

# Conference Committee Chair Job Description

## Qualifications:

The WSCA Conference Chair:

- a. Must be a member of the association

## Term of Office:

The Conference Chair:

- a. Shall be appointed by the WSCA President for a term as determined by the WSCA Executive Committee.

## Role Description:

1. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
2. Develop and submit a budget request to the Treasurer.
3. Develop and annual plan of action.
4. Submit written reports for board meetings, 2 weeks prior.
5. Attend Board meetings and August LDI.
6. Meet with conference site staff in September, January, and February to review contract and function sheets.
7. Recruit exhibitor chair, sectional chair, pre-conference chair, evaluations/entertainment chair.
8. Plan conference committee meetings as needed ( usually May, September, February, August)
9. Review conference evaluations and prepare report.
10. See the Co-chairs conference planning book for monthly activities to complete for the conference.
11. Prepare articles for each Counselink and other publications as the need arises.
12. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

## Conference Committee Chair TIMELINE

### August

- Attend Summer Academy
- Submit Counselink article by 15th
- Meet with co-chairs

### September

- Prepare board report
- Attend Finance/Board Meeting
- Meet with key hotel staff
- Send out mailings to speakers/exhibitors

### October

- Check with sectional chair – speakers needed?
- Get out conference mailer

### November

- Submit Board report
- Attend Finance/Board meeting
- Select sectionals – sectional chair
- Submit Counselink article

### December

- Mail sectional presenter letters
- Follow-up with sectional presenters

### January

- Submit Board report
- Meet with core Conference Committee and Hotel staff
- Attend Finance/Board meetings- we have Fifteen minutes to speak with the board
- Send AV list to hotel for conference

### February

- Arrive Tuesday – conference set-up
- Coordinate WSCA Conference
- Submit Counselink article

### March

- Work on next year's budget
- Follow-up with conference issues
- Prepare thank you e-blast

### April

- Prepare Board report
- Attend Finance/Board meetings
- Hand in budget request for next year

### May

- Set up Core Conference Committee evaluation/planning meeting

### June

- Pre-conference speakers selected
- Do August report and send to MDS
- Draft fall Counselink article
- Get information from incoming President for next year's conference