

Wisconsin College Personnel Association
Position Description
Secretary
(Elected position—2 year term)

General Description: Secretary. The primary responsibility of the WCPA Secretary is to ensure that board meetings are accurately recorded and distributed to the membership, and maintain accurate Association records.

All Board Members will:

- 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: Records

- Record accurate minutes of board meetings and distribute them to the Executive Board and membership in a timely manner.
- Serve as the WCPA Archivist during term of office, including management of electronic records (Google Drive).
- Present minutes to Technology Coordinator for posting on the web page.
- Maintain accurate Executive Board Directory.
- Maintain accurate membership records, with support of Membership Liaisons and the Communications Coordinator.