Wisconsin College Personnel Association
Position Description
Conference Co-Chairs
(Appointed position— 2 year term)

General Description: Conference Co-Chairs. The primary responsibilities of the Conference Co-Chairs are to plan and execute the annual WCPA Annual conference. The Conference Co-chairs are voting members of the Executive Board, appointed in alternating years.

All Board Members
- Attend all scheduled meetings of the Executive Board.
- Bring forward concerns/issues of the membership to the Executive Board.
- Stay informed about trends and issues in the profession.
- Solicit conference presentations and provide support for professional development programming as requested.
- Attend and participate in the annual conference as reasonably able.
- Promote the WCPA to student affairs professionals at events where it is appropriate to do so.
- Network and outreach with student affairs professionals at the WCPA events.

Promote and represent the Association
- Seek opportunities to promote engagement with the WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

Administrative Duties: Plan and implement Annual Conference
- Arrange conference A/V needs in conjunction with the Technology Coordinator.
- Co-Chair conference committee, which shall be comprised of Membership Liaisons.
- Arrange conference facilities, meals, and other conference needs with support of conference committee.
- Recruit conference presenters and keynote speaker(s).
- Order conference supplies (ribbons, badges, etc.)
- Create conference program.
- Compile conference feedback.