 **WSCA 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*.

* + 1. School counselors are culturally competent.
		2. 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 Board Chair:

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

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

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

**Term of Office:**

The WSCA Board Chair

A. shall be elected annually by the board.

B. shall serve a 1-year term.

C. shall serve as the presiding officer of WSCA at all meetings of the members and as the chair of the Board of Directors in accordance with WSCA policies that address governance.

**Role Description:**

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

**Role Responsibilities**:

1. Seek speakers and consultants to educate the WSCA Board about topics of interest outside the association.
2. Update policies to remain relevant with the needs of the association.
3. Develop a plan of action and board budget request to be submitted to the Executive Director.
4. Sign checks as needed.
5. Assist nominations/elections committee with nominations/elections process.
6. Answer any member questions that might arise.
7. Submit a written annual report of the activities and recommendations to the board.
8. Plan, coordinate, and arrange LDI (Leadership Development Institute) for July/August to coincide with the first board meeting.
9. Set time and place of all regular and special meetings of the Governing Board and Executive Committee.
10. Lead the Leadership Development Institute (LDI) in August and five Governing Board meetings throughout the year.
11. Prepare agendas for regular meetings of the Governing Board and the Executive Committee as well as any specific meetings of these bodies.
12. Preside over all meetings of the Governing Board and Executive Committee, using the Policy Governance model laid out in the WSCA Policies and Procedures manual..
13. Serve or assign a WSCA representative as a member of the Wisconsin Association of Pupil Service Organizations (WAPSO) (which meets 3 times per year, currently in Madison) and the Wisconsin Counselor Association.
14. Attend ASCA’s LDI & Delegate Assembly as a voting member.
15. Prepare an annual report to be sent to ASCA for use at Delegate Assembly.
16. Prepare article for quarterly *Counselink* and monthly WSCAlink, and other publications as needed.
17. Correspond and coordinate with the Governing Board members and Executive Director on a regular basis.
18. Delegate tasks as needed to carry out WSCA business as directed by the Governing Board and Executive Committee.
19. Serve as one of WSCA’s representatives, consultant, speaker and/or presenter at national, state, and regional meetings.
20. Serve as a liaison between WSCA and ASCA.
21. Submit reports as needed to ASCA.
22. Come prepared to all board meetings, sending out the meeting agenda one week prior to board meetings.
23. Host sectional as assigned by the conference committee.
24. Provide written material for conference publications.
25. Recruit sectional presenters and host sectionals at conference.
26. Assist with conference announcements & award presentations.
27. Review and provide feedback for updates on the content of the WSCA website.
28. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board.
29. Assist the Conference Committee Chair and Morgan Data Solutions with the WSCA Annual Conference.
30. Works with the Governing Board to make additions or corrections to the Governing (ENDS) Policies and Strategic Plan.
31. Serve as liaison between WSCA and WCA, and potentially other major stakeholder relationships.
32. Maintain organized records and aid in the transition of the new President.
33. Completes all other duties as outlined on the Board Chair Timeline.
34. Contact membership as needed.
35. Maintain records and transition successor into role.

**WSCA Board Chair**

**Timeline of Responsibilities**

**June**

* Attend ASCA Delegate Assembly/Conference/LDI
* Submit WSCAlink article

**July**

* Collaborate with Assistant Chair to plan WSCA’s LDI
* Coordinate and lead WSCA LDI
* Secure photos of all board members for website, including group photo
* Work to Obtain Sponsorships and Partnerships
* Attend Executive Committee Meeting
* Submit WSCAlink article
* Seek speakers and consultants to educate our board about relevant issues outside the association (ongoing)

**August**

* Attend Summer Academy
* Attend Executive Committee Meeting
* Submit *CounseLink* article
* Work to Obtain Sponsorships and Partnerships
* Collaborate with DPI School Counseling Consultant
* Submit WSCAlink article

**September**

* Coordinate WSCA Board meeting & work with MDS to send out announcements/agenda
* Attend Executive Committee meeting
* Lead Board meeting
* Collaborate with DPI School Counseling Consultant
* Review website content and suggest updates
* Submit WSCAlink article

**October**

* Support WSCA’s Fall Summit
* Attend WAPSO meeting in Madison
* Potentially attend Midwest Fall Summit as Wisconsin’s representative
* Submit Conference Sectional Proposals: “State of the State” (current topics with ASCA President & DPI School Counseling Consultant)
* Collaborate with DPI School Counseling Consultant
* Attend Executive Committee meeting to discuss progress of strategic plan
* Prepare Welcome message for WSCA conference publications (have a jpeg picture prepared)
* Attend any ASCA online professional development opportunities (webinars)
* Work with Assistant Board Chair in deciding information for next year’s LDI
* Submit WSCAlink article

**November**

* Send out meeting agenda & announcements one week prior to board meeting
* Lead WSCA Board meeting
* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee on progress of strategic plan
* Submit *Counselink* article, or other publications as requested (conference, Eblasts)
* Offer long sleeve polos to board members at their own cost
* Submit WSCAlink article

**December**

* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee on progress of strategic plan
* Promote WSCA conference
* Submit WSCAlink article

**January**

* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee on progress of strategic plan
* Promote WSCA conference
* Attend WAPSO meeting in Madison
* Reserve rooms for ASCA Conference and Delegate Assembly
* Promote National School Counselor Week next month
* Attend any ASCA online professional development opportunities (webinars)
* Submit WSCAlink article

**February**

* Serve as host to ASCA’s Board Chair/CEO during WSCA’s Annual Conference (dinner on first night, etc.)
* Promote National School Counselor Week
* Attend WSCA conference/Day on the Hill
* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee on progress of strategic plan
* Assist with anything needed at conference: Welcome speech, award presentations, other
* Thank exhibitors and sponsors
* Host “State of the State” sectional with ASCA President & DPI School Counseling Consultant
* Submit *CounseLink* article
* Lead any board meetings during conference

**March**

* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee (Past President, President, President-Elect) on progress of strategic plan
* Register for ASCA Delegate Assembly
* Order recognitions information for departing board members
* Submit WSCAlink article

**April**

* Coordinate with MDS to have meeting agenda and announcements sent out in a timely manner
* Collaborate with DPI School Counseling Consultant
* Coordinate with Executive Committee on progress of strategic plan
* Lead WSCA Board meeting
* Lead election of next year’s Board Chair and Assistant Board Chair
* Submit WSCAlink article

**May**

* Order new navy blue WSCA polos for new board members
* Submit State report to ASCA
* Work with new Board Chair and Assistant Board Chair to transition LDI preparation, etc
* Coordinate with Executive Committee on progress of strategic plan
* Collaborate with DPI School Counselor Consultant
* Review website content and suggest updates
* Attend WAPSO Meeting in Madison
* Submit WSCAlink article

**June**

* Work with next year’s Board Chair and Assistant Board Chair to ensure a successful WSCA LDI
* Transition new Board Chair into the role of Board Chair
* Coordinate with Executive Committee on progress of strategic plan
* Collaborate with DPI School Counselor Consultant
* Review website content and suggest updates
* Submit WSCAlink article