

**WSCA Graduate Student Representative**

**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 Graduate Student Representative:

a. Must be a member of the association,

b. Must be a student enrolled in a school counseling program for the full academic year.

**Term of Office**

The WSCA Graduate Student Representative:

c. Shall be appointed annually by the WSCA President.

d. Shall serve a 1-year term.

e. Shall serve as the chair of the Graduate Student Committee, coordinating communication and activities for graduate students across the state along with representatives from various School Counselor education programs.

***Role Description***

1. Recruit members for a Graduate Student Committee (these members must be current students enrolled in school counseling programs who are also members of WSCA). These students will represent all school counseling programs in Wisconsin.

2. Set time and place for all Graduate Student Committee meetings.

3. Prepare agendas for the Graduate Student Committee meetings.

4. Promote the free WSCA membership for first-year graduate students.

5. Inform graduate students about the WSCA scholarships available.

6. Educate graduate students about legislative agendas on a state and federal level that positively impact school counselors in Wisconsin.

7. Prepare and submit articles to Counselink as needed.

8. Maintain a 3-ring binder of the year’s activities to be passed on to the next Graduate Student Representative.

9. Recruit volunteers to work at the annual conference

10. Take pictures at the annual conference for archives.

11. Increase student awareness and membership of WSCA and annual conference.

12. Promote professional development opportunities for graduate students.

13. Be responsible for face-to-face transitional meeting with the new Graduate Student Representative to discuss role, binders, file box, job descriptions and task calendars.

14. Update materials/ videos, maintain and add new materials/ videos to Education Corner.

15. Maintain, update, and add new materials to any section dedicated to the Graduate Students on the WSCA website.

16. Are responsible for making all final editing decisions for each of the four Newsletters and sending it out to all Regional Co-Chairs and Student Representatives. (Regional Co-Chairs are in charge of the Newsletter and will be responsible for setting deadlines, getting articles from students, putting it together, and editing).

17. Are responsible for providing or requesting Students at Host Universities for the Graduate Student meeting to obtain a guest speaker for each meeting. Guest speaker are to provide information to educate the Graduate Students on important topics in the School Counseling world.

18. Are responsible for taping a welcome message for the Graduate Student’s first meeting of the year, from the WSCA Board President.

19. Are responsible for taping an end of the year message for the Graduate Student’s last meeting of the year, from the WSCA Board President and President Elect.

20. Present the two Graduate Student sectionals at Conference (Graduate Student Hot Topic and Graduate Student Swap Shop).

21. Maintain and Supervise the Facebook group with the Technology Chair.

22. Upload all documents relevant to the position from the current year to years past to Google Docs.

23. Be prepared for any additional requirements or additions to the position that is added during the time the previous Graduate Representative is in position or during the time in position.

WSCA Board Duties

1. Are responsible for representing, advocating and speaking for all the WSCA Graduate Students.

2. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year

3. Come prepared to all board meetings representing student needs from around the state and report on activities.

4. Prepare a report for each Governing Board meeting.

5. Complete duties that may be assigned or directed by the President

6. Submit a written annual report of the activities and recommendations to the Governing Board.

7. Submit budget requests for the upcoming year (No later than March 1st).

8. Recruit sectional presenters and host sectionals at conference.

9. Generate a list of possible future Graduate Student Representatives for consideration by the President by November (so that the new Graduate Student Representative can shadow the current Graduate Student Representative at Conference and possibly attend last WSCA Board meeting).

* Maintain organized records to transition new graduate student representative.
* Write articles as needed for publication.
* Contact membership as needed.

**WSCA Graduate Student Representative**

**TIMELINE**

**July**

· Review previous year’s graduate student survey results

· ­ Review WSCA documents (By-Laws, Work Plan, and other policies)

· Review and reflect on Graduate Student Committee’s progress toward goals and Work Plan articles

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**August**

· ­ Attend WSCA LDI / Board meeting

· ­ Attend Summer Academy

· ­ Determine statewide regions for graduate students

· ­ Submit Counselink article as needed

· ­ Recruit Graduate Student Committee members,

· Student Representatives and Regional Co-Chairs

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**September**

· ­ Work with Membership Chairperson to send an introductory letter to school counseling programs around the state along with documents to promote WSCA membership and Graduate Student Committee to students

· ­ Plan initial Graduate Student Committee meeting

· ­ Submit Board Report

· ­ Attend WSCA Governing Board meeting

· ­ Coordinate and/or preside over Graduate Student Committee meeting

· ­ Promote the Fall Summit to graduate students

· ­ Recruit sectional presenters for the WSCA conference

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**October**

· ­ Attend Fall Summit

· ­ Submit Conference Sectional Proposals

· ­ Plan second Graduate Student Committee meeting

· ­ Oversee t-shirt design and/or other graduate student projects

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

· Recruit student volunteers to work at the WSCA Annual Conference

**November**

· ­ Submit Board Report

· ­ Attend WSCA Governing Board meeting

· ­ Coordinate and/or preside over Graduate Student Committee meeting

· ­ Promote WSCA Annual Conference

· ­ Promote WSCA Scholarships

· ­ Promote the research page on the WSCA website

· ­ Recruit students for next year’s Graduate Student Representative position

· ­ Submit Counselink article as needed

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

· Recruit student volunteers to work at the WSCA Annual Conference

**December**

· ­ Promote WSCA Annual Conference

· ­ Finalize graduate student projects and/or events for WSCA conference

· ­ Plan third Graduate Student Committee meeting

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

· Recruit student volunteers to work at the WSCA Annual Conference

**January**

· ­ Submit Board Report

· ­ Attend WSCA Governing Board meeting

· ­ Coordinate and/or preside over Graduate Student Committee meeting

· ­ Promote WSCA’s “Day on the Hill”

· ­ Prepare for WSCA sectionals

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

· Recruit student volunteers to work at the WSCA Annual Conference

**February**

· ­ Attend “Day on the Hill”

· ­ Attend WSCA Annual Conference

· ­ WSCA conference duties

· ­ Take pictures at the WSCA conference for archives

· ­ Host graduate student dinner and/or breakfast

· ­ Present for WSCA sectionals

· ­ Submit Counselink article as needed

· ­ Provide WSCA President with a list of possible future WSCA Graduate Student Representatives

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**March**

· ­ Review Graduate Student Committee documents for updating and/or maintenance

· ­ Organize 3-ring binder for next Graduate Student Representative

· Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**April**

· ­ Submit budget request for next year

· ­ Submit Board Report

· ­ Attend WSCA Governing Board meeting

· ­ Invite new Graduate Student Representative to Board meeting

· ­ Meet with new Graduate Student Representative to transfer documents and materials

· ­ Recruit WSCA Graduate Student Committee

* members, Student Representatives, and Regional Co-Chairs for next year
* ­ Create and send out a survey for all graduate students to obtain information about their level of WSCA participation
* Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**May**

* ­ Transition new Graduate Student Representative into role
* Individual follow up with non-renewing WSCA members per Membership Chairperson determination

**June**

* ­ Promote Summer Leadership Academy
* Individual follow up with non-renewing WSCA members per Membership Chairperson determination