

WSCA Middle School Vice President Job Description

Qualifications:

The WSCA Middle School Vice President:

- a. Must be a member of the association,
- b. Must be employed as a counselor at the middle school level.

Term of Office:

The WSCA Middle School Vice President:

- a. Shall be elected annually by voting members of the ballot.
- b. Shall serve a two year term including the first year as Vice President-Elect and the following year as Vice President.
- c. Shall serve as a representative of the membership in accordance with WSCA policies that address governance.

Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
2. Submit via email a typed MS VP Governing Board report at least two weeks prior to all board meetings.
3. Contribute to a board level plan of action.
4. Develop a middle school plan of action/budget request to be submitted to the Governing Board.
5. Communicate middle school needs/financial requests to the President.
6. Activate and increase awareness of resources (such as legislation, position paper, curriculum, etc.) to meet the needs of middle school counselors.
7. Collaborate with the VP-Elect by writing Counselink articles 3 times a year.
8. WSCA Conference duties:
 - Help recruit sectional presenters
 - Be responsible for the implementation of Middle School "Swap Shops"
 - Host sectionals
 - Be visible and available to all Middle School members
 - Attend and sit on stage for Opening Ceremonies
 - Attend conference social functions
 - Attend the President's Brunch.
9. Complete duties that may be assigned or directed by the President.
10. Assist with the annual WSCA Leadership Development Institute (LDI) in August.
11. Responsible for face-to-face transitional meeting with Vice President-Elect to discuss files and procedures, job description and task calendar.
12. Submit a typed annual report highlighting activities and recommendations to the Governing Board.
13. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

WSCA Middle School Vice President TIMELINE

August

- Submit Counselink article
- Attend LDI/write Action Plan
- Attend WSCA Governing Board meeting

September

- Attend WSCA Governing Board meeting

October

November

- Submit Counselink article
- Attend WSCA Governing Board meeting
- Submit Swap Shop Sectional Form
- Legislative training

December

January

- Attend WSCA Governing Board meeting

February

- Submit Counselink article
- Attend Conference Meeting
- Attend WSCA Annual Conference
 - Opening Ceremonies
 - Swap Shops
 - Host Sectionals
 - Attend President's Brunch

March

- Prepare budget
- Submit budget
- Day on the Hill

April

- Submit Counselink article
- Attend WSCA Governing Board meeting

May

June

- Transition materials to VP-Elect

July