

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

- Be available to the President-Elect for consultation and/or assistance before and during WSCA convention
- Ask the President-Elect what assistance is needed with management of the online submissions system, Attendee Interactive, beginning when submissions open (early *August*). Possible tasks include biweekly checking for duplicate accounts in the system, merging duplicate accounts, responding to password reset requests and other inquires.

Planning Your Conference

- Create a convention theme and draft a call for the convention program. Submit to President-Elect *early November (pre-NCA)*. They need to include this in the program and send to publisher. If you plan to have a logo for your convention creating it by early November and maintaining use of it on all relevant documents through your convention increases consistency/recognition.
- Basic Course Conference – This conference is held every other year. If the year you plan the convention is a year the BCC is scheduled to occur you may organize this conference or delegate coordination. 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 are provided under “Basic Course.”
- Prepare for interest group meetings at the convention one year prior to the convention you will plan.
 - Begin by emailing chairs and vice chairs of each Interest Group in *January* to determine the individual planning on their group’s behalf. Alert them to the

- times of the Program Planner meetings at the convention. Prepare a sign in sheet for attendees to verify the information and account for their attendance.
- Email the newly elected First Vice President who has yet to take office, and invite them to the Program Planners meeting to shadow you/become familiar with the process.
- Create your Program Planners Guide. Contact President-Elect for a version you can edit.
 - Edit guide and submit to Executive Director for review at least *two weeks in advance of conference*.
 - After Executive Director reviews, make 20 copies to distribute to program planners at WSCA convention *or* specifically request that the Executive Director do so on your behalf.
 - Two sessions are scheduled during the convention for program planners to meet with you. The Executive Director also attends these meetings.
 - Review the upcoming hotel contract, understand the AV clause (e.g. whether outside AV is acceptable), prepare for questions.
 - Suggested content to address during Program Planners Meeting:
 - 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 should 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
 - Review use of Attendee Interactive system and the timeline for program planning
 - Hand out a hard copy of the Program Planners Guide and email a digital copy to each planner immediately following the convention. Send the final version to the ED to post on the website under ABOUT, Documents, Convention.
 - Site visit trip – Between *December-February* begin coordinating with the Executive Director for a site visit to your convention site to take place 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.

- Begin coordinating with the local host for your convention starting in *October/November*. They will be introducing your convention during a 10-minute presentation at the end of the February luncheon and it is helpful if they know the theme and any logo you are using to help coordinate materials at the luncheon.

Basic Course Conference

- Background – The goal is to offer this conference every other year, and on the first full day of the convention. Occasionally it falls off the radar from being offered. In recent years been offered in 2009, 2011, 2014, 2017, 2019, 2021.
 - Planning needs to be completed by *October* as that’s when the President-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 the prior 1st VP and update or revise as needed. Membership letters should be catered to individual members and another letter catered to department members to encourage renewal. *Occurs in October*.
- Provide Executive Director with letters to be emailed 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 or WSCA 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

- You are welcome (but not required) to attend the pre-convention meeting. Normally this is scheduled two days before the convention officially begins. Consult with ED and President-Elect for specifics.

- Attend Finance Committee, familiarizing yourself beforehand with the WSCA budget. You may propose budget revisions for the upcoming convention but must work with the ED and through the Finance Committee to do so.
- Attend the Member Services Committee meeting. Reach out to the incoming/newly elected First Vice-President prior to the convention to invite them to the Member Services Committee, as they will be transitioning responsibilities with you during that meeting.
- Hold two Program Planners meetings for Interest Groups
- Attend programs (e.g., opening of USRC, drop-by Basic Course, etc.)
- Give a two-minute speech at the convention luncheon honoring the Immediate Past-President

Update 1st VP Handbook

- Revise this handbook as needed

Updated January 2020 by Christina G. Yoshimura

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Written November, 2015, Michelle A. Holling