

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

**General Description:** President. The President shall prepare the agenda for and preside at all regular and special meetings of the membership and the Executive Board, establish all ad hoc committees and appoint their members, coordinate the training of new executive board members, and be responsible for the general program of the WCPA. The President shall, in general, perform all the duties incident to the office as may be prescribed by the Executive Board from time to time.

**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**

- 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.
- Develop communication with similar organizations in other states (e.g. Minnesota College Professionals Association)
- Coordinate the WCPA sponsorship.
- Get to know relevant leaders on your campus and engage their support in promoting the WCPA.

**Administrative Duties: Executive Board Management**

- Facilitate regularly scheduled meetings of the WCPA Executive Board.
- Assist in recruitment of board members and volunteer leaders.
- Make recommendations to the executive board for appointed positions.
- Train new board members and appointed positions with the support of Immediate Past President and President -Elect.
- Maintain ongoing communication with executive board members and volunteer leaders.
- Consult with Treasurer and assist in the creation of an annual budget for the Association.