

**WSCA Publications 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:**

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

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

**Term of Office:**

The WSCA Publications Chairperson:

1. shall be appointed the position on the board
2. shall serve a 3-year term

**Role Description:**

The WSCA Publications Chairperson provides tangible information through publications to WSCA members. The chairperson is responsible for collecting, editing, and distributing articles in a timely manner.

**Role Responsibilities**:

1. Confer with ASCA representative about deadlines for Counselink

2. Advocate for new possibilities and expansion of publications

3. Communicate with board members about deadlines and the need for articles

4. Delegate with your committee to provide accurate and professional articles.

5. Communicate and maintain partnership with Multiview for soliciting ad space for

WSCAlink

**WSCA Governing Board Responsibilities:**

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

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

Board.

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

4. Attend all Governing Board and Executive Committee meetings prepared to be an active

and contributing member of the committee meetings.

5. Assist with the annual WSCA Leadership Development Institute.

6. Recruit sectional presenters and host sectionals at conference.

7. Write articles as needed for publication.

8. Contact membership as needed.

9. Maintain records and transition successor into role.

**WSCA Publications**

**Timeline of Responsibilities**

**June**

* Collect, edit, and distribute articles for WSCAlink.

**July**

* Collect, edit, and distribute articles to ASCA for Fall Counselink
* Collect, edit, and distribute articles for WSCAlink
* Attend and present at WSCA LDI

**August**

* Collect, edit, and distribute articles for WSCAlink

**September**

* Review and distribute ASCA Counselink to WSCA Members
* Collect, edit, and distribute articles for WSCAlink.
* Attend WSCA Board meeting

**October**

* Collect, edit, and distribute articles for WSCAlink.
* Fall Summit

**November**

* Collect, edit, and distribute articles to ASCA for Winter Counselink
* Collect, edit, and distribute articles for Wisconsin Counselink newsletter.
* Attend WSCA Board meeting

**December**

* Collect, edit, and distribute articles for WSCAlink

**January**

* Collect, edit, and distribute articles for WSCAlink
* Review and distribute ASCA Counselink to WSCA Members
* Attend WSCA Board meeting

**February**

* Collect, edit, and distribute articles for WSCAlink
* Collect, edit, and distribute articles to ASCA for Spring Counselink
* Attend WSCA conference/Day on the Hill

**March**

* Collect, edit, and distribute articles for WSCAlink
* Budget Requests

**April**

* Review and distribute ASCA Counselink to WSCA Members
* Collect, edit, and distribute articles for WSCAlink
* WSCA Board meeting

**May/June**

* Collect, edit, and distribute articles for WSCAlink