

WSCA Post Secondary Vice President Job Description

Qualifications:

The WSCA Post Secondary Vice-President:

- a. Must be a member of the association,
- b. Must hold a terminal degree,
- c. Must be employed as a counselor at the post- secondary level,

Term of Office:

The WSCA Post Secondary Vice President:

- a. Shall be elected at large by use of a ballot on an annual basis by WSCA voting members.
- b. Shall serve a two -year term, including one year as vice president post-secondary elect.
- c. Shall serve as the chair of the Ethics and Research and Development committee in accordance with the WSCA policies and by-laws.

Role Description:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
2. Develop a plan of action and budget request to be submitted to the Governing Board.
3. Submit written reports of the activities and recommendations to the Governing Board prior to each WSCA Executive Board meeting.
4. Communicate to the President all financial requests.
5. Submit articles focusing on the pre-service education and training of school counseling graduate students through Counselink 3 times a year.
6. Be responsible for the implementation of "Graduate Student Poster Presentation" at the annual WSCA conference.
7. Attend awards reception at conference.
8. Attend President's brunch at conference.
9. Recruit sectional presenters and host sectionals at conference.
10. Be visible and available to all level members at WSCA and ASCA.
11. Assist with the annual WSCA Leadership Development Institute in August.
12. Complete duties that may be assigned or directed by the President.
13. Be responsible for face-to-face transitional meeting with Vice President-Elect to role responsibilities.
14. Come prepared to all Governing Board meetings.
15. Provide leadership to the Research Committee.
16. Provide leadership to the Ethics Committee and WSCA general membership.
17. Fulfill duties as stated in Article II, Section 6 (a) of the WSCA By-Laws.
18. Review the Code of Ethics annually and make recommendation concerning revisions to the Governing Board.
19. Identify and recruit individuals to run for Vice President of Post-Secondary Education.
20. Serve as a communication channel to higher education professionals regarding WSCA-related news and issues.
21. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.

WSCA Post Secondary Vice President TIMELINE

July

- Contact new V.P Elect and prepare them for the summer LDI

August

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

September

- Prepare for and Attend WSCA Board meeting
- Attend IHE meetings held by the DPI School Counselor Consultant
- Review Research website content and suggest updates

October

- Announce Fall Summit
- Submit Conference Sectional Proposals
- Gather names for the WSCA Executive Board positions for election and on the ballot

November

- With DPI school counseling consultant and other IHE school counseling graduate program
- Prepare for and Attend WSCA Board meeting.
- Promote WSCA Scholarships etc.
- Submit Counselink article

December

- Promote WSCA Conference with Graduate students

January

- Prepare for and Attend WSCA Board meeting
- Review website content and suggest updates

February

- Attend WSCA conference
- WSCA conference duties
- Submit Counselink article

March

-

April

- Hand in budget request for next year
- Prepare and Attend WSCA Board meeting
- Attend DPI School Counselor Consultant IHE meeting

May

- Transition Vice President-Elect into the role of Vice President Post -Secondary Education
- Review website content and suggest updates

June

- Work to Obtain Sponsorships and Partnerships