

## **DUTIES OF THE WSCA PRESIDENT**

(adapted from Dawn Braithwaite, 2001;  
most recent revision 3/09)

### **Upon Assuming Office**

1. Write thank you notes to the program planners, speakers, and anyone else who helped you out with the convention (cc a copy of the letter to the person's appropriate Chair, Dean, or President).
2. Write new welcome letter for web site home page.
3. You appoint the new members of the Finance, Publications, and Member Services Committees; the Executive Committee chooses the new members of the Nominating, Time and Place, and WSCA Scholar Award Committees. Contact those suggested for committee positions and secure their agreement to serve. Write letters thanking them for agreeing to serve and outlining their responsibilities (send a copy of the by-laws when appropriate). Draft letters available from the now Immediate Past President or the Executive Director.
4. Appoint Distinguished Service Award and Model Teaching Award Committee chairs from newly elected members of the Executive Council.
5. Write charge letters to any special committees you have appointed.
6. Write a column about the convention for the *WSCA News* and a slightly different (and longer article) for *Spectra*.
7. Review the minutes of the Executive Council and Legislative Assembly meetings for accuracy.
8. Follow up with business emerging from the EC and LA meetings. Work with the now Immediate Past President on this.

### **April**

1. Do preconvention visit with President-Elect/Program Planner and Executive Director.

### **May**

1. Possibly now, and possibly in August, do the site visit to possible 4+ year convention hotels, and prepare a report for the November Executive Council meeting.
2. ED sends Jan-March financial statement, budget, and copies of bank and investment statements to President and Finance Committee Chair.

### **June**

1. If required by ED's department, complete the Executive Director annual performance evaluation and submit to the ED's department chair.

### **July/August**

1. ED sends April-June financial statement, budget, and copies of bank and investment statements to President and Finance Committee Chair.
2. Contact the President-Elect about scheduling the presidential address at the convention. Pick a title for the address.
3. Write a column for the *WSCA News*.
4. Check with search committee chairs to see how searches are progressing.
5. Check with Executive Director to make sure names on bank and fund accounts have been changed.
6. If not done in May, do site visit now.

### **October**

1. Work with the Executive Director to create and distribute an agenda for the November Executive Council meeting. Compile Officer and special committee reports due at this meeting.
2. Check again with search committees to see if they have narrowed down the candidate pool and encourage them to make a report in November (with the actual decision scheduled for February).
3. Write a column for the *WSCA News*.
4. Contact Executive Director see about sponsorship of President's Party.
5. Write the welcome page for the convention program and sent it to the President Elect/Program Planner.

### **November**

1. Work on your presidential address (hah!).
2. Chair the Executive Council meeting (prepare and distribute officer reports and agenda).
3. Visit the booths of publishers who have sponsored events for us or may sponsor in future—shmooze. Encourage members of the EC to do the same .
4. Follow up with business from the EC meeting.
5. Remind the Distinguished Service Award and WSCA Scholar Award Committee chairs that the partners of the winners should be notified and invited to attend the Convention Luncheon. Of course you need to swear them to secrecy.
6. Before the February convention, when the Executive Director is one and a half years into her/his first term, find out if s/he wants to continue for a second term. If so, at the EC meeting Tuesday morning (and after the “review conversation” with the Officers and Executive Director earlier in the convention), the EC needs to decide whether to reappoint the Executive Director for a second term.

### **December/January**

1. Finish your presidential address (yeah, right).
2. Consult with the Executive Director about your President's reception and prepare invitations to that event for distribution at the convention.
3. Work with Executive Director on agenda for the Executive Council meeting. Ask the elected and appointed officials for their annual reports. Compile Officer and Committee reports.
4. Organize Legislative Assembly (see check list).
5. Sign hotel contract negotiated and signed by Executive Director.

### **Late January-Early February**

1. Produce an agenda and place cards for the luncheon.
2. Invite Executive Director, First Vice-President, President-Elect and Past President to President's Lunch (usually in President's Suite; Saturday noon seems to work best).
3. ED sends financial statement for previous year, expenditures and revenues for previous year, and budget for current and next year.

### **February**

1. Chair the Executive Council meeting.
2. Chair the Officers' Review meeting, committee meetings.
3. Preside at the luncheon.
4. Deliver your presidential address (that you finished last weekend).
5. Chair the Legislative Assembly.
6. Host your reception.
7. Morph yourself into a "grey eminence" (a Bill Eadie quote).

### **In Between**

Work with the Executive Director on matters that come up needing your consultation/leadership. There are always such matters, but their nature varies from year to year.