



# MASP

Maine Association of School Psychologists 主 龍 吳 張 董 祥 奇

## **Committee Toolkit**

**April, 2021**

Thank you for volunteering and helping to continue the work of MASP. MASP strives to promote the highest standards of ethics, current best practices of school psychology, up-to-date information and advocacy opportunities, opportunities for professional development in the educational community, communication with other professional organizations, as well as networking and strengthening of the school psychology community in Maine.

This toolkit is provided for you to attempt to make your service to MASP more efficient and effective. We have tried to provide all of the information that you need in this document. However, if you have any questions, don't hesitate to contact me – [maineasp@gmail.com](mailto:maineasp@gmail.com)

I look forward to seeing the goals you set for your committees for the year and working with you to reach them!

*Sincerely,*

*Ruth Crowell*

*President*

*Maine Association of School Psychologists*

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# MASP's Confidentiality Policy

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*Confidentiality* is the preservation of privileged information. Premature or inappropriate release of information can hinder professional working relationships and the work of the Maine Association of School Psychologists (MASP). MASP volunteer leaders and committee members may be exposed to information that is confidential and/or privileged and proprietary in nature. It is the policy of MASP that such information must be kept confidential both during and after volunteer service. Confidential information includes, but is not limited to, nonpublic items such as: MASP finances, business contracts/agreements, strategies and operations, matters that are sensitive to the workings of the Association, requests or proposals for governance consideration/review/action, related documents and details of Association deliberations and votes, and any committee work not shared publicly through the minutes. Care must be taken to determine the sensitivity of specific information by seeking appropriate guidance. Questions and/or concerns regarding confidentiality obligations should be directed to the MASP President. This policy is not intended to prevent disclosure where disclosure is required by law.

*Adapted from the National Association of School Psychologists Confidentiality Policy.*

*Adopted by the MASP Executive Board on April 12, 2021.*

# MASP's CONFLICT OF INTEREST POLICY

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MASP places great importance on ensuring the continued confidence and trust of its members and the public at large. Among other things, and in that regard, MASP requires that any action taken by members of its Executive Board, its officers, or its committee members be free from even the appearance of impropriety and free from any conflict of interest.

Specifically, MASP prohibits any MASP: (i) member of the Executive Board; (ii) officer; (iii) committee member; or (iv) member from participating in any decision-making or approval of any ventures or activities that are sanctioned or sponsored by MASP and for which such individual may gain an economic or personal benefit. In addition, before recusing themselves from said decision-making, the individual must fully disclose the conflict to the MASP Executive Board, Committee, and/or Work-group with which the possible conflict concerns. This includes every and all economic or personal benefit that the individual may reasonably expect to gain as a result of the venture or activity. They must provide MASP's Executive Board and MASP's President with full copies of any and all contracts, agreements, or other documents with third parties that relate to such ventures or activities.

*Adapted from the National Association of School Psychologists (NASP) Conflict of Interest Policy.*

*Adopted by the MASP Executive Board, April 12, 2021*

# MASP Commitment to Civility

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In this time of upheaval and unrest, the concepts of community and social justice are central to the mission and philosophy of the Maine Association of School Psychologists. We are committed to promoting a healthy and just environment that supports transformative integrity, open communication, and personal and professional growth among the diverse members of our organization. We believe that these commitments are grounded in intellectual openness, in personal and professional accountability, and in the democratic values of inclusivity and mutual respect which are guided by rational discourse and by a relational ethic of care.

We are grateful for the opportunities to learn and work with peoples of diverse ethnic, racial, religious, cultural, political, social, and economic backgrounds as well as with people who have disabilities, and people of different gender, sexual orientation, and age. Acknowledging the ethics and values that underlie our profession, it is our belief that these ethics and values should be recognized, practiced, and cultivated in our professional work, learning and collaborative environments. Our goal is to increase the awareness of the importance of civility, its implications, and the behaviors that are acceptable, and not acceptable, in our organization.

Civility is the art of treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole.

As members of MASP, we are committed to learning and practicing in ways that support a caring and socially just organization. The following are examples of how we create and sustain civility.

1. Support the autonomy and just treatment of self and others by facilitating an open, respectful, and caring environment.
2. Accept responsibility and accountability for one's own behavior when interacting with others.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the work, collaboration or learning of others.
5. Practice personal and professional integrity and expect it from others.
6. Demonstrate respect for others by actively discouraging discriminatory conduct, violence, coercion, or intimidation against any member of the organization or larger school psychology community.
7. Demonstrate a willingness to listen and be open to hearing the perspectives of others. This includes actively seeking to hear from and making a safe space for voices of dissent.
8. Explore controversial issues through open dialogue and respectful deliberation.

We will not tolerate harassing or discriminatory conduct of any form. Everyone has the responsibility to foster a safe and supportive environment. Collectively, members of the Maine Association of School Psychologists are responsible for ensuring a safe and supportive environment. *Any concerns should be addressed to [maineasp@gmail.com](mailto:maineasp@gmail.com)*

# Legal Responsibilities of MASP Board and Committee Members

## **Duty of Care**

The duty of care describes the level of competence that is expected of a board or committee member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board or committee member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

## **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; a board or committee member must give undivided allegiance when making decisions affecting the organization. This means that a board or committee member can never use information obtained as a member for personal or financial gain, but must act in the best interests of the organization.

## **Duty of Obedience**

The duty of obedience requires board and committee members to be faithful to the organization’s mission. They are required to act in a way that is consistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission. This duty also requires board and committee members to obey the law and the organization’s internal rules and regulations.

*Adapted from BoardSport’s Legal Responsibilities of Nonprofit Board Members*

*Adopted by the MASP Executive Board April 12, 2021*

## Committee Meeting Procedures

1. Develop an agenda and provide relevant materials in advance & post it allowing sufficient time for member input (1 week) post on website with link attached to calendar, also email to committee members.

- Consent & new discussion items

- Time frame for each item

- Goal Statement (what you want to accomplish at this meeting) for each item

2. Identify a note/minutes taker

- Takes minutes during meeting

- Email minutes for member review AFTER the meeting

- Ask for approval via email (or needed edits)

- Sends accepted minutes to Webmaster for posting on web-site (under the committee tab)

3. Identify a meeting facilitator (President, Chair, Co-chair)

- Opens the meeting

- Leads the meeting through the agenda

- Monitors time (Or designate a separate time-keeper)

- Facilitates discussion of each agenda item

- o Calls on participants to speak - for in-person a talking stick could be used, for remote use raise hand feature

- o Encourages those who don't have time to speak to jot down comment/chat box

- o Use Parking Lot for input not needed for current discussion

- Calls for motions & votes when needed

- Facilitates setting date & time for next meeting (forward to Webmaster to put on website calendar)

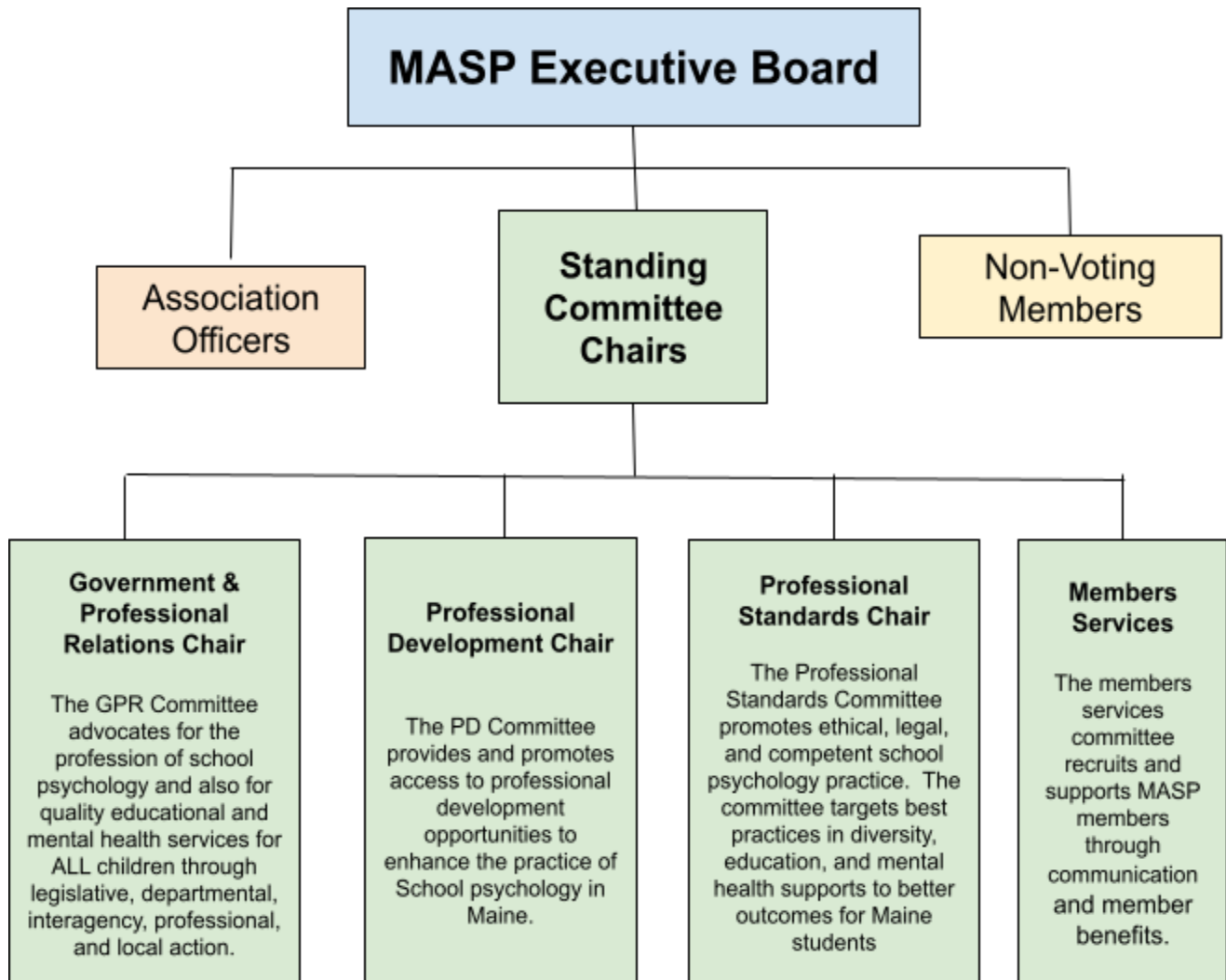
- Adjourns the meeting after a motion has been made, seconded, and voted on



# MASP ORGANIZATIONAL STRUCTURE

## Standing Committee Structure

August 2020



# MASP CALENDAR OF RECURRING TASKS

## Ongoing:

- Meetings should be posted on the MASP website calendar.
- Minutes should be taken at each meeting
- ANY approved minutes of meetings should be sent to the webmaster to be posted on the website after ANY committee meeting within a timely manner.
- Any committee actions related to goals, policies, or expenditures must be approved by the executive board.
- Attend all Executive Board meetings.
- Provide updated information monthly prior to the Executive Board meeting through the consent agenda.

## July

- Fiscal Year begins - July 1
- Membership Year begins - July 1
- Committee chairs submit next year's goals to President or President-elect
- Officers and Committee Chairs begin their service

## October

- Fall Conference

## November

- MASP Annual Meeting

## April

- Spring Conference

## June

- Executive Board Retreat

## **Bi-Annually:**

### May

- President Nominations
- President or President-elect appoints officers

### June

- President elections

# COMMITTEE GOAL SETTING AND PLANNING TEMPLATE

**Committee:**

**Goal Due:**

**Action Plan:**

<b>Goal:</b>			
<i>Specific Description of Goal</i>	<i>Describe Current &amp; Desired Future Outcome (measurable, achievable)</i>	<i>Timeframe for Goal</i>	<i>Measurement (Device for Determining Outcome)</i>
<b>Needed Activities to Accomplish Goal (Example):</b>			
<i>Specific Description of Activity</i>	<i>Measurement Outcomes</i>	<i>Timeframe</i>	<i>Person Responsible</i>