

# WSCA Technology Chair Job Description

## **Qualifications:**

The Technology Chair:

- a. Must be a member of the association,

## **Term of Office:**

The Technology Chair:

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

## **Role Description:**

1. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
2. Provide leadership and coordination for the Technology Committee.
3. Advocate for the role and programs of professional school counselors
4. Develop a plan of action and budget request to be submitted to the President and Treasurer.
5. Communicate regularly with the WSCA President to keep him/her informed about PR activities and needs.
6. Come prepared to all Governing Board meetings.
7. Prepare a report for each Governing Board meeting.
8. Prepare articles for Counselink published 3 times a year.
9. Recruit sectional presenters and host sectionals at annual conference.
10. Promote Wisconsin Scene and other social media that promote WSCA and professional school counseling.
11. Develop and maintain a social media presence (facebook, twitter, Wisconsin Scene).
12. Review the WSCA Website to ensure that material is up to date and relevant.
13. Work with other committees so that all areas of WSCA have a social media presence.
14. Create a Social Media Communications Calendar involving all WSCA events and activities.

## WSCA Technology TIMELINE

### July

- Update WSCA Website
- Promote Summer Leadership Academy and other WSCA events via Social Media
- Work to Obtain Sponsorships and Partnerships
- Build Committee membership

### August

- Attend WSCA LDI
- Review webpage/social media responsibilities with all board members
- Work to Obtain Sponsorships and Partnerships
- Promote Fall Summit and other WSCA events via social media.
- Submit Counselink article

### September

- Submit board report and review all meeting materials
- Attend Board meeting
- Maintain Social Media Presence and promote Fall Summit

### October

- Maintain Social Media Presence and promote Fall Summit.
- Review Website. Make sure all areas are current.

### November

- Submit board report and review all meeting materials
- Attend Board meeting
- Maintain Social Media Presence and promote Conference
- Submit Counselink article

### December

- Maintain Social Media Presence and promote Conference

### January

- Submit board report and review all meeting materials
- Attend Board meeting
- Maintain Social Media Presence and promote Conference and Day on the Hill
- Review website and suggest changes

### February

- Attend WSCA conference
- WSCA conference duties
- Submit Counselink article
- Maintain Social Media Presence and promote Conference and Day on the Hill

### March

- Prepare budget documents
- Maintain Social Media Presence and promote WSCA events

### April

- Hand in budget request for next year
- Submit board report and review all meeting materials
- Attend Board meeting
- Maintain Social Media Presence and promote Summer Leadership Academy

### May

- Maintain Social Media Presence and promote Summer Leadership Academy
- Review website and suggest updates

### June

- Maintain Social Media Presence and promote Summer Leadership Academy
- Review website and suggest updates
- Develop goals and action plan for next year