WASHINGTON ACTIVITY COORDINATORS ASSOCIATION

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.*

President

Purpose: To preside over the WACA Board, plan and execute the annual conference, and provide guidance and support to the overall health of the WACA organization

1. Preside over all meetings of the Association, including:
    a. Prepares agendas for all Association meetings.
    b. Reviews the Constitution and Bylaws of the Association at spring Executive Board meeting.
    c. Communicates with Board members, in a timely manner, regarding required reports, job descriptions, etc.
2. Implements the Conference Evaluation that is sent out at the end of the conference.
3. Assign and monitor duties and responsibilities of the Board of Directors.
4. Make arrangements and coordinates all meetings of the Association, including:
    a. Determines dates, times and location of all Association meetings.
    b. Makes necessary arrangements for lodging and meals for Association meetings.
    c. Communicates with board members, in a timely manner, regarding logistics of Association meetings.
    d. Creates and distributes a meeting Agenda, with assistance from Trio.
5. Make recommendations for appointed positions, unfilled positions or vacated positions to the Board of Directors for approval, as outlined in the Bylaws of the Association.
6. Presides over the Annual Conference, including:
    a. With oversight from the Site Committee, they are responsible for the implementation of the meeting/conference contracts with the venue.
    b. Keeps clear lines of communication with the President Trio of all pertinent conference information.
    c. Assigns duties and responsibilities of the Board of Directors.
    d. Makes necessary arrangements for Board lodging and meals.
    e. Selects and arranges for delegate conference shirts and Board attire.
    f. Selects and arranges for logistics of keynote/general session speakers.
    g. Coordinates with conference venue/program coordinator for audio and visual needs and room set-up for general sessions.
    h. Coordinates all general session logistics (keynote intros, announcements, banquet, etc.)
    i. Coordinates with the WACA banquet presenters to create the agenda and program for the annual banquet.
    j. Selects and arranges for delegate materials and supplies (i.e. shirts, notepads, conference bags, logo items, etc.)

    k. Partners with Recognition Coordinator to arrange recognition (plaques, certificates, other) of board members whose term of office is ending, as specified in Section 17 of the Association Bylaws.
7. Notifies, by letter, the Principal/Supervisor of each Board member of the role in the Association. Notification shall be done by October 15 of each year.
8. Assumes the position of Past-President upon the conclusion of the term of President.
9. Participates with the Annual Conference Site Committee, as needed.
10. After Annual Conference, designates an Area Rep Coordinator and invites to Executive Board Meeting in June.

President-Elect

Purpose: To support the President in whatever needs they have, to be a part of the Presidential Trio, support the annual WACA conference and support the goals of the President and the health of the WACA organization.

1. Assumes the responsibilities of the President, in the absence of the President.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
    a. Presents information (theme, dates, location) for the following Annual Conference at the closing general session.
    b. Assumes the position of President upon the conclusion of the term of President-Elect.
4. Works with Area Rep Coordinator to support the Area Reps.
5. Participates with the Annual Conference Site Committee, as needed.

Past-President

Purpose: To provide support and guidance to the President, to be a part of the Presidential Trio, support the annual WACA conference and support the goals of the President and the health of the WACA organization.

1. Assumes the responsibilities of the President in the absence of both the President and President-Elect.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Work with Webmaster to ensure accuracy of the WACA website.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
    a. Coordinates the election process for open board positions.
        i. Works with other board members in the advertisement of open positions
        ii. Prints election materials including position information, applications and ballots.
        iii. Oversees the counting and tabulation of ballots.
    b. Participates with the Annual Conference Site Committee, as needed.
5. Works with the President, President-Elect and Program Coordinator in the development of the conference evaluation.
    i. With webmaster, Creates and electronically distributes the evaluation to all delegates.
    ii. Collates the evaluation results
    iii. Sends the raw data and collated results to the President in a timely manner.
6. Picks up duties as assigned by the current President.

President - Timeline of Responsibilities

18 to 24 months prior to THE CONFERENCE

- ☐ Brainstorm theme ideas
- ☐ Research potential swag for delegate bags
- ☐ Review contract for conference venue (with Programs/Partners)
- ☐ Reserve hotel room blocks for conference (With Program)
- ☐ Brainstorm speaker option.
- ☐ Review budget.
- ☐ Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.

15 to 17 months prior to THE CONFERENCE

- ☐ Finalize theme
- ☐ Prepare the save the date item to give out on day three of the conference (magnet, book mark, etc.).
- ☐ Determine Board calendar for Presidential year (June, Sept. Jan meetings and locations).
- ☐ Make reservations for Board meeting locations for Presidential year.
- ☐ Reach out to speakers and begin negotiations.

9-12 Months Prior to to THE CONFERENCE (March-June)

- ☐ Review the venue contract
- ☐ Make sure the hotel room blocks are secured
- ☐ Write presidential greeting for webpage
- ☐ Work with technology coordinator to update webpage with theme, etc.
- ☐ Launch conference theme on last day of conference with a save the date item
- ☐ Send letter to each Board members principal acknowledging Board position
- ☐ Reserve a block of hotel rooms for out-of-town guests. Be sure to ask about group rates.
- ☐ Send save-the-date cards to your delegates
- ☐ Work on t-shirt design
- ☐ Giveaways - begin process to make choices
- ☐ Reserve space for June Executive Board meeting
- ☐ Organize meals/snacks
- ☐ Overnight accommodations for those who need it
- ☐ Determine agenda for Spring Executive Board Meeting
- ☐ Contact hotel regarding reservations

6 to 9 Months Prior to to THE CONFERENCE (July-September)

- ☐ Plan Fall Agenda for board meeting: contact all board members regarding their attendance & responsibilities
- ☐ Conversation regarding site visits with the site committee
- ☐ Make reservations for Fall Board Meeting: hotel + dinners
- ☐ Fall Board Meeting
- ☐ Principal + Superintendent Letter #2 (highlight board member work + seek support)
- ☐
- ☐

4 to 6 Months Prior to to THE CONFERENCE (October-December)

- ☐ January Board Meeting Prep
    - ☐ Reserve the conference center for the January board meeting
        - ☐ 1 big room

- [ ] What is the food minimum?
- [ ] Reserve hotel block for the meeting
- [ ] Make dinner reservations for Saturday night
- [ ] Make agenda
- [ ] Communicate out with the board
    - [ ] Times we are meeting on Saturday and Sunday
    - [ ] Where we are eating
    - [ ] Rooms to sleep
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2 to 4 Months Prior to to THE CONFERENCE (January-February)

- [ ] Meet with the caterer to review food and drink menus.
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4 to 8 Weeks Prior to to THE CONFERENCE (February)

- [ ] Work with President Elect on closing and transfer of power
- [ ] Support President-Elect on creating agenda for Post-Conference Meeting (template here) that includes communication plan and Board meeting dates
- [ ] Create plan for Pre-Conference Meeting (template)
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2 to 4 Weeks Prior to to THE CONFERENCE (February-March)

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1 Week Prior to to THE CONFERENCE

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The Day Before THE CONFERENCE

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Day 1 of THE CONFERENCE

- [ ] Relax and remain calm.
- [ ] Remember to eat something.
- [ ] Check in with each Area and say thank you for coming
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Day 2 of the Conference

Day 3 of the Conference

Immediately Post Conference (Week after)

After the Conference (by the end of March)

Past President - 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

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Day 1 of the Conference

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President-Elect - Timeline of Responsibilities

18 to 24 months prior to THE CONFERENCE (March year prior-September)

- [ ] Brainstorm theme ideas
- [ ] Research potential swag for delegate bags
- [ ] Review contract for conference venue
- [ ] Reserve hotel room blocks for conference
- [ ] Review budget
- [ ] Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.
- [ ] Brainstorm speaker option

15 to 17 months prior to THE CONFERENCE (October-December)

- [ ] Finalize theme
- [ ] Prepare the save the date item to give out on day three of the conference (magnet, book mark, etc.).
- [ ] Determine Board calendar for Presidential year (June, September, January meetings and locations).
- [ ] Make reservations for Board meeting locations for Presidential year.
- [ ] Reach out to speakers and begin negotiations.

12 to 14 months prior to THE CONFERENCE (January-March)

- [ ] Prepare for the Board meeting following the conference.
- [ ] Work with communications director before the conference to update survey with your specifications
- [ ] Publicize dates and locations of the upcoming years Board meetings.
- [ ] Confirm hotel room block and prices for conference next year.
- [ ] Confirm conference venue contract.
- [ ] Prepare the images and logos (headers, square photos, high resolution quality) and presidential message for the following year's conference. Include an updated photo as President.

9-12 Months Prior to THE CONFERENCE (March-May)

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6 to 9 Months Prior to THE CONFERENCE

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4 to 6 Months Prior to THE CONFERENCE

- [ ] Determine what the Pre-Con will be for the conference: MS/HS
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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

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Day 1 of THE CONFERENCE

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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. Presents breakout session, as needed.
    b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
    c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
    d. Solicits donations for delegate giveaways and prizes.
    e. Assists in the recruitment of Presenters.
    f. Assists in the recruitment of Partners.