

Wisconsin College Personnel Association
Position Description
President Elect
(Elected position—3 year commitment)

General Description: President Elect. The responsibility of the WCPA President Elect is to participate in all executive board meetings, and to plan and implement the annual Professional Development Institute. The President Elect shall serve as the President the year following their one year as President Elect, and shall perform the duties of the President in the absence of the President. The President Elect shall perform such other duties as may be assigned by the Executive Board from time to time. The President Elect is also responsible for facilitating the planning and execution of a Professional Development Institute annually.

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.
- Develop communication with similar intrastate organizations (WACADA, WINAP, WICU, etc.)
- Get to know the relevant leaders on your campus and engage their support in promoting the WCPA
- Check and respond to Association email

Administrative Duties: Professional Development Institute

- Facilitate the planning and execution of an annual Professional Development Institute.