

# WSCA Elementary Vice President Job Description

## Qualifications:

The WSCA Elementary Vice President and VP Elect:

- a. Must be a member of the association,
- b. Must be employed as an elementary school counselor.

## Term of Office:

The WSCA Elementary Vice President:

- a. Shall be elected annually by voting members of the ballot.
- b. Shall serve a two year term including the first year as Vice President-Elect and the following year as Vice President.
- c. Shall serve as a representative of the membership in accordance with WSCA policies that address governance.

## Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
2. Assist with the annual WSCA Leadership Development Institute in August and six Governing Board meetings throughout the year.
3. Mentor the VP-Elect. Facilitate face-to-face transitional meeting with Vice President-Elect to discuss binders, file box, background of WSCA board, etc.
4. Work with the Governing Board on the work plan/goals for the year.
5. Come prepared to all board meetings with written report, to include activities, accomplishments, and tasks completed.
6. Activate and increase awareness of resources (such as legislation, position paper, etc.) to meet the needs of counselors at the elementary level. Look for ways to bridge communication among and between elementary counselors throughout the state.
7. Respond to level specific WSCA messages, as appropriate.
8. Communicate with counselors at the elementary level through tri-annual Counselink articles, using this opportunity to inform counselors of relevant information.
9. Communicate to the President level needs/financial requests.
10. Complete duties that may be assigned or directed by the President.
11. Read scholarship and recognition papers.
12. Attend annual WSCA conference and accomplish the following:
  - a. Be responsible for the implementation of level "swap shop"/best practices.
  - b. Be responsible for hosting level "social".
  - c. Attend opening ceremonies and President's brunch.
  - d. Recruit sectional presenters and host sectionals.
  - e. Be visible and available to all level members at WSCA.
13. Develop a budget request to be submitted to the Governing Board.
14. Submit a written annual report of the activities and recommendations to the Governing Board.
15. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.

## WSCA Elementary Vice President TIMELINE

### July

- Submit Board Report

### August

- Attend WSCA LDI / Board meeting
- Attend Summer Academy
- Submit Counselink article
- Meet VP & VP Elect

### September

- Submit Board Report
- Attend WSCA Governing Board Meeting
- Maintain Elementary School Counselor portion of website (each month)

### October

### November

- Submit Board Report
- Attend WSCA Governing Board Meeting
- Submit Counselink article
- Submit Conference Swap Shop Sectional Form

### December

- Promote WSCA Annual Conference

### January

- Submit Board Report
- Attend WSCA Governing Board Meeting
- Submit Conference Social budgetary requests

### February

- Attend WSCA Annual Conference
- WSCA conference duties
- Host Elementary Swap Shop and Social
- Submit Counselink article

### March

- Prepare budget
- Day on the Hill

### April

- Submit Board Report
- Attend WSCA Governing Board Meeting
- Budget Submitted

### May

- Transition Vice President-Elect into the role of Vice President

### June