

WACADA Executive Team Position Descriptions

President: (elected position, total of 3 years – President-Elect becomes President then Past President)

- Presides at all meetings of WACADA and WACADA Executive Committee
- Responsible for overseeing all of the association's activities
- Coordinates the election process with the assistance of the Secretary
- Schedules facilities and calls the meetings of the Executive Committee
- Schedules executive retreat; old executive members and new executive members in October/November to hand off information
- Appoints committees with the approval of the Executive Committee
- Responsible for promoting and sending out election nominations, if any, to all members
- Creates, designs and hands out Certificate of Appreciation to all retiring board members at the conference
- Maintains and updates executive directory on website

President-Elect: (elected position, total of 3 years – President-Elect becomes President then Past President)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Assumes the duties of the President at the end of the annual business meeting after year as President-Elect
- Performs duties of the President when the WACADA President is not available
- Responsible for all facets of the blog, produced regularly throughout the year – fall, spring, and summer
- Responsible for seeking gift for President to be awarded at the annual conference

Past President: (elected position, total of 3 years – President-Elect becomes President then Past President)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Acts as a consultant to the current President and Executive Committee and chairs the Awards Committee
- Maintains and updates awards information on website
- Serves as Chair of Awards Committee:
 - Coordinates the distribution of information, solicitation of nominations, selection of recipients, and presentation of all WACADA awards
 - Promotes Advising Awards nominations information and deadline in spring/early summer
 - Notifies nominees when nominated and informs them about the process

- Organizes committee to review new award nomination (committee will consist of previous award winners and Past President)
- Reviews annually the awards selection process and make modifications as appropriate
- Conducts the awards presentations at the annual conference

Vice President of Programs: (elected position, two-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Responsible for maintaining and updating the evaluations for the annual conference and other professional development workshops, including sending it out to membership and sharing results with the Executive Committee
- Responsible for collecting and posting conference presentation materials to the website
- Works with the President to secure the upcoming year's annual conference location
- Serves as a liaison between the host institution and the Executive Committee for professional development workshops (e.g. Winter Workshop)
- Develops, maintains and evaluates professional development opportunities aside from the annual conference

Vice President of Membership: (elected position, two-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Encourages members to renew membership and recruits new members
- Maintains a current membership roster and serves as chair of the Membership Committee, if any
- Maintains and updates membership information on website and online registration system as needed
- Maintains and updates automatic emails on registration site
- Develops and/or maintains organizational brochures and other recruiting documents
- Works towards adding value to membership

Region V NACADA Liaison: (elected position, two-year term)

**This position needs to be promoted every 2 years in December and names need to be forwarded to NACADA Regional V Chair representative for elections in February. The election process for State/Liaison will correspond with NACADA's established policies and election cycle.*

- Attends WACADA board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- The State/Liaison Representative must be a NACADA member
- Term will begin at the NACADA National Conference at the Regional Meeting
- Chairs state meetings, NACADA Region V and national meetings

- Maintains and updates any information related to NACADA
- Attends Steering Committee meetings of NACADA Region V
- Provides the Region V Representative with material for regional and national publications
- Represents NACADA at the state level at meetings and other occasions deemed necessary to carrying out NACADA's and Region V's mission
- Takes a leadership role in providing and improving state communication linkages between NACADA, Region V steering committee, and those allied organizations within their defined geographic area
- Completes regional goal worksheet about WACADA for NACADA

Treasurer: (elected position, at least one-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Oversees the financial operations of the organization
- Recommends policies and procedures regarding income and expenditures of organization funds
- Produces financial report at Executive Committee meetings
- Produces an annual financial report for distribution at the business meeting at fall conference
- Works with annual audit committee, if any needed
- Maintains the Employer ID Number and 501(C)(3) documents

Secretary: (elected position, two-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Keeps records of all meetings of WACADA and the Executive Committee
- Maintains a copy of the current bylaws
- Reviews the constitution & bylaws every other year, calls together a committee representative of all institutional types and proposes any changes to the general membership at the business meeting at the annual fall conference
- Maintains and updates minutes on website
- Maintains a copy of any contracts for service

Faculty Representative: (elected position, two-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Recruits faculty members to participate in WACADA
- Collaborates with VP of Membership to promote WACADA to faculty
- Develops and maintains promotional material for faculty
- Maintains and updates faculty information on website
- Develops and creates information for faculty for WACADA newsletter

- Assists in recruiting next faculty representative

Graduate Student Representative: (appointed position, one-year term)

- Term begins and ends in May
- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Acts as a liaison between the student members of WACADA and the Executive Committee
- Serves as a recruiter for graduate students in the organization
- Assists the VP of Membership with duties regarding graduate student membership
- Communicates, through email and mailings, the benefits and mission of WACADA to graduate students
- Promotes WACADA through advocating for its members while helping to build networks and promoting professional development
- Meets with various individuals interested in WACADA to ensure their knowledge in the organization and its goals
- Assists the Executive Committee with knowledge regarding current topics for graduate students
- Ensures that the graduate student members of WACADA are comfortable with their role in the organization
- Develops and maintains promotional material for students, including newsletter updates
- Maintains and updates student information on website
- Assists in recruiting next student chair representative
- Develops and maintains a database to recruit students
- Maintain WACADA's Facebook presence by serving as the Administrator for WACADA's Facebook page

Conference Committee Representative: (appointed position, one-year term)

- Attends board meetings (usually 3 in-person and 2 by phone per year) and annual conference
- Serves as a member of the annual Conference Planning Committee
- Serves as a liaison between the Conference Planning Committee and the Executive Committee
- Responsible for keeping records of all conference information
- Responsible for sharing all conference information with subsequent Conference Committee Representative
- Updates conference information on website
- Serves as liaison for pre-conference planning (private, technical and UW-System)