

First Vice President Handbook

Article V.I., section 3 of the WSCA Constitution & Bylaws stipulates: “The First Vice-President shall direct efforts at increasing membership and assist the President-Elect in planning the annual convention.”

This handbook provides information relative to duties, offers advice, and specifies suggested deadlines, which are italicized for ease.

Membership on Committees:

- Serve on Finance Committee (per Constitution, Article VIII., Section 4)
- Serve on Member Services Committee (per Constitution, Article VIII, Section 7)

Supporting President-Elect

- Shadow Trip for Program Planning – plan to travel to location of Pres-Elect around *October* when interest group planners submit their programs to the Pres-Elect. Anticipate three day/two night stay. Benefits of trip are cultivating working relationship, learning program planning at the convention level, and acquiring tips and advice for planning your convention.
- Be available to him/her for consultation and/or assistance before and during WSCA convention

Planning Your Conference

- Create a convention theme and draft a call for the convention program. Submit to Pres-Elect *early November (pre-NCA)*. S/he needs to include in the program and send to publisher.
- Basic Course Conference – May organize or delegate coordination of the Basic Course. If delegated, the individual must be a member of WSCA. There are no restrictions that prevent the coordinator from simultaneously holding a position in an interest group (IG). More specifics provided under “Basic Course”
- Prepare for interest group meetings at the convention – Suggested content to address:
 - Recommended number of papers (4 not 3) on panels. If a panel must have three papers, then IG planners need to provide justification because three papers per panel may reduce the number of participants. Three papers on a panel is possible for Top Paper panels with respondent.

- IG planners must submit all statistics regarding number of submissions, rejection rates, etc. when submitting panels to Pres-Elect. Emphasize quality over quantity, which may lead to high rejection rates.
- Back-to-back panel sessions count as two panels of the total number of panels allocated to an IG
- Program Planners Guide – contact Executive Director for version.
 - Edit “Program Planners Guide (yr) V1” and submit to Executive Director for review *two weeks in advance of conference*.
 - After Executive Director reviews, make 15 copies to distribute to program planners at WSCA convention.
 - Two sessions are scheduled during convention for program planners to meet with Pres-Elect and 1st VP.
- Site visit trip – advise making a few weeks post WSCA (*late March-May*) when transitioning from 1st VP to Pres Elect. In advance of site trip, obtain hotel contract from Executive Director.

Basic Course Conference

- Background – Goal is to offer every other year, and on the Saturday of the convention. Occasionally it falls off the radar from being offered. In recent years been offered in 2009, 2011, 2014, and 2017.
 - Planning needs to be completed by *October* as that’s when the primary planner (i.e., Pres Elect) needs the information for inclusion in the program.
 - Coordinator may solicit paper presentations via a CFP in the convention program preceding the conference at which the Basic Course will be held and/or structure the format of the Basic Course Conference as desired.

Membership Drive

- Acquire membership letter from prior 1st VP and update or revise as needed. Membership letters—one to individual members and another to department members to encourage renewal. *Occurs in October*.
- Provide Executive Director with letter who will send out on your behalf.
 - 1st VP may decide to send hard copies of letters in lieu of electronic mailings. If so, obtain member addresses from Exec. Dir.
 - Acquire department letterhead, envelopes, and mailing labels

- Separate mailing may be completed to inactive members (i.e., those who once joined but have not maintained membership), nonmembers (i.e., those who registered at convention but never became a member), and/or inactive departments.

Reports

- Prepare first report of activities and email to Executive Director and copy Executive Council, *due in early November pre-NCA*.
- Prepare second report of activities and email to Executive Director and copy Executive Council *due in late January/late February prior to WSCA*

During WSCA Convention

- Attend the pre-convention meeting. Normally scheduled Thursday afternoon if the convention (Exec. Council meeting) is on Friday.
- Attend one Program Planners Meeting with Pres-Elect
- Attend and serve as voting member at Executive Council meetings and Legislative Assembly
- Attend programs (e.g., opening of USRC, drop-by Basic Course, etc.)
- Chair Spotlight panel for previous year's Scholar Award winner

Update 1st VP Handbook

- Revise this handbook as needed

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