**WSCA Conference Chairperson**

**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 Professional Recognition & Scholarship Chair:

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

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

**Term of Office:**

The WSCA Professional Recognition & Scholarship Chair:

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

Committee: Pre-conference Chair, Sectional Chair,, Evaluation Chair,

Exhibitor Chair, Sectional Team, Exhibitor Team, Pre-conference Team

**Role Description:**

The WSCA Conference Chairperson responsibilities

1. Attend the Leadership Development Institute and Governing Board meetings
2. Develop and submit a budget request to the Treasurer.
3. Develop and annual plan of action.
4. Submit written reports for board meetings, 2 weeks prior.
5. Meet with Monona Terrace staff/MDS in October, January and February to review contract and events sheets.
6. Recruit exhibitor chair, sectional chair, pre-conference chair, evaluations chair.
7. Plan conference committee meetings as needed (usually May, September, November, February)
8. Review conference evaluations and prepare report.
9. Use the conference planning book for monthly activities to complete for the conference.
10. Prepare articles for Counselink and other publications as the need arises.
11. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

**WSCA Governing Board Responsibilities:**

1. Recruit sectional presenters

2. Present sectionals

3. Host sectionals

4. Complete conference duties

**WSCA Conference Chairperson**

**Timeline of Responsibilities**

**July**

* Submit August board report
* Recruit sectional presenters, exhibitors, conference sponsorships

**August**

* Attend Summer Academy
* Submit Counselink article
* Meet with conference co-chair
* Submit conference postcard to printer
* Recruit sectional presenters, exhibitors, conference sponsorships
* Share conference timeline/deadlines with board

**September**

* Prepare board report
* Attend Finance/Board Meeting
* Phone contact with Monona Terrace Staff/MDS
* Recruit sectional presenters, exhibitors, conference sponsorships
* Work on conference mailer

**October**

* Recruit sectional presenters, exhibitors, conference sponsorships
* Mail conference mailer

**November**

* Submit Board report
* Attend Finance/Board meeting
* Select sectionals – sectional chair Submit Counselink article
* List of sectionals to MDS for website

**December**

* Mail sectional presenter letters
* Follow-up with sectional presenters
* Work on conference program

**January**

* Submit Board report
* Meet with core Conference Committee
* Meet with Monona Terrace Staff and MDS at Monona Terrace
* Attend Finance/Board meetings
* Review conference tasks for board members at board meeting
* Submit conference program to printer

**February**

* Check-in weekly with MDS to monitor conference details
* Coordinate WSCA Conference

**March**

* Submit conference budget
* Follow-up with conference issues
* Submit final invoices for conference
* Update sponsorship form and exhibitor form

**April**

* Submit Board report
* Attend Finance/Board meetings
* Confirm conference keynote speakers
* Review conference evaluations
* Recruit sectional presenters, exhibitors, conference sponsorships
* Request board chair’s mailer and conference program welcome
* Request board chair’s conference theme
* Confirm conference committee chairs

**May**

* Complete conference postcard
* Confirm board chair’s mailer and conference program welcome
* Confirm board chair’s conference theme
* Recruit sectional presenters, exhibitors, conference sponsorships

**June**

* Pre-conference speakers selected
* Complete conference program timeline/deadlines
* Complete August board report
* Submit fall Counselink article