 **WSCA Assistant Board Chair**

**Position Role and Responsibilities**

**OUR MISSION:**

The mission of WSCA is to advance the profession of school counseling in preschool through post-secondary in order to maximize the academic performance, career planning, and personal/social growth of every student.

**GOVERNING (ENDS) POLICIES:**

**School counselors are highly qualified practitioners.**

1. School counselors are experts in the implementation of the *Wisconsin Comprehensive School Counseling Model* and the *American School Counselor Association National Model.*

a. School counselors are thorough in applying the *Ethical Standards for School Counselors*.

i. School counselors are culturally competent.

ii. School counselors are responsible with technology.

b. School counselors are skilled at using data and evidence-based practices to guide program decisions.

2. School counselors are visionary leaders who impact the state and national agendas surrounding education and student success.

**Qualifications:**

The WSCA Assistant Board Chair:

A. must be a member of the Wisconsin School Counselor Association.

B. must be a Professional, emeritus or retired members.

C. must be a member of the American School Counselor Association.

D. must have served on the current WSCA board for at least one year

**Term of Office:**

The WSCA Assistant Board Chair:

A. shall be elected annually by the WSCA Board.

B. shall serve a 1-year term.

C. shall assist the WSCA Board chair.

**Role Description:**

The WSCA Assistant Board Chair works in partnership with the WSCA Board Chair and supports the WSCA Governing Board. The Assistant Board Chair is knowledgeable and provides leadership in the areas of WSCA past history, Bylaws, Governing Policies, Operational Practices and the Strategic Plan.

**Role Responsibilities**:

1. Serve as the Nominations and Election Committee Chair and provide leadership and coordination of the Nominations and Election Committee.
2. Issue a call for nominations to the membership.
3. Receive and compile information on each nominee for elected office.
4. Work with the committee to select a slate to be voted on by WSCA members.
5. Correspond with all nominees indicating action of the committee to present them to the Governing Board as a candidate for election.
6. Develop a legitimate election process for WSCA members to vote for candidates. Communicate election information and the election process to the membership and candidates.
7. Monitor voting process. Report election results to Board Chair immediately after election deadline.
8. Report election results to the Governing Board within 3-weeks of the close of the election process.
9. Report election results to the candidates after communicating the results to the Governing Board and within 3-weeks of closing the election process.
10. Completes an annual review of the WSCA Bylaws. Works with the Governing Board to make additions or corrections to the Bylaws in alignment with the Governing (ENDS) Policies and Strategic Plan.
11. Provides the Governing Board with a final, updated draft of the Bylaws for approval at the April board meeting (or last board meeting of the fiscal year).
12. Serve as liaison between WSCA and WCA as appropriate and requested by the WSCA President.
13. Completes all other duties as outlined on the Assistant Board Chair Timeline.
14. Write articles as needed for publication.
15. Contact membership as needed.
16. Maintain records and transition successor into role.

**WSCA Governing Board Responsibilities:**

1. Develop a plan of action and budget request to be submitted to the President.

2. Complete duties that may be assigned or directed by the Board Chair.

3. Serve as one of WSCA’s representatives, consultant, speaker and/or presenter at national, state, and regional meetings. (e.g., WAPSO)

7. Attend all Governing Board and Executive Committee meetings prepared to be an active and contributing member of the committee meetings.

8. Assist with the annual WSCA Leadership Development Institute.

9. Prepare articles for Counselink and other WSCA publications as requested.

10. Recruit sectional presenters and host sectionals at conference.

11. Write articles for Counselink as requested.

12. Maintain organized records and aid in the transition of the new Assistant Board Chair

 **WSCA Past President**

**Timeline of Responsibilities**

**June**

* Attend ASCA Delegate Assembly/Conference

**July**

* Collaborate with Board Chair to plan WSCA LDI.
* Attend and present at WSCA LDI

**August**

* Attend Summer Academy

**September**

* Begin recruitment for WSCA elections
* Attend Fall WAPSO Meeting
* Attend WSCA Board meeting

**October**

* Continue Election recruitment
* Fall Summit
* Review Bylaws; begin process to update Bylaws as needed

**November**

* Continue Election recruitment
* Attend WSCA Board meeting
* Initiate review of WSCA Bylaws and Governing Policies for updating as needed

**December**

* Continue Election recruitment
* Continue work on updates WSCA Bylaws and Governing Policies as needed.

**January**

* Provide election slate to WSCA board for approval
* Attend WSCA Board meeting
* Purchase Voting Software
* Create ballot using voting software
* Provide information to candidates
* Work with PR to create candidate information board
* Set up voting booth workers with student rep.
* Present draft of updated Bylaws to the Governing Board
* Continue work on updates WSCA Bylaws and Governing Policies as needed.

**February**

* Promote National School Counselor Week
* Attend WSCA conference/Day on the Hill
* Upload voters (MDS provides data) and activate ballot
* Set up voting booth and maintain voting process to completion
* Present candidates at WSCA Conference

**March**

* Make changes to Bylaws as recommended by the Governing Board; send updates to Board for final discussion and approval at the last meeting of the fiscal year.
* Close Elections
* Contact Candidates and executive committee with Election Results

**April**

* WSCA Board meeting
* Initiate transition of information to new Assistant Board Chair

**May/June**

* Complete transition new Assistant Board Chair