

Elected and Appointed Positions for WSCA Members

There are many different service roles in the Western States Communication Association, and sometimes it can be confusing to determine how to move in to one of these roles or what, precisely, the responsibilities might be.

This guide consolidates information from WSCA Bylaws and Policies and Procedures in one place to be as transparent as possible about the roles. Any association member can nominate themselves or others for *elected* positions by contacting the President, Nominating Committee members, or Executive Council members. Calls for nominations are also published in the *WSCA News*. Elections for many of these roles take place in November, so please be in contact in by late summer/early fall for your interest in elected positions. Those interested in *appointed* positions can communicate their desire to serve to the President, Executive Council members, or members of committees upon which they would like to serve. Appointment for many of these positions takes place just after the February convention, so please be in contact before the convention with your interest in appointed positions. All contact information is listed on our website at www.westcomm.org

All officers and committee members must maintain **active memberships** within WSCA during their term of service.

Important Note: Several roles require serving on the **Executive Council (EC)**, which entails one annual meeting at the start of NCA, and two meetings at WSCA (one a day before the convention begins and one the last morning of the convention). As this can entail significant commitment of time and travel expenses, expected service on EC is noted explicitly for each role.

First Vice President/President Elect/President/Immediate Past President

Term: 4 years (this role involves ascension from one to the next in sequence)

Elected or Appointed: Elected by membership

Serves on EC: Yes

Duties (across the four year term): planning the convention, reviewing and commenting upon reports, presiding at business meetings of EC and LA (during President year), increasing membership, assisting those in the presidency line ahead, serving on committees (i.e., finance, nominating, time and place, and distinguished service) and serving on EC. This is the most time-intensive and work-intensive series of roles in the organization. It is open to anyone, and it is also helpful to have served first for a few years in one (or several) of the other association roles that serve on EC, to become familiar with the scope and process of the work for the organization.

Second Vice President

Term: 1 year

Elected or Appointed: Elected

Serves on EC: Yes

Duties: Planning and facilitating the Undergraduate Scholars Research Conference, Graduate Workshop, Graduate Open house, and serving on EC.

Editor of *Western Journal of Communication* or *Communication Reports*

Term: 3 years

Elected or Appointed: Appointed (apply to the Publications Committee to be considered)

Serves on EC: Yes

Duties: Soliciting and receiving journal submissions, building journal staff/editorial boards, running anonymous review on submissions, reporting to EC and Taylor and Francis regarding the health and logistics of journal, and serving on EC. Editors also serve on the Publications board (one meeting annually during NCA and one meeting annually the day before the start of the WSCA convention).

WSCA News and Social Media Editor

Term: 3 years

Elected or Appointed: Appointed (apply to the Publications Committee to be considered)

Serves on EC: Yes

Duties: Soliciting and receiving newsletter articles, posting to the online newsletter as well as social media, preparing bimonthly newsletter digests to email to the membership, preparing reports for EC, and serving on EC. The Editor also serves on the Publications board (one meeting annually during NCA and one meeting annually the day before the start of the WSCA convention) and on the NCA Regional Advisory Committee (one meeting annually during NCA).

Legislative Assembly Delegates At-Large

Term: 2 years

Elected or Appointed: Five elected per year by the membership

Serves on EC: No

Duties: Attending Legislative Assembly meetings at the WSCA convention, reviewing reports and conducting Association businesses (voting, discussing, proposing items etc.) during the meeting.

Executive Council Members At-Large

Term: 2 years

Elected or Appointed: Elected by Legislative Assembly (must be present at LA for election or submit a written document stating willingness to serve with someone at LA).

Serves on EC: Yes

Duties: Soliciting and evaluating nominations for association awards (as assigned by President), giving out one award per years at the annual luncheon, and serving on EC.

Coordinator of Speech Activities

Term: 3 years

Elected or Appointed: Appointed by EC with nominations solicited from the Western Forensics and Argumentation Association Interest Group

Serves on EC: Yes

Duties: Directing the WSCA convention tournament and other forensic activity held under the auspices of the Association, enhancing the standards and conduct of student speech activities in the West, submitting reports and/or recommendations to EC, serving on the WSCA Time and Place committee, and announcing annual award at the WSCA luncheon.

Credentials Committee of Legislative Assembly

Term: 1 year

Elected or Appointed: Appointed by the president

Serves on EC: No

Duties: Certifying delegates at LA by checking them in at the door, hands out ballots, counts ballots, reports results to president. Individuals serving on the credentials committee should not have any other official/voting role at Legislative Assembly that year.

Interest Group Secretary

Term: -consult interest group Bylaws at westcomm.org under "About" then "Interest Groups"

Elected or Appointed: Elected by interest group

Serves on EC: No

Duties: Keeping records of meetings and distributing those notes, and other duties contingent on the Bylaws of the interest group

Interest Group Vice Chair/Chair

Term: consult interest group Bylaws at westcomm.org under "About" then "Interest Groups"

Elected or Appointed: Elected by interest group

Serves on EC: No

Duties: Duties are contingent on the Bylaws of the interest group. The Vice-chair is often responsible for attending the Interest Group Program Planner meetings put on by the First Vice President (usually in the morning on the second or third days of the convention) and assisting the Chair. Chair duties often involve presiding at the interest group business meeting at the convention, and soliciting, organizing review for, and accepting/rejecting interest group submissions. They serve at Legislative Assembly for one year to represent the interest group, and may be asked to serve on the Nominating Committee if it is that Interest Group's turn according to the Association bylaws.

WSCA Representative to NCA

Term: Three years

Elected or Appointed: Elected from Legislative Assembly

Serves on EC: No

Duties: Attending NCA Legislative Assembly meetings as a representative of WSCA and submits a report to EC at the February convention.

Executive Director

Term: 3 years

Elected or Appointed: Recommended by an ad hoc committee, voted on by the EC and Appointed by the President

Serves on EC: Yes

Duties: performing the usual duties of secretary and treasurer; maintaining the Policies and Procedures Manual; administering the affairs of the Association under the direction of the Legislative Assembly and the Executive Council; supervising voting on candidates for office and for Constitution and Bylaws changes; and presenting the annual budget as developed by the Finance Committee to the Executive Council and to the Legislative Assembly for action. This role requires significant breadth and depth of experience with WSCA.

Finance Committee Member

Term: 3 years, with the last year as chair of the committee

Elected or Appointed: Appointed by the President

Serves on EC: Only in the final year of service

Duties: Reviewing financial status and reports, considering requests for funds, working with ED to prepare preparing a budget for EC, and offering recommendations if/as needed. There is a meeting of the committee before the first day of the WSCA convention each year of the term.

Publication Committee Member

Term: 3 years, with the last year as chair of the committee

Elected or Appointed: Appointed by the President

Serves on EC: Only in the final year of service

Duties: Recruiting for journal/newsletter and social media editors, serving as search committee for editors, and monitoring policies and practices regarding journals/newsletter. There is an annual meeting with Taylor and Francis during NCA convention each year of term, and before the first day of the WSCA convention each year of the term.

Nominating Committee Member

Term: 1 or 2 years, depending on the method of entering the committee

Elected or Appointed: Elected by Legislative Assembly *or* appointed by the President/EC *or* by serving as President *or* by serving as an interest group chair during the rotation specified in bylaws

Serves on EC: No

Duties: Generating lists of members who are willing to serve in elected positions, communicating with members about elected positions. All work is done via email.

Time and Place Committee Member

Term: 3 years, with the last year as chair of the committee

Elected or Appointed: Elected by EC

Serves on EC: No

Duties: Working with ED to research and recommend the time and place for the annual convention in the future.

Member Services Committee Member

Term: 3 years, with the last year as chair of the committee

Elected or Appointed: Appointed by President or as part of First Vice President role

Serves on EC: No

Duties: Developing new members, retaining current members, updating the Association spreadsheet of departmental contacts for the upcoming convention location, and considering how WSCA can better serve members.

Distinguished Scholar Award Committee Member

Term: 1-2 years (2 years if elected, 1 year if appointed)

Elected or Appointed: One person per year appointed by EC, one person per year appointed by the President, and 2 additional people elected by the Legislative Assembly

Serves on EC: No

Duties: Work to encourage nominations for the award and to review applications for the award.

Distinguished Teaching Award Committee Member

Term: 1-2 years (2 years if elected, 1 year if appointed)

Elected or Appointed: One person per year appointed by EC, one person per year appointed by the President, 2 additional people elected by the Legislative Assembly

Serves on EC: No

Duties: Work to encourage nominations for the award and to review applications for the award.

You may read our Association's *Policies and Procedures* at any time on our website, <http://www.westcomm.org>. There you will find full information regarding nomination, election and responsibilities of each role within the Association.