

Government Relations Chair Job Description

Qualifications:

The WSCA Government Relations Chair:

- a. Must be a member of the association

Term of Office:

The Government Relations Chair:

- a. Shall be appointed to a three-year term by the WSCA President.

Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
 - a. Prepare a report for each board meeting.
 - b. Prepare other documents as needed and as requested by the President and other Governing Board members.
2. Work with the Governing Board and provide leadership and coordination on government relations issues on behalf of WSCA and school counselors across the state.
3. Distribute a periodic legislative update to WSCA members concerning important legislative items.
 - Communicate the need for legislation involvement to all members.
 - Utilize established Legislative Contacts in area CESA Districts.
 - Maintain, recruit, and organize the Legislative Contacts.
4. Provide input from WSCA to the state representative, senators, and representatives of congress on issues affecting school counselors.
5. In conjunction with the Governing Board, promote WSCA views on existing or proposed legislation as well as help design needed legislation.
6. Attend a "Day on the Hill" at the federal level (partnering with Minnesota School Counselor Association, MSCA) to help advance legislative issues affecting School Counselors on the federal level.
7. Coordinate and run a state level "Day On the Hill" event to advance legislative issues affecting School Counselors on the state level.
8. Develop a budget request to be submitted to the President.
9. Prepare articles for the Counselink published 3 times a year.
10. Responsible for face-to-face transitional meeting with the new board member to discuss binders, file boxes, job descriptions and task calendars.
11. WSCA conference duties include:
 - a. Recruit sectional presenters for conference.
 - b. Host sectionals at conference.

WSCA Government Relations Chair TIMELINE

July

- Collaborate with Government Relations Committee and Sub-Committee member
- Work to Obtain Sponsorships and Partnerships

August

- Attend WSCA LDI / board meeting
- Attend Summer Academy
- Submit Counselink article
- Work to Obtain Sponsorships and Partnerships

September

- Attend WSCA Board meeting, lead Govt. Relations Committee and related sub-committees
- Confirm "Save the Date" info to be distributed at Fall Summit for distribution
- Collaborate with MSCA to attend yearly Day on the Hill event in Washington D.C. (former APPI)
- Review website content and suggest updates

October

- Setup locations for Day on the Hill Training with MDS, logistics, confirm dates, etc.
- Send "Introductory" letter to Local/State/National Representatives introducing WSCA and myself, Government Relations Chair
- Submit Conference Sectional Proposals

November

- Attend WSCA Board meeting, lead Govt. Relations Committee and related sub-committees
- Request space at state capitol with Sergeant At Arms for Day on the Hill
- Contact ASCA Legislative Chair to coordinate/attend Day on the Hill event in Washington D. C.
- Work to Obtain Sponsorships and Partnerships
- Submit Counselink article

December

- Work with MDS to begin finalizing Day on the Hill
- Promote WSCA Conference
- Work to Obtain Sponsorships and Partnerships
- Setup location for Day on the Hill Training with MDS, logistics

- Collaborate with MSCA for national level Day on the Hill event, attendance with them

January

- Attend WSCA Board meeting, lead Govt. Relations Committee and related sub-committees
- Attend MSCA's Day on the Hill event
- Review website content and suggest updates
- Setup location for Day on the Hill Training with MDS, logistics
- Send reminder letter to Local/State/National Representatives about upcoming Day on the Hill event

February

- Promote National School Counseling Week
- Attend WSCA conference
- WSCA conference duties.
- Collaborate with DPI School Counselor Consultant
- Submit Counselink article

March

- Confirm space at state capitol with Sergeant At Arms for Day on the Hill
- Confirm training space for Day on the Hill event
- Day on the Hill Event, Madison
- Collaborate with DPI School Counselor Consultant
- Set details for trip to Washington D. C. for Day on the Hill event with national representatives (TBD)

April

- Attend WSCA Board meeting, lead Govt. Relations Committee and related sub-committee
- Attend Day on the Hill event in Washington D. C. (TBD)

May

- Follow-up letter/Thank You to Local/State/National Representatives about the Day on the Hill event
- Begin coordinating with MDS for date of next Day on the Hill event
- Review website content and suggest updates

June

- Set date for Day on the Hill event in March
- Work to Obtain Sponsorships and Partnerships