



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.*

Middle Level Representative

Revised Purpose: To support WACA's Middle Level Delegates, work with the High School Rep on content that is useful and relevant to the delegates, and support the Hall of Fame Committee

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Lead year round Professional Growth opportunities, including, but not limited to
 - a. Lead the Professional Growth 3-hour Workshops at Annual Conference with assistance from other board members.
 - b. Share/Create an activity or lesson for the WACA Quarterly Newsletter
 - c. Using data from the delegates, design professional growth opportunities as needed.
3. Mentoring: Look for opportunities to develop mentor relationships
4. Works with the Recognition Coordinator and High School Rep in coordinating the Hall of Fame program.
 - a. Coordinates the advertising and collection of nominations.
 - b. Maintains the nomination records and collects additional information, as needed.
 - c. Shall formally present all candidates for Hall of Fame using comparable info and Recognition Coordinator.
 - i. Coordinates Hall of Fame voting process with High School Rep and Recognition Coordinator.
 - ii. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
 - iii. Invite all past inductees to the Hall of Fame banquet.
 - iv. Responsible for ordering the recognition plaques and creating recognition video
 - d. Active member of the Hall of Fame Legacy Committee.
 - i. Shall meet with the High School Rep and Recognition Coordinator to determine the qualifications of legacy candidates for the Hall of Fame.
 - ii. Shall formally present Legacy Hall of Fame inductee to the Board of Directors at the Winter Board Meeting.
 - iii. Notifies family and colleagues of inductees and coordinates their participation in the banquet.

- e. Actively participates in the planning, implementation with High School Rep and evaluation of the Annual Conference.
 - f. Assists Area Representatives, as needed.
- 5. Facilitates “onboarding” in even-year Area Representative election years during the Post-Conference Board of Directors meeting.
 - a. [W One pager - Welcome to being an area rep.docx](#)
- 6. A part of the Professional Development Committee with President-Elect, High School Rep and Area Rep.
- 7. May seek opportunities to join other committees within the structure of the Association Bylaws.

Timeline of Responsibilities

9-12 Months Prior to the Conference (March-May)

- ☐ Honor prior inductees with reminder posts online (work with Communication/HS Rep)
- ☐ Create new nomination form
- ☐ Begin to advertise Hall of Fame opportunity (work with Communication/HS Rep)

6 to 9 Months Prior to the Conference (June-July)

- ☐ Honor prior inductees with reminder posts online (work with Communication/HS Rep)
- ☐ Continue advertising Hall of Fame opportunity (work with Communication/HS Rep)

4 to 6 Months Prior to the Conference (August-November)

- ☐ September Board Meeting: Update generic invite for all prior Hall of Fame Inductees
- ☐ Honor prior inductees with reminder posts online (work with Communication/HS Rep)
- ☐ Continue advertising Hall of Fame opportunity (work with Communication/HS Rep)

2 to 4 Months Prior to the Conference (December-February)

- ☐ Close Hall of Fame Nominations form - prior to the Winter Board meeting
- ☐ At Winter Board Meeting: Present Nominees for Hall of Fame (HOF) (& Legacy if applicable)
 - ☐ Include Nominee Information Sheet and Voting Form
 - ☐ Vote on Recipient at Winter Board meeting
 - ☐ If applicable: Vote on Legacy Recipient
- ☐ Notify HOF /Legacy recipient nominators
- ☐ Invite all prior Hall of Fame Inductees to the banquet
- ☐ Coordinate with HS Rep to make arrangements for announcing to the HOF recipient
 - ☐ MS & HS Reps can be involved in this or simply allow
- ☐ Coordinate with HS Rep to make arrangements regarding HOF family attendees for hotel and banquet.
- ☐ Propose/Select Pre-Conference plan
- ☐ Update the “onboarding” document in even-year Area Representative election years.

4 to 8 Weeks Prior to the Conference (January-February)

- ☐ Order picture and name plate for HOF inductees to go on the perpetual plaque.
- ☐ Order plaque/awards for HOF inductees.

- ☐ Confirm recipient has been notified of the award.
- ☐ Finalize Pre-Conference session agenda & plans.

2 to 4 Weeks Prior to the Conference (February)

- ☐ Coordinate with HS Rep for family and recipient attendance to banquet
- ☐ Coordinate with HS Rep to communicate hotel needs for HOF recipient
- ☐ Confirm attendance/resend invite to all prior Hall of Fame Inductees to the banquet

1 Week Prior to the Conference (March)

- ☐ Pick up plaque/award for Banquet
- ☐ Pick up picture and name plate for HOF inductees to go on the perpetual plaque.
- ☐ Share videos with webmaster for Banquet
- ☐ Coordinate with HS Rep for a final confirm on attendance of families and recipients
- ☐ Confirm attendance/resend invite to all prior Hall of Fame Inductees to the banquet

The Day Before the Conference

- ☐ Set up for the conference

Day 1 of the Conference

- ☐ Facilitate the Pre-Conference

Day of the Banquet

- ☐ Coordinate with HS Rep to reserve tables for HOF recipient and guest
- ☐ Greet all HOF associated guests

Immediately Following the Conference

- ☐ Facilitate "onboarding" in even-year Area Representative election years during the Post-Conference Board of Directors meeting.

After the Conference

- ☐ Pack up perpetual plaque for storage.

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.