



Mission

To serve professionals involved in student activities by providing opportunities and resources for building school culture through project management and professional growth.

Vision

WACA supports the development of professionals who are involved in student activities by:

** Hosting a premier conference for all professionals involved in any aspect of student activities.*

** Providing professional growth opportunities throughout the year through networking*

** Committing to assisting professionals in creating positive school cultures that foster a sense of belonging.*

Secretary

Purpose: To keep record of WACA's business, keep WACA documents, files, etc. organized, and assist in creating content for various parts of the organization and communication to the entire WACA delegation.

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Keeps an accurate record of all proceedings at meetings of the Association.
 - a. Distributes minutes of meetings to all respective board members in a timely manner. Posts to shared drive.
3. Assists, as needed, other board members in the development and printing of Association forms and documents.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assists the Past President with the election process and tabulation of votes.
5. Works with Communications Coordinator (formerly said Social Media) and Webmaster to maintain social media, website, and communications to delegation.
6. At a minimum, **a newsletter shall be created and made available to members quarterly**, unless specified otherwise by the Board of Directors.
7. Creates and writes Information Conference Postcard.
8. Additional Administrator on all social media accounts.
9. Maintains contact list for WACA Board members.
10. Maintain and organize the WACA Google Drive.
11. Maintains the database for the Association with the Treasurer.
12. May seek opportunities to join other committees within the structure of the Association Bylaws.

Timeline of Responsibilities

9-12 Months Prior to the Conference

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6 to 9 Months Prior to the Conference

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4 to 6 Months Prior to the Conference

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2 to 4 Months Prior to the Conference

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4 to 8 Weeks Prior to the Conference

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2 to 4 Weeks Prior to the Conference

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1 Week Prior to the Conference

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The Day Before the Conference

Day 1 of the Conference

Board of Director Responsibilities

All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in a timely manner to communications involving Association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Present breakout session, as needed.
 - b. Participate in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteer for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicit donations for delegate giveaways and prizes.
 - e. Assist in the recruitment of Presenters.
 - f. Assist in the recruitment of Partners.