



# WACAC POLICIES AND PROCEDURES MANUAL

*July 2024*

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# Introduction

The Western Association for College Admission Counseling (WACAC) supports and advances the work of counseling and enrollment professionals from California and Nevada as they help all students realize their full potential, with emphasis on freshman and transfer transitions to higher education and attention to access and equity for all students.

WACAC is a 501c3 Non-Profit organization governed by the laws and regulations of the State of California. WACAC is a regional affiliate of the National Association for College Admission Counseling (NACAC).

The Federal Tax Identification number is: 95-3086724. The fiscal year for the Association is July 1 through June 30.

The Membership year for the Association runs July 1 through June 30. There is no grace period for memberships, and we do not prorate dues. All memberships expire June 30.

The mailing address for the Association is:

WACAC  
2629 Foothill Blvd. #124  
La Crescenta, CA 91214

The cell phone number is: 818.541.9296

## **WACAC Office Approved Out-of-Office Dates**

The WACAC Office shall be closed during the following recognized Federal holidays:

Martin Luther King Jr. Day

Washington's Birthday

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day/Indigenous Peoples' Day

Veteran's Day

Thanksgiving Holiday (Wednesday to Friday)

Winter Holiday (Two weeks that shall encompass the 2 days prior to the Christmas holiday and two days after New Year's)

# History of the Policy and Procedures Manual

Beginning in the fall of 2020, the Governance and Nominations committee, led by Immediate Past-President Lauren Cook, began the arduous effort of revising the WACAC bylaws. This initiative was begun after recommendations from NACAC upon the conclusion of the Department of Justice investigation. In light of the streamlined NACAC and State of California compliant bylaws, the more prescriptive portions of previous bylaws were moved to a separate document, the Policies and Procedures Manual (PPM).

While the bylaws are designed to be evergreen and to require minimal alterations and amendments, the PPM is in fact organic and designed to be changed as the association, Executive Board and profession itself changes.

This document will be reviewed and updated annually every summer during the Annual Board Retreat.

# Statement On Board Membership and Remote Work Policy

The WACAC Executive Board is composed of counseling and enrollment professionals from California and Nevada who work in non-profit settings and who hold voting membership in the Association. Board members are both elected from the WACAC membership at large as well as appointed by their peers for contributions to the profession and specific skills they will contribute to their board roles and responsibilities.

WACAC Executive Board members are expected to physically reside within California or Nevada, regardless of whether their work is remote or on-premise. Exceptions may be granted for board members whose situation have changed, such as relocating outside of California or Nevada or membership status changes from a voting to non-voting category. Exceptions will only be considered and granted by the Presidential Trio. The decision will be based on the committee's needs, the individual's ability to maintain WACAC membership, and how well they might fulfill the expectations of being an Executive Board member.

All employees maintain remote work status.

# Technology Use Policy

All WACAC Executive Board Members and employees are expected to follow the approved Technology Use Policy.

## **Google**

WACAC employees and volunteer Executive Board members agree to use Google Drive for all association files (i.e. documents, spreadsheets, powerpoints, etc.) and shall utilize the WACAC emails associated with **@wacac.org**. Each Committee Chair should contact the Managing Director if access is required. Chairs may set their own passwords and may forward their WACAC email to their personal/work account. However, they are encouraged to login to their WACAC account to respond.

All recovery information for said emails should be listed as [wacacadmin@wacac.org](mailto:wacacadmin@wacac.org) and 818.541.9296 (WACAC Office).

## **ZOOM**

Zoom is used to conduct Virtual Meetings, including but not limited to Executive Board and Oversight Committee meetings on behalf of the Association. Contact the Office for login credentials.

## **SLACK**

Slack can help for quick answers, collaboration, and working on projects. Use Slack for internal teams and ongoing projects, but use email to summarize and provide historical context for the next board.

## **Hardware**

WACAC shall provide its employees with a computer workstation as outlined in their most recent contracts. It shall be the intention of WACAC to refresh these workstations every 3-4 years. It shall be the responsibility of the employee to alert the current WACAC President when it is time for a refresh of technology.

# Elected Positions & Job Descriptions

## PRESIDENT

### **LENGTH OF SERVICE: 1 YEAR**

Member of Presidential Trio (President-Elect, President, Past President). Elected as President-Elect by voting Membership: Year One as President-Elect, Year Two as President, Year Three as Past President.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must plan and facilitate the Board Retreat and four additional board meetings (September, December, February, Annual Conference) annually.

Must plan and facilitate five Oversight Committee meetings (one prior to the retreat and each meeting above listed) as well as quarterly Investment Committee Meetings to be determined by the Treasurer.

Must attend NACAC LEAD each summer.

Must be a Voting Member of both WACAC and NACAC.

**OBJECTIVE/GOAL:** To oversee the day-to-day operations of the Association. To promote the Mission Statement of the association.

### **RESPONSIBILITIES:**

- Work cooperatively with the President-Elect and Past President in decision-making.
- Supervise the daily operations of the association and compliance with federal, state and regulatory issues.
- Approve and sign contracts, in conjunction with Committee Chairs, for the association.
- Call, preside over, and prepare the agenda for meetings of the Executive Board and Oversight Committee.
- Call and preside over meetings of the general membership.
- Mentor specific board committees as decided by Presidential Trio, with awareness of special skills, talents and interests of other Presidents.
- Serve as an ex-officio member of all WACAC committees.
- Serve as primary liaison with NACAC.
- Serve a one-year term and succeed to the office of Past-President.
- Appoint standing and ad-hoc committee chairs, after consultation with appropriate chair and Presidential Trio.
- Serve as Co-Chair with the Treasurer of the Oversight Committee.
- Complete annual reviews of the Managing Director and any other employees of the association. The reviews will occur during the month of March. Upon completion of each review, the current President will confer with the Treasurer annually to determine appropriate Cost of Living/Merit increases for the

employees. The President and/or Treasurer will inform the accountant of the changes. These recommendations will be incorporated into the Planned Annual Budget effective July 1 and will be presented to the Oversight Committee for approval during its final meeting of the fiscal year (typically April/May).

**ADDITIONAL INFORMATION:** Email address: [wacacpresident@wacac.org](mailto:wacacpresident@wacac.org). Assume other responsibilities as directed by the General Membership and the Executive Board.

## **PRESIDENT-ELECT**

### **LENGTH OF SERVICE: 1 YEAR**

Member of Presidential Trio (President-Elect, President, Past President). Elected as President-Elect by voting Membership: Year One as President-Elect, Year Two as President, Year Three as Past President.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval as Candidate for President-Elect.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually.

Must attend 5 Oversight Committee meetings (one prior to the retreat and each meeting above listed) as well as quarterly Investment Committee Meetings to be determined by the Treasurer.

Must be a Voting Member of both WACAC and NACAC.

Must have previously served on the Board as a Committee Chair, Delegate or other elected position.

Must attend NACAC LEAD each summer.

**OBJECTIVE/GOAL:** To learn the responsibilities associated with being President and to plan the Annual Conference. To promote the Mission Statement of the association.

### **RESPONSIBILITIES:**

- Work cooperatively with the President and Past President in decision-making.
- Mentor specific board committees as decided by Presidential Trio, with awareness of special skills, talents and interests of other Presidents.
- Assist with appointment of standing and ad-hoc committee chairs, after consultation with appropriate chair and Presidential Trio.
- Serve as a member of the Oversight Committee.
- Serve as Co-Chair for the Annual Conference with the primary role being that of theme development and determining featured speakers and programming.
- Approve and sign contracts in conjunction with Committee Chairs for the organization.

**ADDITIONAL INFORMATION:** Email address: [wacacpreselect@wacac.org](mailto:wacacpreselect@wacac.org). Assume other responsibilities as directed by the President.

## **PAST PRESIDENT**

### **LENGTH OF SERVICE: 1 YEAR**

Member of Presidential Trio (President-Elect, President, Past President). Elected as President-Elect by voting Membership: Year One as President-Elect, Year Two as President, Year Three as Past President.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually.

Must attend 5 Oversight Committee meetings (one prior to the retreat and each meeting above listed) as well as quarterly Investment Committee Meetings to be determined by the Treasurer.

Must be a Voting Member of both WACAC and NACAC.

Must attend NACAC LEAD each summer.

**OBJECTIVE/GOAL:** Provide guidance and institutional history to the President and President-Elect. Promote the Mission Statement of the association.

### **RESPONSIBILITIES:**

- Serve as Chair of the Governance and Nominations Committee
- Work cooperatively with the President-Elect and President in decision-making.
- Mentor specific board committees as decided by Presidential Trio, with awareness of special skills, talents and interests of other Presidents.
- Assist with appointment of standing committee chairs, after consultation with appropriate chair and Presidential Trio.
- Serve as a member of the Oversight Committee.
- Serve as Conference Program Subcommittee Chair and attend all scheduled Conference Committee meetings.
- Responsible for determining potential sites for the next Annual Conference in cooperation with the President and President-Elect and with approval of the Oversight Committee.
- Revise Association Bylaws as needed.
- Serve as liaison with the Past Presidents' Council and invite one member to each of the 5 board meetings.
- Serve as the Immediate Past President member on the Governance and Nominations Committee in the year following Past Presidency (4<sup>th</sup> year obligation).
- Approve and sign contracts in conjunction with Committee Chairs for the organization.

**ADDITIONAL INFORMATION:** Email address: [wacacpastpresident@wacac.org](mailto:wacacpastpresident@wacac.org). Assume other responsibilities as directed by the President.

## **TREASURER**

### **LENGTH OF SERVICE: 3 YEARS**

Elected as Treasurer-Elect by voting Membership of the Western Association of College Admission Counseling. Year One as Treasurer-Elect, Year Two as Treasurer, Year Three as Treasurer with Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval as Candidate and reconfirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings.

Must attend 5 Oversight Committee meetings (one prior to the retreat and each meeting above listed) and prepare the fiscal portion of Oversight Committee Agenda.

Must schedule quarterly meetings of the Investment Committee and determine new membership as needed.

Must be a voting WACAC and NACAC Member.

Must attend NACAC Treasurers' Institute.

### **RESPONSIBILITIES:**

- Nominate, in consultation with the Presidential Trio and Governance and Nominations Committee, Treasurer-Elect at the end of Second Year to serve as assistant during Year Three. Treasurer-Elect typically is selected from individuals having background in accounting and/or financial management in addition to being active members of the Association.
- Serve as Chair of the Investment Committee.
- In conjunction with the Managing Director, be responsible for all financial records of the corporation including filing Federal and State tax returns and compliance with regulations regarding Non-Profit Status.
- Report the financial condition and results of operations of WACAC to the Executive Board and General Membership at each meeting.
- Be responsible for the payment of all bills of the corporation in conjunction with the Managing Director.
- Select financial institutions, in coordination with the Managing Director and the Oversight Committee, for banking and investment purposes.
- Arrange for a financial review of the financial statements of WACAC by an independent public accountant annually and distribute to the membership copies of said report.
- With members of the Oversight Committee and Managing Director, select an appropriate accounting firm to serve the organization, submit the firm for approval to the Executive Board, and serve as the primary liaison with the firm.
- Working with Committee Chairs, Managing Director and the Oversight Committee to develop an annual budget. Present Annual Budget to the entire Executive Board for approval.

- In conjunction with the sitting President, determine appropriate Cost of Living/Merit increases for the employees upon completion of Annual Employee Reviews in March. The President and/or Treasurer will inform the accountant of the changes. These recommendations will be incorporated into the Planned Annual Budget effective July 1 and will be presented to the Oversight Committee for approval during its final meeting of the fiscal year (typically April/May).
- Serve as Co-Chair of the Oversight Committee as it relates to Fiscal Policy and as such be responsible for initiating, implementing and maintaining a financial investment policy that provides strong investment stewardship of WACAC's operating and supplemental funds.
- Work with an Attorney along with the current President and Managing Director as necessary to protect the interests of the association.
- Approve and sign contracts in conjunction with Committee Chairs for the organization.

**ADDITIONAL INFORMATION:** Email address: [wacactreasurer@wacac.org](mailto:wacactreasurer@wacac.org). Assume other responsibilities as directed by the President and/or Oversight Committee.

## **SECRETARY**

### **LENGTH OF SERVICE: 3 YEARS**

Elected as Secretary-Elect by voting Membership of the Western Association of College Admission Counseling. Year One as Secretary-Elect, Year Two as Secretary, Year Three as Secretary with Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval as Candidate for Secretary-Elect and reconfirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually.

Must be a voting WACAC Member. NACAC Membership recommended.

### **RESPONSIBILITIES:**

- Nominate, in consultation with the Presidential Trio and Governance and Nominations Committee, Secretary-Elect at the end of Second Year to serve as assistant during Year Three.
- Assume responsibilities for recording and reporting the minutes of all Executive Board and General Membership meetings.
- Make all minutes available to members as required prior to board and membership meetings.
- Serve as historian of the Association and in that role keep records on recipients of WACAC and NACAC awards ensuring the record on the Association website is accurate.
- Solicit names of committee members from committee chairs and keep a record of committee service for submission to NACAC annually.
- Complete all reports as required by NACAC for committee members, membership and board minutes.

**ADDITIONAL INFORMATION:** Email address: [wacacsecretary@wacac.org](mailto:wacacsecretary@wacac.org). Assume other responsibilities as directed by the President.

## **MEMBERSHIP DELEGATES**

### **LENGTH OF SERVICE: 2 YEARS. Terms are staggered.**

Elected by WACAC Members and/or appointed by the Executive Board not to exceed 8 total. Elected Membership Delegates will consist of 4 representing California and 2 representing Nevada, with the option of 2 additional at-large delegates appointed by the Executive Board to ensure all or most member types are represented.

If a delegate leaves the Board or switches from the delegate role to assume other substantial leadership positions within WACAC prior to the end of their 2 year term, the Executive Board may appoint a replacement delegate to complete the remaining term for the vacant position.

Each year, the delegates will select one or more of their members to be the Lead/Co-Lead Delegate(s). Lead/Co-Lead Delegates are responsible for managing the [wacacdelegate@wacac.org](mailto:wacacdelegate@wacac.org) email address.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must be eligible to be an active Voting Member of WACAC during their two-year term.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually.

Must be reflective of current membership categories (UC, CSU, Private College/University, Public School Counselors, Private School Counselors, Independent Educational Consultants, Nevada Representative, CBOs) with attention paid to diversity, equity and access.

Must actively serve on 1 board committee in addition to delegate responsibilities. Lead/Co-Lead are exempt from this requirement given the nature of their additional roles.

**OBJECTIVE/GOAL:** To represent the interests of Western members throughout the region.

### **RESPONSIBILITIES:**

- As a group, host and facilitate a minimum of two town hall meetings per fiscal year.
- Participate and support WACAC Committees.
- Conduct outreach to potential members in under-represented membership types or areas.
- Gather feedback on WACAC activities based on constituents' needs.

**ADDITIONAL INFORMATION:** Email address: [wacacdelegate@wacac.org](mailto:wacacdelegate@wacac.org). Assume other responsibilities as directed by the President.

# Appointed Standing Positions & Job Descriptions

## ADMISSIONS PRACTICES COMMITTEE CHAIR

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting member of WACAC and NACAC.

**OBJECTIVE/GOAL:** To educate members and non-members regarding ethical practices in the field of college admissions.

### **RESPONSIBILITIES:**

- Establish opportunities to educate members and non-members regarding ethical practices in the field of College Admissions.
- Conduct sessions at WACAC professional development events relating to best practices.
- Act as liaison with the National Admissions Practices committee.
- Focus on professional ethics within the Association.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacap@wacac.org](mailto:wacacap@wacac.org). Assume other responsibilities as directed by the President.

## **COLLEGE FAIR COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To organize college fairs in the States of California and Nevada.

### **RESPONSIBILITIES:**

- Responsible for the branding and selection of host sites and leadership teams for all WACAC fairs.
- Responsible for budget oversight, determining costs and policies for attendance and technology for virtual fairs.
- Responsible for onboarding, training and support of new college fairs/locations.
- Develop RFP process to select sites for future College Fairs with the goal of having all sites established one year in advance throughout the States of California and Nevada.
- Establish and maintain committee and site budgets within established Fiscal Policy guidelines.
- Responsible for bringing contracts to the Presidential Trio and for co-signing said contracts in conjunction with the sitting President.
- Serve as a member of the Oversight Committee.
- Select members of the committee and Host Site Chairs and report their names to the Secretary annually. All committee members including those volunteering at Host Sites must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacollegefairs@wacac.org](mailto:wacacollegefairs@wacac.org). Assume other responsibilities as directed by the President.

## **COMMUNICATIONS COMMITTEE CO-CHAIRS**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chairs for Three-Year Term. Year One is new Co-Chair, Year Two is Experienced Co-Chair, Year Three is Co-Chair with newly appointed Co-Chair.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To coordinate all internal and public-facing elements of WACAC Communications.

### **RESPONSIBILITIES:**

- Provide leadership and oversee the review and updating of the WACAC website and other social media in support of WACAC activities.
- Oversee and maintain (in conjunction with the Presidential Trio) policies, procedures and communication of all official statements on environmental, political, societal, and other official Association stances.
- Recruit and manage committee volunteers to oversee or aid key committee needs in social media, virtual platform needs (Zoom; YouTube), member communications (e-blasts; member emails), and web page management (blogs; job board).
- Report committee members' names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Provide regular updates and announcements regarding WACAC programs, activities and items of interest to the membership.
- Coordinate communications-related research projects as appropriate.
- Provide leadership within the organization for the maintenance of consistent and professional messaging and branding of all WACAC activities.
- Serve as members of the Oversight Committee.
- One of the two Co-Chairs serves as the Lead for Conference Committee Communications.
- Partner with the Digital Media, Website and Communications Coordinator to determine communication needs of the Association.
- Manage requests regarding non-WACAC events, resources, or other communications from third parties to WACAC membership.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Responsible for appointing, in consultation with the Presidential Trio, new Co-Chairs. Year One is new Co-Chair, Year Two is Experienced Co-Chair, Year Three is Co-Chair with newly appointed Co-Chair. New Co-Chair typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacaccommunications@wacac.org](mailto:wacaccommunications@wacac.org). Assume such other responsibilities as directed by the President.

## **CONFERENCE COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member or receive approval from Oversight should chair hold Business/Student membership affiliation.

**OBJECTIVE/GOAL:** To plan the Annual Conference typically held in the spring of each year in consultation with the President-Elect. To take lead for Western during Super Conference years.

### **RESPONSIBILITIES:**

- Responsible for selecting and leading subcommittee chairs to effectively distribute the conference workload among WACAC members and to develop leadership for future conferences. Report committee members' names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for attending and overseeing the entire conference.
- Establish and maintain committee budgets within established Fiscal Policy guidelines for various components of the conference with the goal of generating revenues to fund other professional development events.
- Responsible for determining attendance costs for all facets of the annual conference including BEOs, AV, electrical, WIFI vendors and announcing fees at NACAC. Work in conjunction with the Treasurer to forecast costs and determine budget/fee structure of the conference.
- Responsible for selecting, in conjunction with the Past President, upcoming conference locations including Super Conferences with other regional affiliate partners.
- Responsible for scheduling and attending conference site visits in conjunction with President-Elect.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacconference@wacac.org](mailto:wacacconference@wacac.org). Assume other responsibilities as directed by the President.

## **DEVELOPMENT COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To raise funds to support various professional development activities of WACAC.

### **RESPONSIBILITIES:**

- Work with the Conference, IDEA, Professional Development and College Fair chairs to develop and implement an annual development program designed to solicit funds in support of scholarships, exhibitors, busing, etc., to WACAC events.
- Work with the Managing Director and Treasurer to track donations and provide stewardship of incoming funds.
- Maintains relationships with donors/sponsors by contacting throughout the year.
- Lead NACAC GAIN Application process.
- Organize Donor/Exhibitor Reception at Annual Conference.
- Work with the Communications Chair and others to provide appropriate recognition to all donors.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacdevelopment@wacac.org](mailto:wacacdevelopment@wacac.org). Assume other responsibilities as directed by the President.

## **GOVERNANCE AND NOMINATIONS COMMITTEE CHAIR**

### **REQUIREMENTS TO SERVE:**

Be the current Past President.

**OBJECTIVE/GOAL:** To determine candidates for Elected Offices and recipients of Annual WACAC Awards distributed at the Annual Conference. Elections occur annually in the Fall for the upcoming fiscal year beginning in July. Award nominations begin in March for the Annual Conference.

### **RESPONSIBILITIES:**

- Appoint and coordinate a diverse committee of no fewer than 5 members who hold voting membership and who are representative of the WACAC membership as a whole. Committee must include the person who most recently held the position of WACAC Immediate Past President.
- Report their committee members' names to the Secretary annually.
- Responsible for the nomination process and election of vacant positions on the Executive Board and Oversight Committee.
- Responsible for the annual review of the WACAC Bylaws and the governance structure of WACAC.
- Supervise the nominations, selection and announcement of all awards.

### **ELECTIONS TIMELINE:**

Accept Nominations October 15 - November 15

Committee Evaluates Candidates: November 15 - 30

Elections Open: December 1 - 14

Notification to Candidates: December 15

Notification to General Membership: First Bi-Weekly Eblast in January

### **AWARDS TIMELINE (See Past Presidents' Council Role):**

Accept Award Nominations: Month of March

Determine Winners: First week of April

Names to printer for plaques: April 15

**ADDITIONAL INFORMATION:** Assume other responsibilities as directed by the President.

## **GOVERNMENT RELATIONS COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To ensure that WACAC has a legislative presence in both Sacramento and Carson City and provide advocacy for the association.

### **RESPONSIBILITIES:**

- Organize the annual and bi-annual government relations conferences in Sacramento and Carson City (with Nevada Interests) respectively.
- Select, in conjunction with the Presidential Trio, dates and hotel locations (if appropriate) for government relations conferences one year in advance.
- Establish and maintain committee budgets for lobbying and conferences within established Fiscal Policy guidelines.
- Provide leadership and programming to identify areas of governmental policy and appropriate related activities in support of the mission of WACAC.
- Determine 2-3 goals and/or policies to address at the State level annually.
- Select and work with hired lobbyists to advocate for WACAC priorities.
- Report on lobbying efforts and legislative activity related to the college admission and college counseling industries to membership in the bi-weekly eblasts.
- Ensure that all appropriate lobbying paperwork is completed by lobbyists in a timely manner.
- Responsible for bringing contracts to the Presidential Trio and for co-signing said contracts in conjunction with the sitting President.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacgrac@wacac.org](mailto:wacacgrac@wacac.org). Assume other responsibilities as directed by the President.

## **INCLUSION, DIVERSITY, EQUITY AND ACCESS COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To highlight issues of inclusion, diversity, equity and access and to ensure these interests remain at the forefront of WACAC's policy agenda.

### **RESPONSIBILITIES:**

- Provide leadership to ensure that issues of inclusion, diversity, culture, access, equity remain a focus in the actions of WACAC members and the educational community including the Language Access initiatives.
- Delegate a committee representative to serve on the conference session and scholarship committees.
- Provide support and selection for the IDEA Grants each year.
- Serve as a member of the Oversight Committee.
- Attend NACAC's Guiding the Way to Inclusion Conference annually.
- Provide resources on IDEA-related topics affecting our industry.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacidea@wacac.org](mailto:wacacidea@wacac.org). Assume other responsibilities as directed by the President.

## **INTER-ASSOCIATION COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To establish relationships and shared agendas with other like-minded organizations to support the Mission Statement of WACAC.

### **RESPONSIBILITIES:**

- Serve as a liaison to other professional organizations within California and Nevada dedicated to assisting students with the transition between high school and college.
- Encourage advocacy across organizations to improve access and opportunity for all students in California and Nevada
- Coordinate the College Counselor Education Program (CCEP) in conjunction with UC San Diego Extension.
- Coordinate CCEP attendee lists and provide UC San Diego with quarterly invoice for payment, following up as needed when payment is delayed.
- Coordinate with other WACAC committees to support ongoing professional development related to CCEP (WACAC Wednesdays, Conference Sessions, etc)
- In conjunction with Presidential Trio, build relationships with other associations, including by providing speakers as requested to other associations, inviting speakers to WACAC events, liaison as requested at other associations board meetings and annual conferences.
- Report annually to the Board the professional organizations in which we have formal and informal relationships
- Collaborate with higher education partners to provide Camp College to students who are served by professionals working in schools and community-based organizations.
- Seek approval from the President and/or Board before entering into any formal agreements, MOU's or contracts with any organization on behalf of WACAC
- Ensure attendance at CASC and NvSCA conferences by representatives of WACAC.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.

- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacia@wacac.org](mailto:wacacia@wacac.org). Assume other responsibilities as directed by the President.

## **MEMBERSHIP COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must be a voting Member of both WACAC and NACAC.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

**OBJECTIVE/GOAL:** To maintain and increase the membership in the Association.

### **RESPONSIBILITIES:**

- Solicit membership for both WACAC and NACAC.
- Maintain membership records of WACAC and provide NACAC with records as requested.
- Coordinate the review of membership applications and notification of membership status.
- Audit membership applications for accuracy and update as appropriate.
- Maintain and clean the database including deleting Prospects that have not previously attended events.
- Create invoices for groups of Members who want to pay under one invoice (checks accepted only through one check July – December annually). Monitor that payments are received in a timely manner and follow up as needed to ensure payment in conjunction with the Managing Director.
- Run reports to monitor membership numbers and categories.
- Organize Annual Membership Reception at NACAC in conjunction with the current President.
- Establish policies in terms of membership types, who can qualify for membership and what type of membership.
- Oversee and develop Special Interest Groups to promote membership engagement.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacmembership@wacac.org](mailto:wacacmembership@wacac.org). Assume other responsibilities as directed by the President.

## **NEVADA INTERESTS COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must reside in the State of Nevada.

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To increase the number of active members from Nevada and to ensure that Nevada interests are weighed appropriately and given full consideration in the planning and goals of the association.

### **RESPONSIBILITIES:**

- In conjunction with the Government Relations Committee, serve as chair of government relations in Nevada and organize the Bi-Annual Nevada Legislative Conference (budget from GRAC).
- In conjunction with Professional Development, organize a Share, Learn and Connect Event in Nevada annually (budget from PD).
- In conjunction with Inter-Association, attend NvSCA conference as a representative of WACAC.
- Recruit members from Nevada and work with other committee chairs to ensure consideration of the needs of members from Nevada.
- Confirm a minimum of one Nevada member is an active participant on each board committee.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacnevada@wacac.org](mailto:wacacnevada@wacac.org). Assume other responsibilities as directed by the President.

## **STRATEGIC OVERSIGHT COMMITTEE**

### **LENGTH OF SERVICE: ROTATING**

### **REQUIREMENTS TO SERVE: *Must hold the position of***

President  
President-Elect  
Past President  
Treasurer  
College Fair Chair  
Communications Chair  
IDEA Chair  
Professional Development Chair  
Treasurer-Elect (Ex Officio)  
Managing Director (Ex Officio)  
Chair-Elects of Standing Members (Ex Officio, beginning after summer retreat)

### **President and Treasurer co-chair committee.**

**OBJECTIVE/GOAL:** To address and monitor the financial needs of the association and to coordinate emergency response as needed.

### **RESPONSIBILITIES:**

- Mitigate financial loss to Association during times of crisis.
- Upon recommendation of the Treasurer, review and recommend the annual budget for approval by the entire board.
- Monitor budget as needed prior to presenting adjustments to the full Executive Board for discussion and vote.
- Address public health and safety concerns as they pertain to students, families and members.
- Select Crisis Response members for Northern and Southern California and Nevada and provide additional support (financial or otherwise) as appropriate.
- Responsible for addressing Whistleblower concerns and addressing/rectifying the issues as appropriate. Anyone with a complaint should contact the Strategic Oversight Committee.
- Responsible for completing staff evaluations and approving Cost of Living/Merit Increases annually for paid staff upon recommendation of sitting President and Treasurer.

**ADDITIONAL INFORMATION:** Assume other responsibilities as directed by the Executive Board or Membership.

## **INVESTMENT COMMITTEE**

The Investment Committee is a sub-committee of the Strategic Oversight Committee.

**CHAIR:** Current Treasurer

**COMPOSITION:** Not to exceed 10 members to include Presidential Trio (3), the Treasurer and Treasurer-Elect (up to 2), Managing Director (ex-officio) and additional at-large WACAC Members.

**LENGTH OF SERVICE FOR AT-LARGE MEMBERS (3): 2 YEARS**

**LENGTH OF SERVICE FOR ELECTED BOARD MEMBERS: 3 YEARS, SAME AS ELECTED TERM**

The At-Large WACAC Members must have experience and interest in investments and willingness to learn. The At-Large Members should be prepared to serve for two years on the committee and attend a minimum of 4 meetings annually, one per quarter. They do not necessarily represent specific member types given that the Elected board members likely fill this need for diversity within the committee. Rather, their interest and investment experience are critical to the success of the committee as a whole.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts as they relate to the investment strategy annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend a minimum of 4 remote meetings annually, one per quarter.

### **RESPONSIBILITIES:**

- Determine short- and long-term investment policies/goals to maintain the financial health and stability of the organization while addressing future growth potential of initiatives to benefit all members.
- Review investment strategies quarterly or more frequently as needed given financial markets.
- Recommend investment strategy to the Oversight Committee and Executive Board and be able to explain recommendations in a clear and concise manner.
- Review performance of investment management partners on a yearly basis.

## **PROFESSIONAL DEVELOPMENT COMMITTEE CO-CHAIRS**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is new Co-Chair, Year Two is Experienced Co-Chair, Year Three is Co-Chair with newly appointed Co-Chair.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To plan appropriate professional development events for the year.

### **RESPONSIBILITIES:**

- Develop programs for the enhancement of professional and ethical college counseling at secondary and post-secondary levels to include but not limited to Share, Learn and Connect events, District Directions, Leadership Development Institute and Summer Admissions Institute.
  - Support Executive Board committees with the development and implementation of related professional development programming.
  - These programs are considered Sub-Committees of Professional Development. The PD Chair(s) is/are Ex-Officio of all sub-committees. The current President is Ex Officio for the Professional Development Committee.
- Select Sub-Committee Chairs and report their names to the Secretary annually. All Sub-Committee Chairs and committee members they select must hold voting membership in WACAC. Sub-Committee Chairs must report committee members' names to the Secretary annually.
- Working in coordination with Sub-Committee Chairs to establish and maintain committee budgets for each Sub-Committee within established Fiscal Policy guidelines.
- Responsible for bringing contracts to the Presidential Trio and for co-signing said contracts in conjunction with their Presidential Trio liaison.
- Work in conjunction with the Conference Committee to coordinate sessions and ensure popular sessions from SLCs are repeated during the Conference.
- Serve as members of the Oversight Committee.
- Responsible for appointing, in consultation with the Presidential Trio, new Co-Chairs. Year One is new Co-Chair, Year Two is Experienced Co-Chair, Year Three is Co-Chair with newly appointed Co-Chair. New Co-Chair typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacacpd@wacac.org](mailto:wacacpd@wacac.org). Assume other responsibilities as directed by the President.

## **TRANSFER ADVOCACY COMMITTEE CHAIR**

### **LENGTH OF SERVICE: 3 YEARS**

Appointed by Presidential Trio in consultation with the current committee chair for Three-Year Term. Year One is Chair-Elect, Year Two is Chair, Year Three is Chair with appointed Chair-Elect.

### **REQUIREMENTS TO SERVE:**

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings by established deadlines.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To address needs of secondary and post-secondary to WACAC members around transition to higher education and transfer process.

### **RESPONSIBILITIES:**

- Work with the Chairs of all standing committees to provide professional development for counselors on all levels who work with transfer students.
- Develop transfer sessions for SLCs, Conferences, and provide resources on transfer-related topics affecting our industry.
- Serve as liaison to individuals and other organizations within California and Nevada that place major focus on serving community college members, transfer students and counselors.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for appointing, in consultation with the Presidential Trio, Chair-Elect at the end of Second Year to serve as assistant during Year Three. Chair-Elect typically is selected from active members of the Committee and/or newly elected Delegates.

**ADDITIONAL INFORMATION:** Email address: [wacactransfer@wacac.org](mailto:wacactransfer@wacac.org). Assume other responsibilities as directed by the President.

# Appointed Ad-Hoc Committee & Job Descriptions

**N/A 2024-2025**

**LENGTH OF SERVICE:** Two years with the potential for extension to a third year should circumstances warrant. No more than three Ad Hoc Committees during any given year.

**REQUIREMENTS TO SERVE:**

Must be a member of the group the Ad-Hoc Committee is representing.

Must obtain written Supervisors' Approval and re-confirm organizational support annually.

Must complete Conflict of Interest Form to disclose potential conflicts annually.

Must complete Participation Agreement annually to acknowledge required meetings and responsibilities of the position.

Must attend the Board Retreat and 4 additional board meetings (September, December, February, Annual Conference) annually. Must submit committee reports prior to retreat and meetings.

Must be a voting WACAC Member.

**OBJECTIVE/GOAL:** To represent the population served by the committee on the board and to highlight needs of said group.

**RESPONSIBILITIES:**

- Address specific goals/focus upon recommendation of the Oversight Committee and Executive Board.
- Provide timely updates about Ad Hoc work at each board meeting during the year.
- Establish and maintain committee budget within established Fiscal Policy guidelines.
- Select members of the committee and report their names to the Secretary annually. All committee members must hold voting membership in WACAC. The current President is Ex Officio.
- Responsible for recommending outcomes and potential extension of committee work at the end of the Second Year of service to the board.

**ADDITIONAL INFORMATION:** Assume other responsibilities as directed by the President.

# Past Presidents' Council

## **PAST PRESIDENTS' COUNCIL**

**LENGTH OF SERVICE:** Ongoing upon achieving the status of Past President emeritus.

**REQUIREMENTS TO SERVE:** Annual renewal of complimentary WACAC membership.

**OBJECTIVE/GOAL:** Council promotes continued involvement and experiences of past presidents to further strengthen the Association.

### **RESPONSIBILITIES:**

- In conjunction with the current Past President in March of each year, solicit nominations and select recipients for the Annual WACAC Awards
- Select the Barnhart Schultz Scholarship recipients and award the Elaine Berman-Gordon Chalmers Fund as appropriate.
- The awards include: Arthur Arzola IDEA Award, Steve Hankins Award, Murdoch-Finks New Admissions Counselor Award, Juel Lee Mentorship Award, Katy Murphy Service Award and the Joseph P Allen Human Relations Award as well as the WACAC Special Recognition Award (given occasionally). Click [HERE](#) for award descriptions.
- Represent the Association as requested by the President and/or Presidential Trio.
- Provide historical context for Association decisions and make recommendations to the current Executive Board.
- The Immediate Past President shall invite one member to attend each of the five annual board meetings.

**ADDITIONAL INFORMATION:** Assume other responsibilities as directed by the President.

# Employee Job Descriptions

## MANAGING DIRECTOR – EFFECTIVE 2.24.22

Reporting to the Presidential Team and members of the Executive Board of the Western Association for College Admission Counseling (WACAC), the **Managing Director** will contribute to the development and execution of the organization's strategic goals and objectives through leadership and management of the daily operations of the WACAC Office. Critical to this position are strong working relationships with board members and the ability to communicate intentionally about the inner workings of the association to accomplish board goals, as well as the ability to make recommendations to the leadership about how to accomplish board goals. The Managing Director supports the President who is the chief spokesperson for the Association.

Specific responsibilities will include, but are not limited to the following:

In conjunction with the **President**, provide organizational management and support while working independently to ensure integration of projects and initiatives that reflect WACAC's mission statement and strategic goals. This includes planning of the Annual Retreat and Executive Board meetings, maintaining the Executive Board roster, acting as liaison with NACAC and providing guidance and historical perspective on critical issues.

In conjunction with the **President-Elect** and members of the Conference Committee, coordinate, plan and execute the Annual Conference. This includes site selection, management of registrations, determination of fee structure, scholarships, conference programming including print and web materials, pre-conference sessions and social activities.

In conjunction with the **Past President** and Governance and Nominations Committee, ensure that the bylaws are up-to-date and in compliance with NACAC, that the Policy and Procedures Manual accurately reflects chair job descriptions and duties, that voting and awards selection occur within the stated timeframes and that board members, both appointed and elected, reflect the current membership constituency of WACAC.

In conjunction with the **Treasurer**, manages and maintains records of the organization's finances with financial institutions, and is responsible for payment of all bills of the association. Serves as an Ex-Officio member of the Strategic Oversight Committee and Investment Committee, acting as a liaison with the accounting/auditing firms and insurer, monitoring committee budgets and approving expenses, check requests and transmittals as outlined in Fiscal Policy, and transferring money between accounts as needed. This also includes being the main contact for all financial questions and working with the Treasurer to provide updates to the Executive Board and members about all budget related matters.

In conjunction with the **College Fair Chair**, consult on registration and procedural guidelines for college fair sites and college representatives. This includes fielding questions from parents, students and counselors attending WACAC fairs and referring NACAC-related questions to personnel in the national office.

In conjunction with the **Communications Chair**, help develop a communications plan to publicize committee activities and educate the membership. This includes significant maintenance and updating of the website, supervision of the Technology Coordinator to maximize use of the Memberclicks system and interaction with the website provider for such updates and additions. It is noted that the **Secretary** will assist with historical record retention/archiving.

In conjunction with the **Inclusion, Diversity, Equity and Access Chair**, assist with the ongoing need to include and incorporate the ideals of the IDEA committee into the fabric of the organization, the board, and its events.

In conjunction with the **Government Relations Chair**, coordinate the Annual Government Relations Conference and in-person lobbying efforts on behalf of the Association.

In conjunction with the **Membership Chair**, assist with membership management and development of processes to attract, vet and retain new and returning members to the association in coordination with NACAC best practices. This includes identifying potential growth areas in membership and needs of various constituents.

In conjunction with the **Professional Development Co-Chairs**, coordinate Share, Learn and Connect and other professional development activities including registration processes, deadlines and advice on fee structures.

In conjunction with other **Chairs** (Admissions Practices, Development, Nevada Interests, Inter-Association, Transfer Advocacy and Ad Hoc(s)), support initiatives undertaken by them and their committees.

In conjunction with the **Presidential Team**, supervise part-time staff members (currently the Technology Coordinator and Digital Media, Website and Communications Coordinator once hired), including hiring, payroll and workload management. The Technology Coordinator reports directly to the Managing Director with support of the Presidential Team. This is to include annual reviews of the Technology Coordinator/Digital Media, Website and Communications Coordinator with a report to be given to the Presidential Team each year regarding salary and job performance.

Participate in bi-weekly calls with the **President** and the **Treasurer** as needed.

Participate in weekly calls (or more frequently as needed) with the **Technology Coordinator**.

Participate in the standing quarterly **Strategic Oversight Committee Meetings** with the **President** and supported by the **Treasurer**

Initiate and participate in standing presidential committee liaison calls or in-person meetings with the various **Committee Chairs**.

Attend Executive Board meetings, WACAC and NACAC Annual Conferences as a representative of the association.

Send official correspondence on behalf of the board and jointly with the board as appropriate; monitor email and direct email communications to appropriate board members to ensure that WACAC is represented in a highly professional manner.

Execute contracts for WACAC once **President** approves as needed (including event spaces, campus/school programs, college fairs, annual conference, etc.).

In addition, the WACAC Managing Director shall have 12 days of vacation per fiscal year that must be approved by the current President or Treasurer two weeks in advance. While out-of-office, the Managing Director shall put an out-of-office message that includes the contact information for the current President or Treasurer for any immediate issues.

Act as a spokesperson for the association as directed by the board.

Other responsibilities as assigned by the President and/or Executive Board.

## **TECHNOLOGY COORDINATOR - EFFECTIVE 7.1.2024**

### **POSITION DESCRIPTION:**

The WACAC Technology Coordinator must have excellent computer and analytical skills and comfort employing many different computer-based platforms. This position will be responsible for all facets of electronic event and membership registration as well as running Zoom-based webinars for the Association. This position receives general to limited supervision within a broad framework of assignments and standards, and performs technical research and analytical functions which require accuracy, attention to detail, and organizational skills.

**OBJECTIVES/GOALS:** The coordinator is responsible for all facets of technology support.

### **RESPONSIBILITIES: MEMBERCLICKS**

- Implements event management/membership platform (currently Memberclicks) module within constraints of WACAC Membership and events programming to include creating new registration forms, modifying, copying and updating existing events to ensure the platform is utilized to its fullest capabilities. Current/planned usage includes (but is not limited to): Virtual Events, Membership, Voting/Elections, Share Learn and Connect Events, Fall California and Nevada and Spring California College Fairs, Government Relations conferences in California and Nevada, Summer Admission Institute, Giving Tuesday/WACAC Development Events, Annual Conference, and Conference Sponsorships.
- Builds and tests for multiple browser and platform (tablet and mobile) compatibility and responsiveness to ensure an effective customer experience.
- Ensures that events are set up in advance on the back end of event platform by July 15th for upcoming fall events of the current calendar year & December 1st in the current calendar year for the upcoming spring events in the upcoming calendar year; contingent on committee members providing the necessary information. This will allow adequate time for volunteers and the Managing Director to run necessary tests and suggest changes in a timely manner before their respective events.

Event Management/Membership platform support includes but not limited to:

- Calendars weekly "Office Hours" to work on various events.
- Works in coordination with Membership Chair and Past President (Bylaws and Governance Chair) to confirm that membership event/system is within guidelines of WACAC Bylaws.
- Be the primary point of contact with the event management/membership platform as one of the Authorized Service Administrators (ASAs).
- Sets up administrative accounts, permissions, and groups in the event management/membership platform.
- Meets with Committee Chairs to brainstorm events and create the registration site for each program.
- Trains Executive Board members, Committee Chairs, and other committee members on how to effectively use the event management/membership platform and run reports needed.
- Monitors registrations and problem solves as necessary to assist members and nonmembers joining WACAC and registering for events.
- Works in coordination with Communications Committee to ensure branding of WACAC on event management/membership platform modules mirrors that of the website.
- Manages the WACAC Member Portal through event management/membership platform including publicizing events on the homepage and on the Memberclicks calendar.
- Requires attendance at event management/membership platform conference for training no more than once per calendar year and any other training as needed as requested by the Managing Director and sitting President.

**RESPONSIBILITIES: ZOOM**

- Arranges all webinar functions as technology support.
- Schedules various professional development webinars and registration forms (approximately 2 per month/August-May).
- Organizes “dress rehearsals” of all webinar-based events.
- Runs background logistics including moving attendees to various meeting rooms during the virtual programming.
- Launch Zoom meetings (i.e. Special Interest Groups) as requested with prior notice

**RESPONSIBILITIES: EXECUTIVE BOARD AND MEMBER RELATIONS**

- Attends in-person and virtual Executive Board Meetings.
- Attends and staffs the WACAC Annual Conference.
- Attends NACAC Annual Conference and assists with production of NACAC Membership Meeting including ensuring that audio-visual equipment and slide presentation are functioning properly (as needed).

**FUNCTIONS: OTHER**

- Performs other related duties as requested by the current President or Managing Director.

## **DIGITAL MEDIA, WEBSITE AND COMMUNICATIONS COORDINATOR - EFFECTIVE 7.1.24**

### **POSITION DESCRIPTION:**

The WACAC Digital Media, Website and Communications Coordinator must have excellent computer and analytical skills and comfort employing many different computer-based platforms. This position will also produce strategic marketing and communications deliverables in support of and to publicize and communicate the organization's mission, goals, and internal/external objectives. They will also serve as the voice of our brand, managing communications with the latest digital technologies including the website and social media trends. This position receives general to limited supervision within a broad framework of assignments and standards, and performs technical research and analytical functions, which require accuracy, attention to detail, and organizational skills.

**OBJECTIVES/GOAL:** The coordinator is responsible for all facets of digital media and technology.

### **RESPONSIBILITIES: WEBSITE**

- Designs and develops new Web pages, apps and forms utilizing Hyper Text Markup Language (HTML), WordPress and Adobe Dreamweaver to ensure uniform/template driven Web pages.
- Basic understanding of HTML and CSS (cascading style sheets)
- Builds and tests for multiple browser and platform (tablet and mobile) compatibility and responsiveness to ensure an effective customer experience.
- Supports new web development projects working with WACAC Executive Board to determine conversion goals and required web functionality.
- Produces, designs, monitors and updates social media content related to WACAC in collaboration with the Communications Chair, with the intent of engaging multiple target audiences while promoting the value of membership.
- Performs a variety of technical and supportive tasks to support the social media marketing and communications activities of WACAC programs and services.
- Measures effectiveness of social media presence ensuring high levels of web traffic and customer engagement using website analytics, social media monitoring, search engine optimization, customer/user feedback, and other tools with the intent of exercising continuous improvement.

### **RESPONSIBILITIES: COMMUNICATIONS AND MESSAGING**

- In conjunction with Communications Chair, sends bi-weekly e-blasts to members via the Memberclicks events/membership platform.
- In conjunction with Executive Board Chairs, sends e-blasts related to event registrations, voting and important timeline announcements.
- Responds to critical/emergency messaging by sending Membership e-blasts in consultation with the Oversight Committee.
- Social media copywriting and hashtag knowledge
- Social media platforms including: Instagram, X, Youtube and use of Meta Business Suite

### **RESPONSIBILITIES: EXECUTIVE BOARD AND MEMBER RELATIONS**

- Attends in-person and virtual Executive Board and virtual Oversight Committee Meetings (as needed).
- Manages social media during WACAC Annual Conference.
- Manages social media during NACAC Annual Conference.

- Arranges for photography at conferences and professional development events to support social media campaigns and for inclusion on the WACAC.org website (see above FUNCTIONS: Website).

**RESPONSIBILITIES: OTHER**

Other responsibilities as assigned by the President, Communications Co-Chairs, Managing Director and/or other members of the Executive Board.

## **Bylaws**

The current Bylaws of the Western Association for College Admission Counseling (WACAC) may be found [here](#).

## **Fiscal Policy**

The Fiscal Policy Document is reviewed and updated annually by the Strategic Oversight Committee prior to the Summer Board Retreat.

WACAC maintains a fiscal year of July 1 - June 30.

The current Fiscal Policy Document may be found [here](#).

The Executive Board Cheat Sheet may be found [here](#).

The Committee Chair Cheat Sheet may be found [here](#).

Credit Card Holders Cheat Sheet may be found [here](#).

## **Forms**

[Board Planning Document](#)

[Committee Chair Report](#)

[Travel Reimbursement Form](#)

[Check Request Form](#) (for committee expenses)