**\*\*Update art to new, crisp, black and red WSCA logo (used at 2015 Conference)**

**DRAFT.April.2015**

**Government Relations Committee Chair**

**Position Role and Responsibility**

**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 Government Relations Committee Chair:

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

B. Must be a member of the American School Counselor Association.

C. Must be a professional, emeritus, or retired member of Association.

**Term of Office:**

The WSCA Government Relations Committee Chair:

A. shall be appointed/reappointed on a 3-year basis by the Board or designee.

B. term of office shall begin at Leadership Development Institute (LDI)

**Role Description and Responsibilities:**

1. Collaborate with the Executive Director to provide leadership and coordination on

 government relations issues on behalf of WSCA and school counselors across the state.

2. Distribute periodic legislative updates to WSCA members utilizing letters, WSCA

 Counselink, WI Scene, and social media, as appropriate.

1. Communicate the need for legislative advocacy to all members.
2. Recruit, organize, and manage members willing to serve as legislative advocates

3. Seek, build, and promote partnerships for WSCA with key governmental agencies

 and professional organizations (ie. Department of Workforce Development (DWD),

 Wisconsin Association of College Admissions Counselors (WACAC), Wisconsin

 Association of Student Financial Aid Administrators (WASFAA).

4. In conjunction with the Executive Director and members of the Governing Board, promote

 WSCA views on existing or proposed legislation and help draft legislation, if needed.

5. Provide input from WSCA to WI State Senators and Representatives and

 WI’s United States Senators and Representatives on issues impacting Professional School

 Counselors.

6. Travel to Washington DC to establish and maintain strong collaborative relationships with

 key members of the WI Congressional Delegation and their staff to advance legislative issues

 impacting Professional School Counselors at the federal level.

7. Coordinate and lead “Advocacy Day” in conjunction with the annual WSCA Conference to

 advance legislative issues affecting school counselors on the state level.

8. Attend annual Summer Leadership Development Institute (LDI) and five staff meetings, in

 conjunction with Board meetings.

 a. Prepare and submit board report to Executive Director prior to each board meeting.

 b. Prepare and submit other documents as requested by the Executive Director.

9. Develop a budget request to be submitted to the Executive Director.

10. Prepare four annual legislative updates for distribution to members.

11. Develop and maintain strong collaborative working relationship with DPI school counseling

 consultant.

12. Attend and support annual WSCA Conference by:

1. Recruiting sectional presenters..
2. Set-up, host, and lead “Advocacy Day” activities.
3. Host and present at other submitted sectionals at conference, as directed.

13. Seek sponsors for WSCA Annual Conference, events, scholarships, and website.

14. Conduct face-to-face transition meeting with new Government Relations Committee Chair to

 review expectations and past work, include essential document transfer.

**WSCA Government Relations Committee Chair**

**TIMELINE**

**July/August**

* Submit committee report to Executive Director by deadline in advance of LDI Board/Staff retreat
* Attend WSCA Leadership Development Institute (LDI) Board/Staff retreat
* Submit legislative update to Executive Director and members

**September**

* Attend WSCA staff meeting, in conjunction with Board meeting
* Confirm “Save the Date” info to be distributed at Fall Summit for distribution
* Review website content and submit updates, if needed

**October**

* Prepare agenda and lead Government Relations Committee meeting
* Submit WSCA Conference sectional proposal(s)
* Collaborate with ASCA Public Policy Director to schedule trip to Washington DC

**November**

* Submit committee report to Executive Director by deadline in advance of Board meeting
* Attend WSCA staff meeting in conjunction with Board meeting
* Committee and related sub-committees
* Notify state WI Capitol Sergeant At Arms about Advocacy Day and secure table to be set up in rotunda as staging area
* Submit legislative update to Executive Director and members

**December**

* Prepare agenda and lead Government Relations Committee meeting
* Contact MDS to finalize required support for Advocacy Day event
* Contact Conference Committee designee to finalize planning for Advocacy Day event
* Promote WSCA Conference
* Work to Obtain Sponsorships and Partnerships

**January**

* Submit committee report to Executive Director by deadline in advance of Board meeting
* Attend WSCA staff meeting, in conjunction with Board meeting
* Submit Advocacy Day agenda and participant prep materials to MDS be sent out to participants
* Schedule legislative visits for Advocacy Day
* Confirm DOH registrations and set-up meetings with attendees state representatives.
* Prepare and send letter to 100% of Wisconsin State Senators and Representatives highlighting National School Counseling Week, WSCA Annual Conference, and key legislative issues supported by Association. (Include introduction if incoming Committee Chair.)

**February**

* Prepare agenda and lead Government Relations Committee meeting during 1st week with main focus being Advocacy Day
* Attend WSCA Conference and perform conference duties, as directed by Executive Director and Board.

**March**

* Submit legislative update to Executive Director and members, to include summary of Advocacy Day
* Prepare agenda and lead Government Relations Committee meeting
* Submit annual budget request to Executive Director

**April**

* Submit committee report to Executive Director by deadline in advance of Board meeting
* Attend WSCA Staff Meeting in conjunction with Board meeting

**May**

* Review website content and submit updates

**June**

* Set date for Advocacy Day

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