

WSCA President Job Description

Qualifications:

The WSCA President:

- a. Must be a member of the association,
- b. Must be a member of the American School Counselor Association (ASCA).

Term of Office:

The WSCA President:

- a. Shall be elected annually by the voting members by ballot.
- b. Shall serve a 3-year term, including one year each as President-Elect, President and Past President.
- c. Shall serve as the presiding officer of WSCA at all meetings of the members and as the chair of the Board of Directors in accordance with WSCA policies that address governance.
- d. With the approval of the Board of Directors, shall have the power to appoint the Student Representative on the Board of Directors, the Treasurer, the Secretary, and all committee members, and perform such duties as are incidental to the office, or as directed by the Board of Directors.

Role Description and Responsibilities:

1. Develop a plan of action and budget request to be submitted to the Treasurer.
2. Submit a written annual report of the activities and recommendations to the board.
3. Plan, coordinate, and arrange LDI (Leadership Development Institute) for July/August to coincide with the first board meeting
4. Set time and place of all regular and special meetings of the Governing Board and the Executive Committee.
5. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
6. Prepare agendas for regular meetings of the Governing Board and the Executive Committee as well as any specific meetings of these bodies.
7. Preside over all meetings of the Governing Board and Executive Committee, using the Policy Governance model laid out in the WSCA Policies and Procedures manual.
8. Appoint, subject to confirmation by the Governing Board, committee chairs and instruct these personnel regarding their responsibilities.
9. Serve or assign a WSCA representative as a member of the Wisconsin Association of Pupil Service Organizations (which meets 3 times per year) and the Wisconsin Counselor Association.
10. Prepare an annual report to be sent to ASCA for use at Delegate Assembly.
11. Prepare article for each Counselink and other publications as the need arises.
12. Correspond and coordinate with the Governing Board members and committee chairs on a regular basis.
13. Delegate tasks as needed to carry out WSCA business as directed by the Governing Board and Executive Committee.
14. Make recommendations to the WSCA Treasurer as to budget proposals.
15. Serve as one of WSCA's representatives, consultant, speaker and/or presenter at national, state, and regional meetings.
16. Serve as a liaison between WSCA and ASCA.
17. Submit reports as needed to ASCA.
18. Come prepared to all board meetings.
19. Host sectional as assigned by the conference committee.
20. Review and provide feedback for updates on the content of the WSCA website.
21. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.
22. Assist the Conference Committee Chair and Morgan Data Solutions with the WSCA Annual Conference.

WSCA President TIMELINE

July

- Attend ASCA LDI
- Collaborate with Past-President and President-Elect to plan WSCA LDI
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Review Year End Financials
- Work to Obtain Sponsorships and Partnerships

August

- Facilitate WSCA LDI / Board meeting
- Attend Summer Academy
- Work with Morgan Data Solutions to ensure all WSCA work is on course.
- Submit Counselink article
- Work to Obtain Sponsorships and Partnerships

September

- With MDS send out information regarding September Board Meeting
- Facilitate WSCA Board meeting, attend Finance Meeting etc.
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant
- Review website content and suggest updates

October

- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant
- Attend Fall Summit
- Submit Conference Sectional Proposals

November

- With MDS send out information regarding November Board Meeting
- Facilitate WSCA Board meeting, attend Finance Meeting etc.
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant
- Promote WSCA Scholarships
- Submit Counselink article

December

- Work with Morgan Data Solutions to ensure all WSCA work is on course.
- Collaborate with DPI School Counselor Consultant
- Promote WSCA Conference

January

- With MDS send out information regarding January Board Meeting
- Facilitate WSCA Board meeting, attend Finance Meeting etc.
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant
- Review website content and suggest updates

February

- Attend WSCA Annual Conference
- WSCA conference duties
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant
- Submit Counselink article

March

- Register for ASCA Delegate Assembly
- Work with Finance Committee to prepare next year's budget
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant

April

- With MDS send out information regarding April Board Meeting
- Hand in budget request for next year
- Facilitate WSCA Board meeting, attend Finance Meeting etc.
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Collaborate with DPI School Counselor Consultant

May

- Submit State report to ASCA
- Work with Morgan Data Solutions to ensure all WSCA work is on course
- Transition Pres-Elect into the role of President
- Collaborate with DPI School Counselor Consultant
- Review website content and suggest updates

June

- Attend ASCA Delegate Assembly
- Work with Pres-Elect to Plan WSCA LDI
- Transition Pres-Elect into the role of President
- Work to Obtain Sponsorships and Partnerships