

WSCA President Role Description

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

1. Develop a plan of action and budget request to be submitted to the Treasurer.
2. Submit a written annual report of the activities and recommendations to the board.
3. Plan, coordinate, and arrange LDI (Leadership Development Institute) for August to coincide with the first board meeting
4. Set time and place of all regular and special meetings of the Governing Board and the Executive Committee. Also responsible for reserving rooms, making meetings and food arrangements with the hotel staff. (August, September, November, January, February, April)
5. Prepare agendas for regular meetings of the Governing Board and the Executive Committee as well as any specific meetings of these bodies.
6. Preside over all meetings of the Governing Board and Executive Committee, following parliamentary procedures and Roberts Rules of Order.
7. Appoint, subject to confirmation by the Governing Board, committee chairs and instruct these personnel regarding their responsibilities.
8. Serve or assign a WSCA representative as a member of the WAPSO and WCA.
9. Prepare an annual report to be presented at the April WSCA board meeting.
10. Prepare article for each Counselink and other publications as the need arises.
11. Correspond and coordinate with the Governing Board members and committee chairs on a regular basis.
12. Delegate tasks as needed to carry out WSCA business as directed by the Governing Board and Executive Committee.
13. Make recommendations to the WSCA Treasurer as to budget proposals.
14. Serve as one of WSCA's representatives, consultant, speaker and/or presenter at national, state, and regional meetings.
15. Serve as a liaison between WSCA and ASCA.
16. Submit reports as needed to ASCA.
17. Come prepared to all board meetings.
18. Host sectional as assigned by the conference committee.