

# Professional Development & Education Committee Chair Job Description

## Qualifications:

The WSCA Professional Development and Education Chair:

- a. Must be a member of the association

## Term of Office:

The Professional Development and Education Chair

- a. Shall be appointed by the WSCA President for a 3-year term.

## Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
2. Organize and implement a delivery system for education-related opportunities
3. Incorporate the current WSCA two year work-plan into Education Committee Events.
4. Plan, coordinate and arrange the annual Leadership Academy with the Education Committee.
5. Plan, coordinate and arrange the annual Fall Summit with the Education Committee.
6. Delegate tasks as needed to carry out the Education Committee business.
7. Prepare article for each Counselink.
8. Maintain Education Committee membership
9. Develop an annual budget to be submitted to the Treasurer
10. Attend all board meetings
11. Attend the Annual conference and host sectionals as assigned by the conference committee
12. Attend LDI
13. Come prepared to all board meetings by reading all board reports
14. Review and provide feedback for WSCA web-site content
15. Seek sponsorships and partnerships
16. Work with MDS in coordinating committee job duties and timeline to ensure committee work in on course
17. Oversee SPARC-W sub-committee
18. Set time and place of any committee meetings.
19. Work with committee chairs and governing board in joint committee ventures
20. Attend Finance Committee meetings
21. Ad hoc member of Sponsorship Committee
22. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

## Professional Development and Education Committee TIMELINE

### July

- Submit narrative for August board meeting
- Finalize Academy Registration with MDS
- Arrange for pick up/drop off and housing of Academy presenter
- Develop electronic follow-up survey for Summer Leadership Academy
- Seek at least one sponsorship/partnership
- Work with MDS on Leadership Academy questions/issues/registration

### August

- Attend LDI
- Facilitate Summer Academy
- Promote WSCA at the Academy
  - Opening comments by WSCA President
  - Have each chair say something brief about their committee
  - After lunch, have the President elect address the group briefly
- Conduct electronic follow-up survey for Summer Leadership Academy
- Prepare September Board report
- Submit Counselink Article
- Finalize SPARC-W updates
- Be sure items are updated on Web-site (Steve Schneider)
- Seek at least one sponsorship/partnership

### September

- Submit Board Report 9/1
- Attend 2<sup>nd</sup> Board Meeting
- Work with LDI Committee to develop ideas for the LDI and the next Summer Academy
- Meet with Education Committee if needed
- Begin finding possible speakers for Summer Academy
  - Work with sub-committees to develop Fall Summit, Summer Academy, SPARC-W and CESA contacts
  - E-mail blast re: Sparc-W
  - Request Fall Summit powerpoints from presenters to Leah at MDS
  - Seek at least one sponsorship/partnership

### October

- Finalize plans for Fall Summit with Education Committee and MDS
- Finalize agenda for Fall Summit
- MDS to e-mail powerpoint presentations to participants

- Education Committee Duties at Summit
  - Register participants at Summit
  - Organize lunch, snack breaks, coffee and juice
  - Develop Fall Summit follow-up survey
  - Prepare opening remarks for Fall Summit
  - Facilitate 2<sup>nd</sup> Annual Fall Summit October 27, 2011
  - Conduct Fall Summit survey at end of day
- Submit Conference sectional proposals

### November

- Send Fall Summit survey results to Education Committee, President and President-Elect
- Attend 3<sup>rd</sup> Board Meeting November 12, 2011
- Leadership Academy Work
  - Finalize dates for Summer Leadership Academy
  - Finalize cost for Leadership Academy member/non-member, early-bird/regular cost
  - Contact possible speakers for Leadership Academy
  - Finalize speaker and set up contract for Leadership Academy
  - Work on setting up morning and afternoon breaks
- Meet with Education committee if needed
- Finalize scoring info, training and times for Sparc-W
- Write Counselink article: Due 11/28/11
- Work with sub-committees to develop Fall Summit, Summer Academy, and SPARC-W and CESA contacts

### December

- Follow-up on November Leadership Academy work

### January

- Attend 4<sup>th</sup> Board meeting January 21, 2011
- Summer Academy Work
  - Submit Summer Academy Flyer to MDS and for conference booklet
  - Work with Conference Co-Chair for credit option for Summer Academy
- SPARC-W Work
  - Score Sparc-W submissions (SPARC-W Committee)
  - Notify Sparc-W winners (Steve Schneider)
  - SPARC-W Committee to recruit workers for SPARC-W booth
- Work with Professional Recognition/Scholarship Chair to develop flyer for Conference
- Prepare sectional presentation for Annual Conference (if presenting)

## February

- Attend Annual Conference—host/give sectionals
- Present Sparc-W awards
- Work at promotional booth set-up by SPARC-W Committee
- Thank all exhibitors personally at the conference

## March

- E-mail blast Summer Academy info to WSCA Members
- Counselink Article Due (Include Summer Academy Information)
- Review MDS contract with Finance Committee
- Work with Finance Committee to prepare next year's budget
- Submit budget request to treasurer for next year
- Fall Summit Work
  - Finalize Fall Summit Topics
  - Determine presenters for Fall Summit
  - Determine Fall Summit graduate credit college
  - Write Course Proposal and Syllabus for Fall Summit credit and submit for approval

## April

- Submit board report for April board Meeting
- Attend 5<sup>th</sup> Board Meeting
- Work with MDS on Leadership Academy questions/issues/registration
- Complete March Fall Summit work

## May

- Work with MDS on Leadership Academy questions/issues/registration
- Consider workshop for Pre-conference

## June

- June 1 Pre-conference Deadline, if presenting
- Work with MDS on Leadership Academy questions/issues/registration