

WSCA President-Elect

Term of Office

The Presidents and President-Elects shall be elected at large. The Presidents shall be elected for a three-year term, one year as President-Elect and one year as President and one year as past President.

Role Description

1. Become fully informed of the responsibilities of the President.
2. Write an article for each counselink
3. Develop a plan of action and budget request to be submitted to the President.
4. Submit a written annual report of the activities and recommendations to the President.
5. Complete duties that may be assigned or directed by the President.
6. Be prepared to substitute for the President at any time.
7. Assume the office of President upon the death or resignation of the President.
8. Attend all Governing Board meetings.
9. Act as parliamentarian for board meetings
10. Serve as one of WSCA's representatives, consultant, speaker, and/or presenter at national, state, and regional meetings.
11. Work with the President to coordinate the work of the Association's committees.
12. Serve on the Finance Committee.
13. Serve as a liaison between WSCA and ASCA.
14. Attend ASCA convention as a delegate.
15. Assist at WSCA's annual conference.
16. Maintain communication with President on a consistent basis.
17. Collect and organize all significant documents pertaining to the WSCA.
18. House materials properly so that they are accessible for future generations.
19. Come prepared to all board meetings.
20. Be responsible for a face-to-face transitional meeting with the new board member. Discuss binders, file boxes, job descriptions and task calendars.
21. Recruit sectional presenters and host sectionals at conference.

TIMELINE

President Elect

July

- Attend ASCA LDI
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August

- Attend WSCA LDI
- Act as parliamentarian

September

- attend board meeting
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October

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November

- attend board meeting
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December

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January

- attend board meeting
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February

- Attend WSCA conference
- Responsible for table decorations for Conference (vases available)

March

April

- attend board meeting
- Present list of Board Members for following year

May

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June

- Attend ASCA Conference/Delegate Assembly as Delegate