

WSCA President-Elect Job Description

Qualifications:

The WSCA President-Elect:

- a. Must be a member of the association,
- b. Must be a member of the American School Counselor Association (ASCA).

Term of Office:

The WSCA President-Elect:

- a. Shall be elected annually by a majority vote of the 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 in the President's absence in accordance with WSCA policies that address governance.

Role Description and Responsibilities:

1. Prepare for the role of WSCA President by becoming fully aware of the responsibilities of the President in the term as President-Elect. Develop and implement a transition plan for future presidency.
2. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
3. Perform WSCA related duties as may be directed by the Board of Directors.
4. Serve as the liaison to ASCA and coordinate activities within the organization.
5. Develop a plan of action and budget to submit to the Finance Committee as needed and/or requested.
6. Submit board reports to the Governing Board prior to each Board meeting.
7. Substitute for the President in his/her absence as needed; assume the office of President if for any reason the President is unable to serve his/her term in office.
8. Serve as a WSCA representative, consultant, speaker, and/or presenter at national, state and regional meetings.
9. Work with the President to coordinate the work of WSCA's committees. Coordinate ad hoc committee as assigned by the President or Governing Board.
10. Serve on the Finance Committee.
11. Attend ASCA Delegate Assembly as a WSCA delegate.
12. Attend the ASCA National Conference.
13. Attend ASCA LDI as the WSCA President-Elect.
14. Assist the Conference Committee Chair and Morgan Data Solutions with the WSCA Annual Conference.
15. Maintain communication with the President on a regular basis.
16. Assist President with planning WSCA LDI.
17. Write and submit article for every issue of *Counselink*.
18. Come prepared to all Governing Board meetings.
19. Review and provide feedback for updates on the content of the WSCA website.
20. Initiate planning for WSCA LDI for the summer President-Elect becomes President.
21. Support transition of new Board members; discuss responsibilities related to by-laws, Ends Policies (procedures), and work plan.
22. Provide education for Governing Board on by-laws, Ends Policies (procedures), and work plan as needed or requested.
23. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.

WSCA President-Elect TIMELINE

June

- Attend ASCA Delegate Assembly
- Attend ASCA National Conference
- Attend ASCA LDI
- Work with President to understand role as President-Elect

July

- Complete duties as assigned by President to prepare for WSCA LDI

August

- Attend WSCA LDI / Board meeting
- Submit Counselink article

September

- Attend Finance Committee meeting
- Attend Governing Board meeting
- Submit Board Report
- Support committee chairs and committee work as needed

October

- Attend Fall Summit
- Submit conference sectional proposal
- Support committee chairs and committee work as needed

November

- Attend Finance Committee meeting
- Attend Governing Board meeting
- Submit Board Report
- Support committee chairs and committee work as needed
- Initiate planning for WSCA LDI (August); work with ad hoc committee as needed

December

- Promote WSCA Conference

January

- Attend Finance Committee meeting
- Attend Governing Board meeting
- Submit Board Report
- Support committee chairs and committee work as needed
- Continue planning for WSCA LDI

February

- Attend WSCA Annual Conference
- Submit Counselink article
- Continue planning for WSCA LDI
- Provide table tents for WSCA President's Brunch
- Support committee chairs and committee work as needed

March

- Register for ASCA Delegate Assembly
- Work with Finance Committee to prepare next year's budget
- Register for the ASCA National Conference
- Continue planning for WSCA LDI
- Submit Counselink article
- Joint weekly conference call with President and MDS to ensure all WSCA work is on course
- Support committee chairs and committee work as needed

April

- Support committee chairs and committee work as needed
- Attend Finance Committee meeting
- Attend Governing Board meeting
- Submit Board Report
- Continue planning for WSCA LDI

May

- Continue planning for WSCA LDI
- Work with President to transition role

See June, July, August for attending ASCA Delegate Assembly and National Conference; ASCA LDI