

WSCA Vice President – Middle School

Term of Office

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. Attend all six board meetings per year.
2. Come prepared to all board meetings with a typed report.
3. Contribute to a board level plan of action.
4. Develop a Middle School plan of action/budget request to be submitted to the Board.
5. Communicate Middle School needs/financial requests to the President.
6. Activate and increase awareness of resources (such as legislation, position paper, curriculum, etc.) to meet the needs of Middle School Counselors.
7. Collaborate with the VP-Elect by writing Counselink articles 4 times a year.
8. WSCA Conference duties:
 - Recruit sectional presenters
 - Be responsible for the implementation of Middle School “Swap Shops”
 - Host sectionals
 - Be visible and available to all Middle School members
 - Attend and sit on stage for Opening Ceremonies
 - Attend conference social functions
 - Attend the President’s Brunch.
9. Complete duties that may be assigned or directed by the President.
10. Assist with the annual WSCA Leadership Development Institute (LDI) in August.
11. Be responsible for face-to-face transitional meeting with Vice President-Elect to discuss files and procedures, job description and task calendar.
12. Submit a typed annual report highlighting activities and recommendations to the Governing Board.

Vice President – Middle School Task List

August



Counselink article due 8/1

Attend LDI/write Action Plan

Board meeting

September

Board meeting

October

Read/respond to WSCALINK

November



Counselink article due 11/1

Board meeting

scholarships

Submit Swap Shop Sectional Form

WSCALINK

Legislative training

December

Read/respond to WSCALINK

January

Board meeting

Read conference

Read/respond to

February



Counselink article due 2/1

Board meeting

Attend Conference

- Opening Ceremonies
- Swap Shops
- Host Sectionals
- Attend President's Brunch

March

Prepare budget

Read & respond to WSCALINK

April



Counselink article due 4/1

Board meeting

Submit budget

May

Read/respond to WSCALINK

June

Transition materials to VP-Elect

July

Read/respond to WSCALINK