

WSCA Secondary Vice President Job Description

Qualifications:

The WSCA Secondary Vice President:

- a. Must be a member of the association.
- b. Must be employed as a high school counselor.

Term of Office:

The WSCA Secondary 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.
- d. Shall serve on the Board of Directors.

Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
2. Join a WSCA Work Plan Committee as an active and contributing member.
3. Type up an activity report of WSCA related tasks you've accomplished. This should be distributed and shared at each Governing Board meeting.
4. Mentor the VP-Elect. Provide the VP-Elect with a background to the WSCA Board and some of the topics that were discussed the previous year.
5. Collaborate on pertinent high school counselor concerns across the state with the VP and VP-Elect. Be prepared to bring these topics or concerns to WSCA Governing Board meetings.
6. Look for ways to bring the spirit of national excitement and optimism, surrounding the ASCA Model, to our state. Share practical ways for its components to become a reality in our high schools.
7. Monitor and respond to high school related issues through several avenues such as WSCA Scene, e-mail, and phone calls.
8. Provide articles for the Counselink publication. Use this as an opportunity to take a proactive role in the promotion of comprehensive high school counseling program best practices.
9. WSCA Annual Conference duties:
 - a. Recruit sectional presenters.
 - b. Be visible and available to high school members.
 - c. Attend the Opening Ceremonies and President's Brunch.
 - d. Present on a high school related topic with the VP-Elect (i.e. High School swap shop).
 - e. Host various sectionals at the WSCA Annual Conference.
11. Submit a budget for the Secondary VP position each year.
12. Keep a detailed log over the course of the year including tasks accomplished and topics discussed. This log will be used to assist in the acclimation of future board members.
13. Come prepared to all Governing Board meetings.
14. Maintain the "Secondary Counselors" portion of WSCA website (under "Governing Board" link).
15. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.

WSCA Secondary Vice President TIMELINE

July

- Collaborate with Vice-President Elect to prepare them for new term
- Join committee(s)

August

- Attend WSCA LDI / Board meeting
- Attend Summer Academy
- Submit Counselink article
- Submit Board Report and other related work

September

- Attend WSCA Governing Board meeting
- Review and update "Secondary Counselors" link on WSCA website
- Committee work
- Promote Fall Summit

October

- Attend Fall Summit
- Submit Conference Sectional Proposals
- Submit Governing Board report and other related work

November

- Attend WSCA Governing Board meeting
- Committee work
- Promote WSCA Scholarships
- Submit Counselink article
- Prepare WSCA Conference sectional with Secondary VP-Elect

December

- Promote WSCA Conference
- Submit Governing Board report and other related work
- Review and rank scholarship applications for Scholarship and Prof. Rec. Committee

January

- Attend WSCA Governing Board meeting
- Finalize sectional for WSCA
- Review and update "Secondary Counselors" website link on WSCA website
- Committee work

February

- Promote National School Counseling Week
- Attend WSCA Annual Conference
- WSCA conference duties (see job description)
- Submit Counselink article

March

- Submit Governing Board report and other related work
- Day on the Hill

April

- Hand in budget request for next year
- Attend WSCA Governing Board meeting
- Committee work

May

- Transition Secondary VP-Elect into the role of Secondary VP
- Review and update "Secondary Counselors" website link on WSCA website

June

- Transition Secondary VP-Elect into the role of Secondary Vice President