

## Professional Recognition Chair

Committee Chairs shall be appointed/reappointed on a 3 year basis by the President.

### **General Duties**

1. Develop a plan of action for August meeting to be submitted to the Governing Board.
2. Organize a committee to accomplish goals of plan of action.
3. Hold periodic committee meetings.
4. Attend Governing Board meetings.
5. Prepare a report for each Governing Board meeting.
6. Prepare articles for Counselink as needed.
7. Maintain a 3 – ring binder of the year's activities to be passed on to the next chairperson.
8. Submit a written annual report of the activities (overview) and recommendations to the Governing Board and submit budget request for coming year.
9. Prepare a budget request for following year (April) to be submitted to the Governing Board.
10. Serve as host for conference sectionals.

Rev. 12/17/2005

## **Professional Recognition and Scholarship Chair**

*Specific duties and timelines must be followed.*

### **August:**

- Attend the L.D.I.; review and update the scholarship and professional award nominations forms. All forms and information are on disc though must be updated for the current year and chair.
- Updated forms to be given to the technology chair for posting on WSCAweb.
- Draft article for WSCALink newsletter to include the scholarship and award nomination forms. These forms may be incorporated into the article or included as an insert in the fall WSCALink newsletter.

### **September:**

- Contact TCF National Bank representative (currently Blake Taylor, 2005-06) who will send scholarship application/information letters to all Wisconsin High Schools.
- Write letters to all Wisconsin university school counseling programs to inform them of the Mike Troy Graduate Scholarship. School Counseling programs and contacts can be obtained from the Department of Public Instruction.
- Write letters to all Cooperative Educational Service Agencies (CESA) to inform them of the WSCA/TCF national Bank high school scholarships.
- Last year's high school scholarship winners will be sending proof of enrollment to the previous chair who will submit vouchers to the WSCA board treasurer.
- Contact D.P.I. consultant about announcing the Mike Troy graduate student scholarship at the October F.Y.I. conference.

### **October/November:**

- Prepare for all scholarship and award applications to arrive. (Most arrive near the December 1<sup>st</sup> deadline)
- Secure readers for initial application review.
- During the November board meeting determine which board members will be final award readers at January board meeting. Several board members are final readers as per their board responsibilities.
- During the November board meeting ensure the president schedules 2 hours (8:00-10:00) for the January board meeting for the final award readings and determinations of scholarship and professional award winners.

### **December:**

- Receive, organize and mail scholarship and professional recognition applications to initial readers.

### **January:**

- All initial readers will return applications and rankings.
- Prepare all scholarship and professional award nominations for board meeting.
- Conduct final reading and determine award winners at the January board meeting.
- Contact the scholarship and professional recognition award winners and prepare for February conference.
- Send letters to all non-winners.
- Order plaques and flowers for all winners and send press releases.

### **February:**

- Confirm guests, award and scholarship winners, parents, and counselors who will be coming to the brunch and/or the opening session.
- Prepare and present awards at conference.
- Write a WSCALink newsletter article announcing all award winners.