

# WSCA Membership Chairperson Job Description

## **Qualifications:**

The WSCA Membership Chairperson:

- a. Must be a member of the association.

## **Term of Office;**

The WSCA Membership Chair:

- a. Shall be appointed by the president
- b. Shall serve a 3-year term.

## **Role Description and Responsibilities:**

Membership Chairperson shall organize and implement methods and techniques to increase the membership of this Association by such lawful means as the committee deems proper. In addition, this committee will maintain membership records. This will be accomplished through, but not limited to, the following:

1. Provide leadership and coordination of the Membership Committee
2. Promote WSCA and the benefit of membership at all times
3. Conduct self in the manner of a School Counselor in accordance with state and national standards at all times
4. Oversee maintenance of membership database and management by current management company
5. Direct communication with current database management company on all membership-related issues
6. Communication with partner committee chairpersons and elected positions to increase membership – Public Relations, Scholarship and Recognition, Graduate Student, Vice Presidents
7. Direct membership communication on all membership inquiries/requests
8. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year and provide timely and relevant information on membership
9. Counselink article contribution
10. Work with Conference Committee to verify membership for discount at WSCA conference.
11. Submit a written annual report of Membership Committee functioning to the Governing Board
12. Active participation on the Finance Committee
13. Submit budget request annually
14. Bring recommendations to the Governing Board regarding membership as necessary and appropriate
15. Maintain organized and efficient chairperson records for successive chairpersons and appropriately aid in the transition of a new chairperson

## WSCA MEMBERSHIP CHAIRPERSON TIMELINE

### Monthly:

- ❑ Work with WSCA Administrator/Morgan Data Solutions on membership needs including:
  - Database maintenance
  - Membership renewal notices, reminders, confirmations and gifts/thank-you's
- ❑ Respond to all membership inquiries/requests
- ❑ Review and reflect on membership numbers and lists
- ❑ Communication with Membership Committee as necessary
- ❑ Standing membership on the Finance Committee and work with Treasurer on membership renewals and budget
- ❑ Active participation on other committees volunteering on

### July

- ❑ Decide upon/order membership gifts
- ❑ Review and reflect upon Membership Committee progress toward WSCA Board Work Plan and Membership Committee effectiveness

### August

- ❑ Attend LDI/board meeting
  - Board reports due approximately 2 weeks prior to meetings
- ❑ Recruit Membership Committee members from within board
- ❑ Decide upon any new committee membership for self
- ❑ Counselink article due approximately mid-month
- ❑ Update Membership Chairperson Timeline and Job Description
- ❑ Update Membership Committee goals and action plan for upcoming year

### September

- ❑ Recruit Membership Committee members from general WSCA membership
- ❑ Attend board meeting
  - Board report 2 weeks prior

### October

- ❑ Review Membership sections of WSCA website for updating or maintenance

### November

- ❑ Attend board meeting
  - Board report 2 weeks prior
- ❑ Counselink article due

### December

- ❑ Begin work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification

### January

- ❑ Attend board meeting
  - Board report 2 weeks prior
- ❑ Work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification
- ❑ Recruit Membership Committee members from general WSCA membership

### February

- ❑ Work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification
- ❑ Attend WSCA Conference and complete conference duties
- ❑ Counselink article due

### March

- ❑ Review Membership sections of WSCA website for updating or maintenance

### April

- ❑ Attend board meeting
  - Board report 2 weeks prior
- ❑ Turn in budget request for next year

### May

- ❑ See MONTHLY duties

### June

- ❑ Update membership forms if necessary
- ❑ Meet with new Chairperson (if applicable year)