

Wisconsin College Personnel Association
Position Description
Membership Liaison
(Appointed position— 2 year term)

General Description: Liaisons. Liaisons serve to represent their elected constituency. Liaisons solicit involvement in the WCPA Programs and events.

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

- Promote engagement with WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

WCPA Liaisons represent the following areas:

- Four-year public
 - This will be a two-year position, appointed in even numbered years.
- Four-year private
 - This will be a two-year position, appointed in odd-numbered years.
- UW System Two-year, Technical Colleges, and Tribal Colleges
 - This will be a two-year position, appointed in odd-numbered years.
- Graduate Student
 - This will be a two-year position, appointed in even-numbered years.
 - The Graduate Student Liaison will recruit case study competition participants for the annual conference.

Administrative duties

- Solicit involvement in the WCPA Professional Development Programming and other WCPA events.
- Send welcome emails to new members within their designated constituency.
- Identify candidates for nomination at the conclusion of their term as liaison.
- Serve on annual conference planning committee at the direction of the Conference Co-Chairs.