



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.*

Area Representative

Purpose: To represent the WACA delegates in a similar geographic area and to give them information about WACA and recruit for the conference.

1. Attends all Board of Directors meetings.
2. Communicates with delegates within their designated area a minimum of four (5) times per school year.
 - a. Minimum: April/May, September, November, January, March (only to those attending) - before conference
 - b. Maintains a current [contact list](#) for the respective area.
 - c. Includes the Board of Directors in your area plus the Presidential Trio in the communication with area delegates.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Collaborate with other Area Reps regarding the content for Area meetings
 - b. Facilitates Area Meetings schedules during the conference.
 - c. Advertises and promotes the conference and recruits delegates from their designated area.
 - d. Coordinates and documents check-in of delegates from their designated area.
4. Make seek opportunities to join other committees within the structure of the Association Bylaws, as needed.

Area Rep Coordinator

1. Checking that Area Reps send out messages.
2. Send messages to the Webmaster.
3. Facilitates planning of area meetings at Annual Conference.
4. Works with the Communications Team on the current conference communication schedule
5. Coordinate four quarterly Area Rep emails per year with the Communications Team and President.
6. Manage the area meetings at Exec Board meetings in September and January.
7. Make sure agendas and supplies are ready for the conference.

Timeline of Responsibilities

9-12 Months Prior to the Conference

- ☐ May email-give staff appreciation ideas, ask for area highlights, give registration information
- ☐ June email-who is staying/leaving, give end of year ideas, ask for HOF nominations
 - ☐ Update [Area Rep Contact Sheet](#) as delegates respond
- ☐ Thank delegates from your area for attending the conference
- ☐ Utilize the recency of the conference to have delegates send you contact info for new members.
- ☐ Reach out to high school delegates about prom ideas (WACA Wednesday Zoom meetup?)
- ☐ Highlight early registration for next year's conference.
- ☐ Send out messages of motivation as the end of the year nears.
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- ☐ Send out ideas about graduation and/or middle school celebrations.
- ☐ Message to be sent from WACA group as the school year concludes.

6 to 9 Months Prior to the Conference

- ☐ September email- [\(September Letter 25/26\)](#)
- ☐ Begin to update your area contact list and make sure the master list is updated.
- ☐ WACA message welcoming all areas to a new school year and reminding them of upcoming events (i.e. WACA Conference, area meetups, WACA Wednesday Zooms, etc.).
- ☐ Message from area reps to confirm roles and update contact list.

4 to 6 Months Prior to the Conference

- ☐ Reach out to building leadership (i.e. principals, associates, deans, secretaries, superintendents, etc.) about how they can support their student leadership people in their buildings, how those student leadership people can help the building leadership evaluations, and the benefits of WACA conference.
- ☐ Area reps to send out winter greetings and reminders about the upcoming WACA conference.
- ☐ Reps reach out to individual schools to invite them to the WACA Conference. Include ideas for financial support and benefits of the conference itself.
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2 to 4 Months Prior to the Conference

- ☐ WACA group message as the new year begins.
- ☐ WACA conference focus of messaging from here on out.
- ☐ Area reps begin brainstorming for area time at conference.
- ☐ Area reps send out two emails this month about the conference.

4 to 8 Weeks Prior to the Conference

- ☐ WACA group sends out two emails this month as well, on alternating weeks as area rep emails.
- ☐ Area reps coordinate area rep time at conference.
- ☐ Communicate any area games or drawings you will be doing at the conference area sessions.
- ☐ Make sure delegates are aware of any elections happening this year.

2 to 4 Weeks Prior to the Conference

- ☐ One last email to get people registered. Otherwise focus on only those from your area that are registered. Highlight how to access schedule and the sessions.

1 Week Prior to the Conference

- ☐ Focus on branching out and networking in sessions to maximize what you are getting from others.
- ☐ Make sure delegates are aware of any elections happening this year.
- ☐ Communicate any area games or drawings you will be doing at the conference area sessions.

The Day Before the Conference

- ☐ Create area session agendas for the delegates to follow.
- ☐ Last communication about parking or procedural type things.
- ☐ Reminder about drawings or games (if applicable).
- ☐ Accessing schedule, being present, and elections

Day 1 of the Conference

- ☐ Set up area tables and prepare to welcome delegates for pre-con and general conference.
- ☐ Answer questions and help out where needed.
- ☐ Accessing schedule, being present, and elections

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.