

WSCA Secretary Job Description

Qualifications:

The WSCA Secretary:

- a. Must be a member of the association,

Term of Office:

The WSCA Secretary:

- a. Shall be appointed by the president
- b. Shall serve a 3-year term.

Role Description and Responsibilities:

1. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
2. For each meeting prepare the following:
 - Reservation list for Hotel confirming board members' room requests night prior to board meeting and during WSCA conference, and maybe other WSCA board events.
 - Copy last month's minutes for distribution to MDS to be put on website
 - Provide blank motion forms for board members at meeting
 - Provide voting cards and collect after each meeting
 - Collect name tents
3. Record the minutes of all Governing Board meetings.
 - During the meeting take notes on all presented, and send to MDS for electronic distribution
 - Record vote tallies on any motions made at meetings
4. Complete other duties that may be assigned by the President or directed by the President.
5. Submit budget requests to the Governing Board.
6. Prepare articles for *Counselink* when requested.
7. Recruit and host sectionals for the WSCA Conference and assist in other areas as needed.
10. Keep and file all previous minutes and motions. Maintain a log of all motions presented.
11. Responsible for a face-to-face transitional meeting with the new board member.
 - Discuss binders, file boxes, job descriptions and task calendars.
12. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board