

# WSCA Past President Job Description

## Qualifications:

The WSCA Past President:

- a. must be a member of the association,
- b. must be Professional, emeritus or retired members.
- c. must be a member of ASCA.

## Term of Office

The WSCA Past President:

- a. shall be elected annually by the voting members by ballot.
- b. shall serve a 3-year term, including one year each as President-Elect, President and Past President.
- c. shall serve as the presiding officer of WSCA at all meetings of the members and as the chair of the Board of Directors in accordance with WSCA policies that address governance.
- d. with the approval of the Board of Directors, shall have the power to appoint the Student Representative on the Board of Directors, the Treasurer, the Secretary, and all committee members, and perform such duties as are incidental to the office, or as directed by the Board of Directors.

## Role Description

The President shall be elected at large. The President shall be elected for a three-year term, one year as President-Elect and one year as President and one year as past President.

Role Description

1. Develop a plan of action and budget request to be submitted to the President.
2. Submit a written annual report of the activities and recommendations to the Governing Board.
3. Complete duties that may be assigned or directed by the President.
4. Serve as chair of the Nominations and Election Committee.
5. Serve on the WSCA Finance Committee.
6. Serve as one of WSCA's representatives, consultant, speaker and/or presenter at national, state, and regional meetings.
7. Come prepared to all Governing Board and Executive Committee meetings.
8. Assist with the annual WSCA Leadership Development Institute.
9. Prepare articles for each Counselink.
10. Serve as liaison between WSCA and WCA.
11. Issue a call for nominations to the membership.
12. Receive and compile information on each nominee.
13. Provide leadership and coordination for the Nominations and Elections Committee.
14. Select, with the committee, two candidates for the positions of President-Elect, Vice-President-Elect of the four work settings elementary, middle/junior high, secondary, and post-secondary) and member-at-large.
15. Correspond with all nominees indicating action of the committee.
16. Report election results to President and President-Elect immediately after election deadline.
17. Report election results to the Governing board at its next meeting (April).
18. Fulfill any additional charges regarding ASCA elections for the Governing Board or President.
19. Recruit sectional presenters and host sectionals at conference.

# WSCA Past President TIMELINE

## **July**

- Attend ASCA LDI
- Collaborate with President and President Elect to plan WSCA LDI.
- Review Year End Financials

## **August**

- Attend Summer Academy
- Submit Counselink article

## **September**

- Begin recruitment for WSCA elections

## **November**

- Submit Counselink article

## **December**

- Promote elections

## **January**

- Provide election slate to WSCA board  
For approval

## **February**

- Promote National School Counseling Week
- Attend WSCA conference
- Finalize election material-present new Board member names to WSCA board

## **March**

- Day on the Hill

## **April**

WSCA Board meeting, attend Finance Meeting etc.