

WSCA Graduate Student Representative Job Description

Qualifications:

The WSCA Graduate Student Representative:

- b. Must be a member of the association,
- c. Must be a student enrolled in a school counseling program for the full academic year.

Term of Office

The WSCA Graduate Student Representative:

- d. Shall be appointed annually by the WSCA President.
- e. Shall serve a 1-year term.
- f. Shall serve as the chair of the Graduate Student Committee, coordinating communication and activities for graduate students across the state along with representatives from various School Counselor education programs.

Role Description

1. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
2. Recruit members for a Graduate Student Committee (these members must be current students enrolled in school counseling programs who are also members of WSCA). These students will represent all school counseling programs in Wisconsin.
3. Set time and place for all Graduate Student Committee meetings.
4. Prepare agendas for the Graduate Student Committee meetings.
5. Promote the free WSCA membership for first-year graduate students.
6. Inform graduate students about the WSCA scholarships available.
7. Educate graduate students about legislative agendas on a state and federal level that positively impact school counselors in Wisconsin.
8. Come prepared to all board meetings representing student needs from around the state and report on activities.
9. Prepare a report for each Governing Board meeting.
10. Complete duties that may be assigned or directed by the President.
11. Prepare articles for Counselink published three (3) times each year.
12. Maintain a 3-ring binder of the year's activities to be passed on to the next Graduate Student Representative.
13. Submit a written annual report of the activities and recommendations to the Governing Board.
14. Submit budget requests for the upcoming year (No later than March 1st).
15. Recruit sectional presenters and host sectionals at conference.
16. Take pictures at the annual conference for archives.
17. Increase student awareness and membership of WSCA and annual conference.
18. Promote professional development opportunities for graduate students.
19. Generate a list of possible future Graduate Student Representatives for consideration by the President by February (so that the new Graduate Student Representative can attend the last Governing Board meeting).
20. Be responsible for face-to-face transitional meeting with the new Graduate Student Representative to discuss role, binders, file boxes, job descriptions, and task calendars.

WSCA Graduate Student Representative TIMELINE

July

- Review previous year's graduate student survey results
- Review WSCA documents (By-Laws, Work Plan, and other policies)
- Review and reflect on Graduate Student Committee's progress toward goals and Work Plan articles

August

- Attend WSCA LDI / Board meeting
- Attend Summer Academy
- Determine statewide regions for graduate students
- Submit Counselink article
- Recruit Graduate Student Committee members, Student Representatives, and Regional Co-Chairs

September

- Work with Membership Chairperson to send an introductory letter to school counseling programs around the state along with documents to promote WSCA membership and Graduate Student Committee to students
- Plan initial Graduate Student Committee meeting
- Submit Board Report
- Attend WSCA Governing Board meeting
- Coordinate and/or preside over Graduate Student Committee meeting
- Promote the Fall Summit to graduate students
- Recruit sectional presenters for the WSCA conference

October

- Attend Fall Summit
- Submit Conference Sectional Proposals
- Plan second Graduate Student Committee meeting
- Oversee t-shirt design and/or other graduate student projects

November

- Submit Board Report
- Attend WSCA Governing Board meeting
- Coordinate and/or preside over Graduate Student Committee meeting
- Promote WSCA Annual Conference
- Promote WSCA Scholarships
- Promote the research page on the WSCA website
- Recruit students for next year's Graduate Student Representative position
- Submit Counselink article

December

- Promote WSCA Annual Conference
- Finalize graduate student projects and/or events for WSCA conference
- Plan third Graduate Student Committee meeting

January

- Submit Board Report
- Attend WSCA Governing Board meeting
- Coordinate and/or preside over Graduate Student Committee meeting
- Promote WSCA's "Day on the Hill"
- Prepare for WSCA sectionals

February

- Attend WSCA Annual Conference
- WSCA conference duties
- Take pictures at the WSCA conference for archives
- Host graduate student dinner and/or breakfast
- Present for WSCA sectionals
- Submit Counselink article
- Provide WSCA President with a list of possible future WSCA Graduate Student Representatives

March

- Review Graduate Student Committee documents for updating and/or maintenance
- Organize 3-ring binder for next Graduate Student Representative
- Attend "Day on the Hill"

April

- Submit budget request for next year
- Submit Board Report
- Attend WSCA Governing Board meeting
- Invite new Graduate Student Representative to Board meeting
- Meet with new Graduate Student Representative to transfer documents and materials
- Recruit WSCA Graduate Student Committee members, Student Representatives, and Regional Co-Chairs for next year
- Create and send out a survey for all graduate students to obtain information about their level of WSCA participation

May

- Transition new Graduate Student Representative into role

June

- Promote Summer Leadership Academy