



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.*

High School Representative

Revised Purpose: To support WACA's High Level Delegates, work with the Middle 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 Middle 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 Middle School Rep and Recognition Coordinator.
 - ii. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
 - iii. Notifies Inductees: Nominees are notified of their nomination via a letter in triplicate (person, administrator, district admin, if possible) by the High School and/or Middle School Representatives
 - iv. Responsible for ordering the recognition plaques and creating recognition video
 - v. Invite all past inductees to the Hall of Fame banquet.
 - 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.
- 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, Middle School Rep and Area Rep.
- 7. Actively participates in the planning, implementation with Middle School Rep and evaluation of the Annual Conference.
 - a. Assists Area Representatives, as needed.
- 8. 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
- ☐ Create new nomination form
- ☐ Begin to advertise Hall of Fame opportunity (work with Communication/MS Rep)

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

- ☐ Honor prior inductees with reminder posts online
- ☐ Continue advertising Hall of Fame opportunity (work with Communication/MS 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
- ☐ Continue advertising Hall of Fame opportunity (work with Communication/MS Rep)
- ☐ Close Hall of Fame Nominations form - December 1

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

- ☐ 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 January meeting
 - ☐ If applicable: Vote on Legacy Recipient
- ☐ Notify HOF /Legacy recipient nominators
- ☐ Invite all prior Hall of Fame Inductees to the banquet
- ☐ Begin collecting information for their recognition videos
- ☐ Create the videos for the HOF Banquet
- ☐ Coordinate with MS Rep to make arrangements for announcing to the HOF recipient
 - ☐ MS & HS Reps can be involved in this or simply allow
- ☐ Coordinate with MS Rep to make arrangements regarding HOF family attendees for hotel and banquet.
- ☐ Invite all past inductees to the Hall of Fame 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)

- ☐ Continue collecting information for recognition videos
- ☐ Confirm recipient has been notified of award
- ☐ Finalize Pre-Conference session agenda & plans

2 to 4 Weeks Prior to the Conference (February)

- ☐ Coordinate with MS Rep for family and recipient attendance to banquet
- ☐ Coordinate with MS 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)

- ☐ Final edits on videos for HOF Banquet
- ☐ Share videos with webmaster for Banquet
- ☐ Coordinate with MS 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
- ☐ Final edits on Pre-Conference Plan and make any copies

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 MS 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

- ☐ Send a copy of the video to inductee(s)

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 participate in the planning, implementation, and evaluation of the Annual Conference.
 - a. Present breakout session, as needed.
 - b. Participate in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteer for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assist in the recruitment of Presenters.
 - f. Assist in the recruitment of Partners.