

CWPA Treasurer Role Description

The Treasurer serves as an ex officio (non-voting) member of the CWPA Executive Board (EB). As a member of the EB, the Treasurer must attend the two main meetings of the Board each year, normally held at the CCCC and CWPA annual conferences; however, the treasurer meets regularly with the President and Vice President about the financial status of the organization. The CWPA Treasurer works with the Officers and EB members to:

- collect, deposit, and keep secure all income from multiple sources for CWPA, including membership, conference revenue, journal subscriptions and advertisements, Consultant Evaluator (CE) service etc.;
- pay monthly bills as authorized by the Officers and EB;
- under the direction of the President, manage all financial aspects of the CWPA annual conference, including liaising with local hosts on financial matters;
- distribute monetary prizes as determined by awards committees;
- keep accurate financial records for multiple CWPA constituencies, including the CE service and WPA journal;
- coordinate with CWPA Secretary on membership updates, journal subscription renewals, and missing journal communications from EBSCO;
- complete Form 990 required by the IRS (submitted through the services of the accounting firm retained by the organization);
- balance QuickBooks Online account monthly and review for accuracy during tax preparation;
- provide financial reports to the EB twice yearly and to the President monthly;
- participate in any audits or other organizational reviews, as required;
- work with the Officers to prepare an annual budget based on current resources;
- manage the financial aspects of leadership transitions (issuing credit cards, providing account access, etc. to incoming president)

The Treasurer needs a good working knowledge of Excel, PayPal, and QuickBooks Online, as well as experience with budgeting processes. If necessary, the Treasurer must be willing to undertake additional financial training at CWPA's expense. The incoming Treasurer will be expected to "shadow" the outgoing Treasurer for a period of at least three months to ensure a seamless handover.

While CWPA budgets are limited, some clerical support in the form of an Assistant Treasurer may be possible. The CWPA provides economy class travel to both CCCC and CWPA conferences. In addition, for CCCC, one night's lodging and two days' meals at established government per diem rates will be covered; for CWPA, all lodging, registration costs, and meals will be covered.

To Apply:

Send to CWPA President Lilian Mina (lilian.mina@gmail.com): 1) A brief letter, designating your intent to be considered for **Treasurer** and a brief overview of your qualifications and reasons why you are interested; (2) your CV, along with the CVs of any other professionals at your institution who may contribute to the effort; (3) if desired, a request for funds to support clerical support including a description of the duties to be performed and an estimate of the number of hours associated with those duties and an estimated budget; and **optionally**, 4) a letter of endorsement from the administrator(s) (chair, dean, vice-president) demonstrating support for your taking on this role.

The Treasurer must be a member of CWPA at the time of application. You may self-nominate or be nominated for the position. The Treasurer will be chosen by vote of the Executive Board. We welcome inquiries about any facet of serving in this role, and would be glad to have individual conversations about your interest. Proposals will be reviewed on a rolling basis, **but for full consideration, we would like to receive them by December 1, 2023** when full review will begin.

CWPA Secretary Role Description

The Council of Writing Program Administrators (CWPA) invites nominations from its members for individuals wishing to serve as the organization's Secretary. This is an opportunity for individuals to contribute their talents and time to the important work we do by serving as a leader of the organization. The Secretary serves as an ex officio member of the CWPA Executive Board. Ideally, we would like to make this appointment during fall 2023 to facilitate activity leading up to the March 2024 Executive Board meeting.

As a member of the Executive Board, the Secretary must attend two meetings of the Board each year. CWPA will provide (economy class) travel to CCCC and CWPA conferences, one night's lodging and two days' meals at established government per diem rates at CCCC, and all nights' lodging and registration costs (including conference meals) and non-conference meals at the CWPA annual meeting. In the event of travel restrictions in which the organizational leadership decides not to hold official CWPA business in person, CWPA will not provide the above funding.

The CWPA Secretary maintains current and historical membership records (which include current contact information and membership status), records minutes at Executive Board meetings, and coordinates and tallies votes of the membership and the Executive Board both at in-person meetings and online meetings. The Secretary is the first point of contact for membership question and works with Websuite2 to maintain a database of membership (occasionally running demographic and research reports related to the website's tracking of membership). The Secretary also works with the CWPA President to handle reprint permissions related to CWPA publications and position statements. The Secretary organizes the CWPA booth at the CCCC exhibit Hall each, including organizing staffing shifts at the CCCC annual convention.

The Secretary maintains the circulation of the CWPA Journal (*WPA: Writing Program Administration*), including maintaining individual and institutional subscriptions, working with the editors and printers to fill and mail back issue inventory, and creating mailing lists. Journal mailing takes place in conjunction with our publisher, currently Parlor Press. Familiarity with Microsoft Word and Excel is a must.

The position provides some clerical support for CWPA, for answering e-mail, telephone, or written queries about the organization and for referring individuals to appropriate contact persons. While our budgets are limited, CWPA may be able to cover some costs associated with clerical support for the Secretary from institutional staff or undergraduate or graduate employees. If this is desirable, please specify the range of duties that will be associated with this request, the approximate number of hours associated with the duties, and an estimate of the budget amount associated with this request.

To Apply:

Send to CWPA President Lilian Mina (lilian.mina@gmail.com): 1) A brief letter, designating your intent to be considered for **Secretary** and a brief overview of your qualifications and reasons why you are interested; (2) your CV, along with the CVs of any other professionals at your institution who may contribute to the effort; (3) if desired, a request for funds to support clerical support including a description of the duties to be performed and an estimate of the number of hours associated with those duties and an estimated budget; and **optionally**, 4) a letter of endorsement from the administrator(s) (chair, dean, vice-president) demonstrating support for your taking on this role. ***We can provide applicants with a letter highlighting the ways in which these roles represent professional service to our national organization, and how this work can provide excellent experience for WPA work.***

The Secretary must be a member of CWPA at the time of application. You may self-nominate or be nominated for the position. The Secretary will be chosen by vote of the Executive Board. We welcome inquiries about any facet of serving in this role, and would be glad to have individual conversations about your interest. Proposals will be reviewed on a rolling basis, **but for full consideration, we would like to receive them by December 1, 2023**, when full review will begin.

