

WSCA Professional Recognition and Scholarship Chair Job Description

Qualifications:

The WSCA Professional Recognition and Scholarship Chair:

- a. Must be a member of the association

Term of Office:

The WSCA Professional Recognition and Scholarship Chair:

- a. Shall be appointed/reappointed on a 3 year basis by the President

Role Description:

1. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
2. Develop a plan of action for August meeting to be submitted to the Governing Board.
3. Organize a committee to accomplish goals of plan of action.
4. Hold periodic committee meetings.
5. Attend Governing Board meetings.
6. Prepare a report for each Governing Board meeting.
7. Prepare article for Counselink as needed
8. Submit a written annual report of activities (overview) and recommendations to the Governing Board.
9. Prepare a budget request for following year to be submitted to the Governing Board.
10. Serve as host for conference sectionals.
11. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

WSCA Professional Recognition and Scholarship Chair Timeline

August:

- Attend the Leadership Development Institute (LDI).
- Review and update the scholarship and professional award nominations forms. All forms and information must be updated for the current year.
- Contact co-sponsor (Career Cruising) of high school scholarship to secure funds for this year
- Updated forms to be given to Morgan Data Solutions (MDS-the organization's administrative service) for posting on WSCA website.
- Draft 'blurb' for Counselink newsletter and e-blast to announce the scholarship and award nomination forms are available on the website.

September:

- Attend WSCA Board Meeting Stevens Point.
- Send e-mail to all Wisconsin university school counseling programs to inform them of the Mike Troy Graduate Scholarship. School Counseling programs and contacts can be obtained from the Department of Public Instruction.
- Last year's high school scholarship winners will be sending proof of enrollment to the chair who will submit vouchers to the WSCA board treasurer. If you do not receive this by mid-September, contact winners to remind them we need to receive this before their scholarship can be awarded.
- Use website/email blasts to get information out to members about professional recognition and scholarship opportunities.

October/November:

- Attend WSCA Board Meeting Stevens Point (Nov.)
- Work with MDS and prepare for all scholarship and award applications to arrive. (Most arrive near the December 1st deadline)
- HS Scholarships: essay and half sheet numbered, only essay is viewable for committee members; spreadsheet sent to chair with all contact information

- Grad Scholarships: all information collected is uploaded to website for committee to view; ensure all applicants are WSCA members; spreadsheet sent to chair with all contact information
- Secure readers for application review.
- Do one last call (e-blast) for scholarship opportunities.

December:

- High School and Graduate Student scholarship applications due December 1st
- Work with MDS to organize and arrange for the posting of all scholarship applications to a secure portion of the WSCA website for readers to access.

January:

- Attend WSCA Board meeting Stevens Point
- Professional Recognition applications due January 1st
- Work with MDS to organize and arrange for the posting of all professional recognition applications to a secure portion of the WSCA website for readers to access.
- Contact the scholarship and professional recognition award winners (ASAP) and prepare for February conference. RSVP form/packet/email?
- Send e-mail to all non-winners.
- Order plaques and let conference committee (currently Mark Kuranz) know how many award winners will be present at conference so they may be recognized with a corsage.
- Give MDS the names and guest lists of all winners to have nametags created for the Conference.

February:

- Confirm guests, award and scholarship winners, parents, and counselors who will be coming to the brunch and/or the opening session...get this number to the conference committee
- Prepare and present awards at conference.
- Thursday: have one sheet with all professional recognition award winners' information.

Announce winners, for each category as President hands their award to them

- Friday: have essay written by award winning high school students and professional goals written by award winning graduate students in booklet on brunch tables (2 per table-total tables~75?). Professional Development committee will get you write up for SPARC-W to include as well. Announce winners for each award as President hands their award to them
- Conference Responsibilities
 - Get materials for winners from WSCA office
 - Meet and greet winners on the days they are to receive their awards.
 - Present awards
 - Take pictures of award winners after opening session/brunch
 - Submit receipts for reimbursement to Treasurer before leaving
 - Have Treasurer cut/send checks to Graduate Scholarship Winners before leaving WSCA.

March

- Write blurb for the Spring Counselink and WSCA Website to have Scholarship and Professional Recognition winners announced with pictures.
- Send letter to High School Scholarship Winners indicating the process for receiving their scholarship money.
- Submit next years' budget request.

April

- Attend WSCA Board Meeting Stevens Point.

June/July

- Write another letter to high school students reminding them to submit appropriate documentation to receive check for tuition.
- Review and reflect on past year. Work on goals for next year.
- Send scholarship money to the school of choice for high school winners