members who have some knowledge of presenter and/or subject matter being presented. Moderator may also be an individual who received a scholarship to the conference.

Duties: -Attend to presenter during his/her conference time to facilitate introductions, logistics of presentation, etc.
-Introduce speaker at opening session
-Distribute and collect evaluations of session

*Indicates items suggested to be included but have not been formalized by past Committee practice.

APPENDIX A

Outline of the Content Areas of EAP Scope of Practice

1. Work Organizations
 - A. Structures
 1. Business and Industry
 2. Labor Unions, Councils, Federations
 3. Other, Government, Education, etc.
 - B. Organization Dynamics
 1. Power, Formal and Informal
 2. Decision-making
 3. Communications
 - a. Networking
 - b. Written
 4. Employee Relations
 5. Labor Relations-Collective Bargaining
 6. Resources Allocation
 - a. Time
 - b. Financial
 - c. Personnel
 - d. Materials
 - e. Physical
 7. Policies for Troubled Employees
 2. Human Resources
 - A. Demographics
 - B. Performance Appraisal Systems
 - C. Legal Mandates
 1. EEO and Affirmative Action
 2. Rehabilitation
 3. Worker's Compensation
 4. ERISA
 5. OSHA
 - D. Supervision
 1. Fairness
 2. Performance Measures
 3. Grievance Procedures
 4. Discipline
 - E. Collective Bargaining Agreement
 1. Representation
 2. Terms and Conditions
 3. Grievance
 4. Arbitration
 - F. Employee Benefits
 - G. Training and Career Development
 - H. Safety and Security
 1. Fitness for Duty
 2. Screening
 - I. Health and Wellness
3. EAP Policy and Administration
 - A. History and Philosophy
 - B. Marketing New Programs
 - C. Program Model Selection
 - D. Policy Development
 - E. Case Management
 - F. Promotional Strategies
 1. Counseling
 2. Program Publicity
 - G. Training
 - H. Legal
 1. Liability
 2. Confidentiality
 - I. Organizational Assessment and Intervention
 - J. Evaluation
 1. Utilization
 2. Impact
 - K. Interdepartmental Liaison
 - L. Health Care Issues
 1. Health Benefits Management
 2. Cost Containment
4. EAP Direct Services
 - A. Organizational
 1. EAP Program Promotion
 2. Benefits Management
 3. Employee Relations
 4. Human Resource Development
 5. Organization Development
 - B. Supervisors and Union Representatives
 1. Consultation
 2. Constructive Confrontation
 3. Referral and Feedback
 4. Training
 - C. Employee Services
 1. Orientation
 2. Communications
 3. Education
 - a. Violence

- D. Individual Services
 - 1. Intake and Assessment
 - 2. Consultations
 - 3. Referral Follow-up
 - E. Resource Linkages
 - 1. Identification
 - 2. Evaluation
 - 3. Needs-Interpretation/Negotiation
 - 4. Employee Choice and Responsibility
5. Chemical Dependency and Addiction
- A. Disease Concept
 - 1. Addictive Disease Process
 - 2. Signs, Symptoms, and Phases
 - a. Progression of Illness
 - b. Recovery
 - 3. Codependency
 - 4. Relapse
 - 5. Job Performance Indicators
 - B. Intervention Strategies
 - 1. Enabling in Workplace
 - 2. Constructive Confrontation
 - 3. Peer Intervention
 - 4. Family Intervention
 - C. Treatment/Rehabilitation
 - 1. AA and Self-Help Groups
 - 2. Medical and Non-medical Models
 - 3. Continuum of Care
 - D. Problems of Special Populations
 - E. Family and Adult Children of the Chemically Dependent
 - F. Illegal and Prescription Drugs
6. Personal and Psychological Problems
- A. Interviewing
 - 1. Techniques
 - 2. Traits
 - 3. Ethics
 - B. Assessment
 - 1. Chemical versus Psychologically- induced Impairment
 - 2. Level of Help
 - 3. Evaluation of Risk
- a. Suicide
 - b. Theft/Damage
- 4. Impact of Stress Factors
 - a. Job
 - b. Personal
 - 5. Problems and Needs of Special Populations
 - 6. Understanding Marital and Family Problems and Dynamics
- C. Crisis Management
 - 1. Suicide
 - 2. Homicide
 - 3. Violence
 - D. Referral
 - 1. Familiarity with Treatment Modalities
 - 2. Familiarity with Counseling Strategies
 - 3. Hospitalization
 - a. Obtaining Admission
 - b. Participating in Employee's Clinical Confinement
 - 4. Costs
 - 5. Clinical Interface
 - 6. Follow-up
 - 7. Return to Work
 - 8. Closure

To:

From:

Re: 39th (Number of overall annual conference) Annual NC EAPA March Conference

Date:

The March Conference Planning Committee is delighted that you have agreed to present at the 39th Annual NC EAPA March Conference. Again this year, the conference will be held at the Twin City Quarter in Winston-Salem, NC on March 7, 8, 9, 2018. The theme for this year's conference is **“Client, Company, Self: The Magical Balance of EAP”**

Your presentation on _____ has been scheduled for _____, March ____ from ____am/pm until ____am/pm. As previously discussed, the following expenses will be paid for your services:

Honorarium:

Travel Expenses:

Hotel:

Meals:

Other:

PLEASE NOTE: In order to promote our conference and develop the brochure, please submit the following by **December 8, 2017**:

- your full resumé (for CEU's, licensing boards, etc)
- completed *NC EAPA Resource Request Form*
- completed *NC EAPA Training Form*

We embrace a culture of diversity and we request our presenters to be mindful of differences based on gender, race, color, ethnicity, culture, national origin, religion, age, sexual orientation and disability. Inclusive language plays an important role in acknowledging and treating all people equitably and with the sensitivity and respect to which they are entitled. We ask that the presenters for NC EAPA embrace the same culture of diversity that we strive for as an organization and by signing this agreement you are also committing to the organization's sensitivity and respect to diversity while presenting at an NC EAPA event.

If you are in agreement with the above arrangements and expectations, please indicate your agreement by entering your name and the date below and returning it to the individual who sent you this email.

My name below will serve as my signature to demonstrate that I agree to present for the considerations mentioned above and will submit all requested documentation in a timely manner.

Name:

Date:

All requests for payment or reimbursement are to be submitted to our Treasurer, Judah Segal, no later than April 20, 2018.

Name of Treasurer
Address
Phone Number
Email Address



October 2017

Dear Exhibitors and Sponsors,

The North Carolina Chapter of the Employee Assistance Professionals Association (NC EAPA) is proud to announce that we will host our 39th Annual Conference in Winston-Salem, North Carolina! The conference will be held March 7 - 9, 2018 at the Marriott Winston Salem; 425 North Cherry Street.

As the conference approaches, the NC EAPA Planning Committee is hard at work putting together an awesome line-up of sessions that will address the ever changing needs of EA professionals. Our theme for this year is:

CLIENT, COMPANY, SELF: THE MAGICAL BALANCE OF EAP

We hope that you will join us once again this year for another great opportunity of professional development for EA professionals in the state of North Carolina. Please find the exhibitor online application at www.eapa.com/conferences. We encourage you to reserve your space early. Applications and payment should be returned before February 2, 2018. Exhibit space is limited and tables will be reserved on a first come, first serve basis.

Sponsorship Level I (Diamond): \$1,000

This level includes sponsorship of a session, an exhibit space, **two free** conference registrations and **two** luncheon tickets. Also included is the opportunity to introduce a speaker and a listing of your organization's name and logo in the conference brochure and outside the session. In addition, your organization will be listed on the NC EAPA website, for a period of one year.

Sponsorship Level II (Ruby): \$700

This level includes sponsorship of a morning or afternoon break, an exhibit space, **one free** conference registration and **one** luncheon ticket. Your organization's name and logo will be displayed outside the break/exhibit area during your specified break time.

Exhibit Space: \$450.00

Included is **one free** conference registration and **one** luncheon ticket.

As exhibitors and/or sponsors, you are encouraged to invite additional staff to the conference. Please see the application form for additional fee information.

In an effort to encourage conference attendees to visit all exhibits, each attendee will receive an "Exhibitor Roster" to be signed by each exhibitor as the attendee visits each booth. Attendees turning in a completed "Roster" will be eligible for the Grand Prize drawing held on Friday morning.

NC EAPA room rates are \$151.00 a night for a single or double at the Marriot. When you call, (# **336-725-3500**) be sure to mention you are with the NC EAPA conference. *Reservations must be made by February 12, 2018* in order to get the NC EAPA rate. [Book your group rate for NC Employee Assistance Professionals Association](#)

We, the members of NC EAPA's March Conference Planning Committee, and the NC EAPA Board of Directors, look forward to seeing you in Winston-Salem in March 2018! Thank you for your support and consideration. If you have any questions, please contact Gina Penland, Exhibitor Chair at gpenland@firsthealth.org (910-715-3437).

Sincerely,

Updated May 2020



The Exhibitor Committee:

Name of Committee Members



Employee Assistance
Professionals Association
NORTH CAROLINA CHAPTER

39th Annual NC Chapter EAPA Conference
“CLIENT, COMPANY, SELF: THE MAGICAL BALANCE OF EAP”

March 7-9, 2018
Marriott Winston Salem, 425 North Cherry Street, Winston-Salem, NC 27101

APPLICATION/CONTRACT FOR EXHIBIT SPACE
Exhibit/Sponsorship Options (Please check desired participation level)

- **Level I(Diamond):** Exhibit Booth and Session Sponsorship \$1,000.00

- **Level II (Ruby):** Exhibit Booth and Break Sponsorship \$700.00

- **Exhibit Booth** \$450.00

(Exhibit Booth and Ruby Level Sponsorship includes registration to the Conference and Kickoff Luncheon ticket for one (1) representative. Diamond Level Sponsorship includes two (2) registrations and two (2) Kickoff Luncheon tickets.)

Electricity Yes _____ No _____ Exhibit Table Yes _____ No _____ (Floor Model Exhibit)

Other

- One additional conference registration for NC/EAPA members - \$185.00

- One additional conference registration for non-members - \$285.00

- Kickoff Luncheon only for each additional guest - \$35.00. Please indicate number ____ x 35.00

Organization Name _____ **TOTAL**

DUE: _____

Registrant's Name _____

Address _____

City _____ **State** _____ **ZIP** _____

Telephone _____ **Email** _____

Authorized Signature _____ **Date** _____

We agree to comply with the rules and regulations, which are hereby made a part of this Application, and to the conditions under which exhibit space in the hotel is assigned by NC EAPA Chapter.

PLEASE NOTE: Application & Payment DEADLINE – February 2, 2018
Please make checks payable to: EAPA -- NC Chapter
NO REFUNDS after February 23, 2018

Mail application & payment to:
Designated Committee Member
Total Costs: _____

NC Chapter EAPA use only
Date Rec'd:

Amount Received:

Amount Due

“Client, Company, Self: The Magical Balance of EAP” **2018 NCEAPA March Conference Schedule**

The North Carolina Employee Assistance Professional Association (NC EAPA) has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 6548. Programs that do not qualify for NBCC credit will be clearly identified. The North Carolina Employee Assistance Professional (NC EAPA) Association is solely responsible for all aspects of the programs.

Wednesday March 7, 2018

10:00 am – 11:00 am	Conference Registration
11:00 am - 11:15 pm	Welcome and Opening Remarks
11:15 am – 12:45 pm	Exhibitor Luncheon & Awards Banquet: Keynote Speaker - John Burke
<u>12:45 pm- 1:00 pm</u>	Break in Exhibit Hall
1:00 pm – 2:00 pm	Plenary Session – Stan Kimer The Ever-Changing Field of Diversity & Inclusion – Impacting Self, Client and Company
<u>2:00-2:15</u>	Break in Exhibit Hall
2:15 pm – 3:45 pm	Plenary – Stan Kimer The Impact of Unconscious Bias and the Use of Language on Diversity and Inclusion
<u>3:45-4:00</u>	Break in Exhibit Hall
4:00 – 5:30	Track A – Paige Armstrong The Overlooked “Taboo” in Mental Health Treatment: Our Relationship with Money Track B – Brian Hissom/Ron Begley An Introduction to Telehealth: Legal, Ethical, Technological and Clinical Considerations
<u>5:30 pm</u>	*DINNER ON YOUR OWN*

Thursday March 8, 2018

7:45 am- 8:15 am	Conference Registration Breakfast, Coffee & Tea in Exhibit Hall
8:00 am – 8:15 am	Welcome and Remarks –
8:15 am – 9:45 am	Plenary Session – Caroline Smith (Pine Grove) Burnout and Stress: Symptoms, Causes and Prevention
<u>9:45 am – 10:00 am</u>	Break in Exhibitor Hall
10:00 am – 11:30 am	Plenary – Sally Burlison & Brandon Knutson (Four Circles) Wilderness Therapy: Where the Woods Do the Work
<u>11:30 am – 1:00 pm</u>	*LUNCH ON YOUR OWN*

responsible for all aspects of the program.

MODERATOR'S ORDER OF RESPONSIBILITIES

Be in the room during entire presentation.

- a. Control environment: ample seating, room temperature, etc.
- b. Control punctuality, i.e., starting and ending tracks, breaks.
- c. Proper introduction of speaker.
- d. Distribute and collect evaluation forms.
- e. Be certain that presenter's needs are accommodated during the conference.

Those receiving a scholarship to the Conference are expected to aid in the responsibilities of conducting the conference and may be asked to moderate a session(s).

SESSION EVALUATION FORM

Workshop Title:

Presenter:

Please rate the following items according to the following scale:

1-Superior 2-Above Average 3-Average 4-Below Average 5-Poor

1. The clarity of goals and objectives_____
2. The relevance of the topic to your profession_____
3. The presentation and content being current_____
4. The quality of materials you received_____
5. The presentation style of the speaker_____
6. The knowledge of the speaker_____
7. The length of the presentation_____
8. The opportunity for questions and discussion_____
9. The room and other accommodations_____
10. Overall rating of presentation_____

Please answer Yes or No to the following:

1. Would you attend another workshop presented by North Carolina EAPA?___
2. Do you feel that this presentation met your expectations as a mental health professional?___

How would you improve this session?

Other comments (if any):

Suggested topics or speaker for future meetings:

At the conclusion of the President's 2nd term, he/she will swear in the new Board during the September Board meeting. Installation details are below.

New Director Investiture Oath

As President of the North Carolina Chapter of E-A-P-A, it is my honor and pleasure to install the new Board Members and Officers of the North Carolina Employee Assistance Professionals Association (E-A-P-A) Chapter for two-year terms, beginning this evening.

You can take great pride in being elected to the NC E-A-P-A Board of Directors. By electing you to this position, your fellow members have shown faith and trust that you will enhance the strength and vitality of our Association by your committed and positive service on the Board of Directors. As a Board member, you are given an important trust and significant responsibilities and duties. Under the law, you have a fiduciary duty to the Association as a whole, along with legal duties of care, loyalty, and obedience. The Duty of Care requires you to be reasonably informed, participate in Board decisions, and exercise independent judgment. The Duty of Loyalty requires you always to act in the best interests of the Association. The Duty of Obedience requires you to act in accordance with the Association's governing documents and to ensure that Association funds are used for lawful purposes.

Please raise your right hands.

Do you sincerely and solemnly promise that you will uphold and administer the offices to which you have been elected to the best of your ability and judgment; that you will fulfill your fiduciary duty as a North Carolina E-A-P-A Board member, including the duties of care, loyalty, and obedience; that you will faithfully adhere to the E-A-P-A Code of Ethics; and that you will safeguard and promote the purposes of the Association and the welfare of its members, always keeping in mind that you represent all the members of E-A-P-A?

New Directors answer by saying, "I so promise."

I now declare you to be members of the North Carolina Chapter E-A-P-A Board of Directors. I extend to each of you my congratulations and best wishes for a most successful term.