**WSCA Membership Chairperson**

**Position Role and Responsibilities**

**OUR MISSION:**

To advance the profession of school counseling in preschool through post secondary in order to maximize the educational, academic, career and personal-social growth of each 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 Membership Chairperson:

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

B. shall be assigned by the acting WSCA president.

**Term of Office:**

The WSCA Membership Chairperson shall serve a 3-year term.

**Role Description:**

Membership Chairperson shall organize and implement methods and techniques to increase the membership of this Association by such lawful means as the committee deems proper. In addition, this committee will maintain membership records.

**Role Responsibilities**:

1. Provide leadership and coordination of the Membership Committee

2. Promote WSCA and the benefit of membership at all times

3. Oversee maintenance of membership database and management by current management company

4. Direct communication with current database management company on all membership-related

issues

5. Communication with partner committee chairpersons and elected positions to increase membership- Public Relations, Scholarship and Recognition, Graduate Student, Vice Presidents

6. Direct membership communication on all membership inquiries/requests

7. Coordination of non-renewing membership information and distribution to Governing Board

Members for personal contact.

8. Serve on the WSCA Finance Committee.

9. Work with Conference Committee to verify membership for discount at WSCA conference

10. Bring recommendations to the Governing Board regarding membership as

necessary and appropriate

**WSCA Governing Board Responsibilities:**

Conduct self in the manner of a School Counselor in accordance with state and national standards at all times

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

Submit a Board Report as requested by the WSCA President (5-6 times/year).

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

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

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

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

8. Recruit sectional presenters and host sectionals at conference

9. Maintain organized and efficient chairperson records for successive chairpersons and appropriately aid in the transition of a new chairperson

10. Contact membership as needed.

**WSCA Membership Chairperson**

**Timeline of Responsibilities**

Monthly:

* Work with WSCA Administrator/Morgan Data Solutions on membership needs including:
  + Database maintenance
  + Membership renewal notices, reminders, confirmations and gifts/thank-you’s
* Respond to all membership inquiries/requests
* Review and reflect on membership numbers and lists
* Compile non-renewing member lists if necessary and distribute to Governing Board members for personal contact
* Communication with Membership Committee as necessary
* Standing membership on the Finance Committee and work with Treasurer on membership renewals and budget
* Active participation on other committees volunteering on

July

* Decide upon/order membership gifts if applicable
* Review and reflect upon Membership Committee progress toward WSCA Board Strategic Plan and Membership Committee effectiveness

August

* Attend LDI/board meeting
  + Board reports due approximately 2 weeks prior to meetings
* Recruit Membership Committee members from within board
* Decide upon any new committee membership for self
* CounseLink article due approximately mid-month if applicable
* Update Membership Chairperson Timeline and Job Description
* Update Membership Committee goals and action plan for upcoming year

September

* Recruit Membership Committee members from general WSCA membership
* Attend board meeting
  + Board report 2 weeks prior

October

* Review Membership sections of WSCA website for updating or maintenance

November

* Attend board meeting
  + Board report 2 weeks prior
* CounseLink article due if applicable

December

* Begin work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification

January

* Attend board meeting
  + Board report 2 weeks prior
* Work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification
* Recruit Membership Committee members from general WSCA membership

February

* Work with WSCA Administrator/MDS on reviewing WSCA Conference attendees and membership verification
* Attend WSCA Conference and complete conference duties
* CounseLink article due if applicable

March

* Review Membership sections of WSCA website for updating or maintenance

April

* Attend board meeting
  + Board report 2 weeks prior
* Turn in budget request for next year

May

* See MONTHLY duties

June

* Update membership forms if necessary
* Meet with new Chairperson (if applicable year)