

Wisconsin College Personnel Association
Position Description
Immediate Past President
(Elected position -3 year commitment)

General Description: Past President. The primary responsibility of the WCPA Immediate Past President is to communicate with the President, President-Elect, and serve as liaison with other Past Presidents. The Immediate Past President is also responsible for organizing the annual report, and facilitating the election process.

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, information, 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 and others 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

- Serve as the spokesperson for the association as needed or when requested.
- Seek opportunities to promote engagement with the WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

Administrative duties: Student Affairs 101, elections, and annual report

- Chair the Student Affairs 101 planning committee.
- Coordinate the elections processes.
- Coordinate Audit of Budget at least once every two years.
- Create and share the annual report with the membership, by December 31 of the year that the role of Immediate Past President is assumed.