

WSCA Vice President—Elementary

Term of Office

According to the WSCA By-Laws, Article III, Section 3.d, the Vice Presidents...*shall be responsible specifically for generating interest and activities throughout the state within the framework of their respective offices.* Vice Presidents and Vice President-Elects shall be elected at large. A person elected to a position of Vice President shall be employed as a counselor at their level (elementary, middle, secondary, post secondary). The Vice Presidents shall be elected for a two-year term, one year as Vice-President Elect and one year as Vice President.

Role Description

1. Assist with the annual WSCA Leadership Development Institute in August and six board meetings throughout the year.
2. Mentor the VP-Elect. Facilitate face-to-face transitional meeting with Vice President-Elect to discuss binders, file box, background of WSCA board, etc.
3. Work with the Board on work plan/goals for the year.
4. Come prepared to all board meetings with written report, to include activities, accomplishments, and tasks completed.
5. Activate and increase awareness of resources (such as legislation, position paper, etc.) to meet the needs of counselors at the elementary level. Look for ways to bridge communication among and between elementary counselors throughout the state.
6. Respond to level specific WSCAlink messages, as appropriate.
7. Communicate with counselors at the elementary level through quarterly Counselink article, using this opportunity to inform counselors of relevant information.
8. Communicate to the President level needs/financial requests.
9. Complete duties that may be assigned or directed by the President.
10. Read scholarship and recognition papers.
11. Attend annual WSCA conference and accomplish the following:
 - a. Be responsible for the implementation of level “swap shop”/best practices.
 - b. Be responsible for hosting level “social.”
 - c. Attend opening ceremonies and President’s brunch.
 - d. Recruit sectional presenters and host sectionals.
 - e. Be visible and available to all level members at WSCA.
12. Develop a budget request to be submitted to the Governing Board.
13. Submit a written annual report of the activities and recommendations to the Governing Board.

WSCA Vice President—Elementary

January

Board Meeting
Read conference scholarships
Read and respond to WSCALink*
(Each month)
Submit social budgetary requests

February

Counselink deadline
Board Meeting
Conference attendance
Host swap shop & social

March

Prepare budget

April

Board Meeting
Budget submitted

May

Counselink deadline

June

July

August

Counselink deadline 8/1
LDI & Board meeting
Meet VP & VP elect

September

Board Meeting

October

November

Board Meeting (legislative training)
Counselink Deadline
Submit swap shop sectional form

December