

WESTOP Role and Responsibilities 2016 - 2017

Position: SoCal Chapter President

Purpose: Provide executive leadership and ensure that all programmatic and fiscal operations of the Chapter are functioning properly. Conduct periodic Chapter meetings to facilitate a two-way flow of information between the WESTOP Board and SoCal Chapter.

Key Responsibilities:

1. Prepare and submit a revised Chapter budget at the May/June WESTOP Board meeting for approval. Budget must include both projected revenue and expenses for the calendar year. Review the current budget and consult with Chapter Executive Committee as necessary.
2. Provide a Chapter report, to include Chapter activities and financial status at each WESTOP Board meeting and submit annual and other reports as required.
3. Serve on the WESTOP Board of Directors Fiscal Affairs Committee and the WESTOP conference awards/scholarship committee.
4. Ensure that Chapter Board reports are submitted to the WESTOP president seven days prior to each Board meeting.
5. Make arrangements for any WESTOP Board meeting held within the region of the Chapter, to include meeting room space, hotel and/or ground transportation. The Chapter, at its discretion, may provide continental breakfast(s) and/or refreshments during Board meetings and may inform Board members in advance as a courtesy.
6. Ensure that all financial information is forwarded to the WESTOP Chief Financial Officer in a timely manner for tax reporting purposes.
7. Appoint the professional development seminar and student leadership conference committee chairs, parliamentarian, and service council.
8. Oversee the following service council positions: COE Fair Share Campaign, Membership & Elections, Research, Technology, and Legislation & Education.
9. Oversee the executive board: President-Elect, Past-President, Secretary, Treasurer, Treasurer-Elect, and Parliamentarian.
10. Approve SoCal list serve subscriptions, messages and oversee website content and updates.
11. Ensure the Secretary completes all electronic file maintenance and record keeping
12. Serve as the public relations officer for the WESTOP SoCal Chapter.
13. Other duties as assigned by the WESTOP Board related to the overall purpose of the Chapter and the good of the Association.

Elected by: WESTOP SoCal Chapter as President-Elect and then again by the WESTOP membership during our annual conference.

Term Length: 2 Year

Time commitment: 3 years Total

1. President Elect (1 year term), President (2 year term), and Past President (1 year term)
2. Four-Five Chapter Meetings annually (this includes attendance to PDS and the WESTOP Annual Conference)
3. Monthly Executive Board & Service Council Conference Call Meetings and two in person meetings.

Reports to: WESTOP President