

Washington Activity Coordinators' Association

Standing Rules/Bylaws/Board Responsibilities

Annual Conference

1. An Annual Conference shall be held to conduct Association business and further the mission of the Association.
2. With input from the Board of Directors the dates, times and location of the annual conference shall be determined by a simple majority vote of the Executive Board.
3. Upon approval of the dates, time and location of the Annual Conference by the Executive Board, authority shall be granted to the Treasurer and the President-Elect to enter into a contract/agreement with the venue for the purpose of hosting the Annual Conference. It shall be required that both the Treasurer and the President-Elect, at the time of signing, sign such contract and or agreement(s).
4. A preliminary schedule of events for the Annual Conference shall be approved by a simple majority vote of the Board of Directors no later than the Winter board meeting. The final schedule of events shall be determined by the President.
5. Pre-Conference events, fees and stipends shall be included in the annual budget and approved by a simple majority vote of the Board of Directors, no later than the Winter board meeting.

Membership

1. Any individual involved with student activities is eligible to be a delegate to the Annual Conference.
2. Membership to the Association shall be automatically granted to all delegates in good standing.
3. Membership shall be on an annual basis and will begin at the opening of the Annual Conference and terminate at the opening of the subsequent Annual Conference.
4. Membership may be granted to others with a simple majority vote of the Board of Directors. Membership fees, if any, shall be determined prior to the vote.

Executive Board

1. The Executive Board of the Association shall be made up of the President-Elect, President, Past President, Secretary, Treasurer, Partner Coordinator, Program Coordinator, Technology Coordinator and Communication Coordinator.
2. It is the responsibility of the Executive Board to make decisions on behalf of the Association between meetings of the Board of Directors.

Board of Directors

1. The Board of Directors of the Association shall be made up of the Executive Board, Area Representatives, Middle Level Representative and High School Representative.

2. The Board of Directors is the general decision making body for the Association and has the final decision making authority regarding Association business, unless others are specifically granted authority in the Standing Rules.

Board of Directors: Elected Positions

1. The following Association officer positions shall be filled by election: President-Elect, Secretary, Area Representative, Middle Level Representative and High School Representative.
2. The state shall be divided into nine (9) regional areas. Each designated region shall be eligible for one Area Representative on the Board of Directors.
3. The Board of Directors, by simple majority vote, may combine two or more of the regional areas defined above, reducing the number of elected representatives. Areas may only be combined if an Area Representative is not elected, the position is unfilled, vacated or is up for re-election (an Area Representative can't lose their elected position during their term due to the combining of regional areas).
4. Elections for these positions shall be held during the Annual Conference as outlined in the Standing Rules: Election Procedures.
5. The following cycle shall be used to determine positions up for election:
 - Odd numbered Area Representatives: odd numbered years.
 - Even numbered Area Representatives: even numbered years.
 - Middle Level Representative: even numbered years.
 - High School Representative: odd numbered years.
 - Secretary: 2009 and every three years thereafter.
 - President-Elect: every year
6. Newly elected Board of Directors shall assume office at the conclusion of the Annual Meeting in which they were elected. Terms shall end at the conclusion of the Annual Conference in the last year of their term.

Board of Directors: Appointed Positions

1. The following Association officer positions shall be filled by appointment: Treasurer, Partner Coordinator, Program Coordinator, Technology Coordinator and Communication Coordinator.
2. Appointments for the these positions shall be held during the Annual Conference as outlined in the Standing Rules.
3. The following cycle shall be used to determine positions up for appointment:
 - Treasurer: 2011 and every three years thereafter.
 - Partner Coordinator: 2009 and every three years thereafter.
 - Program Coordinator: 2011 and every three years thereafter.
 - Technology Coordinator: 2010 and every three years thereafter.
 - Communications Coordinator: 2010 and every three years thereafter.
4. Newly appointed Board of Directors shall assume office at the conclusion of the Annual Meeting in which they were appointed. Terms shall end at the conclusion of the Annual Conference in the last year of their term.

Election Procedures

1. Positions up for election shall be advertised prior to and at the Annual Conference. Candidates for office shall be required to complete an Application for Elected Office which will include primary contact information of the candidate and a brief description of experience in activities.
2. In the event there are no applicants for an elected position as of the advertised deadline, the President may extend the deadline or designate the position as unfilled.
3. The following are requirements for members to be eligible for candidacy:
 - Candidates for President-Elect shall have experience as a previous Board of Directors member. This requirement may be waived by a simple majority vote of the President trio (President, President-Elect and Past President).
 - Candidates for Middle Level Representative must be employed at a middle level school and High School Representatives must be employed at a high school level (including freshmen only campuses) at the time of the election. Members from K-12 schools (or other grade combinations that include both middle level and high school grades) shall be considered to have met this requirement at either level.
 - Candidates for Area Representative must be employed within the designated area for which they are a candidate at the time of the election.
4. A member is not allowed to hold two Board of Director positions at the same time. In the event a candidate is a current member of the Board of Directors and is not in the final year of their term, the Board Member must resign their current position, effective at the conclusion of the Annual Conference, to become a candidate for another position on the Board.
5. Candidates for President-Elect, Secretary, Middle Level Representative and High School Representative shall be allowed to make speeches during a general session at the Annual Conference. Candidates for Area Representative shall be allowed to make a speech at their respective area meetings at the Annual Conference. Candidates running in a contested race shall be limited to three minutes each and candidates in uncontested races shall be limited to two minutes. All other campaigning shall be by word of mouth.
6. Issues pertaining to elections shall be forwarded to the President. The President, with input from the Executive Board, shall determine remedies to the issue, if any. Removing a person from candidacy shall require a two-thirds (2/3) vote of the Board of Directors.
7. President-Elect, Secretary, Middle Level Representative and High School Representative shall be elected by all delegates to the annual conference. Area Representatives shall be elected by the delegates from the corresponding area.
8. Voting shall take place on the last morning of the Annual Conference. All delegates to the Annual Conference shall be eligible to vote. Delegates must be present at voting time to be eligible to vote, there will be no absentee voting or proxy voting allowed.
9. In the event a position has a single candidate, a vote does not need to take place and the person shall be declared elected.
10. Write in votes shall not be tabulated.

11. Tabulation of ballots shall be by a minimum of two board members and shall not include any person on the ballot.

12. Candidates shall be elected by plurality (person receiving the most votes). In the event of a tie the following shall be followed: if three (3) or more candidates, there shall be a runoff election involving the two individuals receiving the most votes. In the event there are two candidates, the election shall be determined by lot (random drawing).

13. An automatic recount shall be conducted in the event tabulation of votes are less than 5% apart.

14. Election results shall be announced prior to the close of the Annual Conference. Election results shall be shared with candidates prior to this announcement, when possible.

Appointment Procedures

1. Positions up for appointment shall be advertised prior to and at the Annual Conference. Interested members shall be required to complete an Application for Appointed Office which will include primary contact information and a brief description of qualifications for the position.

2. In the event there are no applicants for an appointed position as of the advertised deadline, the President may extend the deadline or designate the position as unfilled.

3. Prior to the close of the Annual Conference, the President-Elect will recommend to the Board of Directors one person, from the applicants, for each of the appointed positions. A simple majority vote of the Board of Directors is required to approve each appointed position. In the event a simple majority is not met, the President-Elect shall continue to recommend to the Board of Directors one person, from the applicant pool, until the position is filled by the Board of Directors. In the event a position is not filled by this process, the position shall be designated as unfilled.

4. A member is not allowed to hold two Board of Director positions at the same time. In the event an applicant for an appointed position is a current member of the Board of Directors and is not in the final year of their term, the Board Member must resign their current position, effective at the conclusion of the Annual Conference, to become an applicant for another position on the Board.

5. Current Board of Directors that have completed an application for an appointed position, shall excuse themselves from the vote for the specific position in which they applied.

6. Appointments shall be announced prior to the close of the Annual Conference. Applicants shall be notified prior to this announcement, when possible.

Unfilled/Vacated Board of Director Positions

1. In the event the position of Past President is vacated, the position shall remain unfilled for the balance of the term.

2. In the event the position of President is vacated, the President-Elect shall assume the position of President for the balance of the term. In the event that both positions of President and President-Elect become vacated, the Past-President shall assume the office of President for the balance of the term.

3. In the event any other Board of Directors position is either unfilled or vacated, the President will recommend to the Board of Directors one person to serve the balance of the term or make a recommendation to leave the position unfilled. The recommendation to leave a position unfilled shall be either temporary or for the remainder of the term. A simple majority vote of the Board of Directors is required to approve the recommendation. In the event a simple majority is not met, the President shall continue to recommend one individual until the Board votes to approve the recommendation or votes to leave the position unfilled.
4. The process to appoint individuals to unfilled and vacated positions shall be completed in a timely manner.
5. Individuals appointed to unfilled or vacated positions shall assume office upon approval by the Board of Directors and end at the conclusion of the Annual Conference in the last year of the term for that office.

Removal from Board of Directors

1. Officers, both elected and appointed, may be removed from office by a two-thirds vote of the Board of Directors.
2. It shall take a minimum of two members of the Board of Directors to call for a vote to remove from office.
3. In the event a board member is being considered for removal from the board, the individual shall be allowed to address the board, in person or via written or electronic communication, prior to the vote for removal.
4. Association members asking for the removal of an officer, elected or appointed, shall bring their concern/issue to at least one member of the President trio (President, President-Elect, Past President). The President trio, or part thereof, shall investigate the concern/issue and will determine if a vote to remove should come before the Board of Directors.
5. In the event a member of the Board changes work location or job responsibilities during their term in office, the President shall communicate with the individual with a recommendation to resign or remain on the board, based on the circumstances of the change and ability to meet the responsibility of the board position.

Meetings

1. The Board of Directors shall have a minimum of four meetings a year to conduct Association business. In addition, the Executive Board shall have a minimum of one additional meeting each year to conduct Association business.
2. Board of Directors meetings will be scheduled for Post Conference (immediately after the close of the annual conference, Fall (September/October), Winter (January) and Pre-Conference (immediately preceding the annual conference). The Executive Board will schedule one additional meeting in the Spring.
3. Whenever feasible, the Spring Executive Board meeting and the Fall Board meeting shall take place in a viable location for future annual conferences and the remaining Board meetings at a location near the corresponding annual conference. Final decision on the location of each meeting shall be at the discretion of the President.
4. Fall and Winter Board meetings and the Spring Executive Board meeting shall be scheduled to begin on a Saturday and end no later than mid-afternoon on Sunday. By a simple majority vote of the body scheduled to meet, a meeting may be scheduled beyond these times. Notification to the board of time and location shall be as soon as feasible.

5. Association members and other guests may be allowed to attend meetings to share information and/or give presentations but shall have no voting rights.
6. The President is granted the authority to cancel, suspend or reschedule any meeting due to extenuating circumstances that are beyond the control of the Board.

Board Voting Procedures & Quorum

1. A quorum for Board meetings is defined to be a minimum of two-thirds (2/3) of the respective members of the body.
2. When voting at a scheduled board meeting, the President may call for the vote by voice, hand or secret ballot.
3. Inductee voting for the WACA Hall of Fame shall be secret ballot, as outlined in the Standing Rules.
4. If a vote is required between regularly scheduled Board meetings, votes may be placed electronically (email, text, etc) or may be done via conference call. Results shall be tabulated and shared with all respective Board members in a timely manner.

Fiscal Management

1. The fiscal year for the Association shall run from October 1 to September 30.
2. An annual balanced budget shall be developed by the Executive Board at the Spring meeting and approved at the Fall meeting by a simple majority vote of the Board of Directors.
3. A fiscal report shall be given at each Board of Directors or Executive Board meeting. The report shall include all revenue and expenditures for the current fiscal year. In addition, a final yearend fiscal report shall be given to the Board of Directors at the Winter meeting.
4. The approved budget and other fiscal reports shall be made available at the request of any Association member.
5. After approval of the annual budget, line item expenditures in excess of five hundred dollars (\$500.00), not included in the approved budget, shall require a simple majority vote of the Executive Board.
6. By a simple majority vote of the Board of Directors, authority shall be granted to the Treasurer to open an Association bank account at a bank or credit union location that is convenient for the Treasurer to conduct Association business.
7. Association bank accounts shall have the Treasurer and a minimum of one member of the President trio (President, President-Elect, Past-President) named as signers on the bank account.
8. Checks drawn on the Association bank account shall require one approved signature.
9. By a simple majority vote of the Board of Directors, authority shall be granted to the Treasurer to open a credit card account in the name of the Association. The credit card shall be used solely for the use of paying for costs directly related to Association business. If applicable, any rewards earned from the use of the credit card are the property of the Association.

10. It shall take a two-thirds (2/3) majority of the Board of Directors to grant authority for the Association to seek additional credit, beyond a credit card, in the form of a short term or long term loan.

11. By simple majority vote of the Executive Board authority shall be granted to the President or designee to enter into a personal services contracts with an individual or group to present at the Annual Conference. All signed contracts for personal services shall be forwarded to the Treasurer in a timely manner.

12. The President shall have authority to enter into a contract with a venue, if required, for the purpose of holding Board of Directors meetings. All signed contracts for personal services shall be forwarded to the Treasurer in a timely manner.

13. Any remuneration for Association work done by a Board member shall be approved by a simple majority vote of the Board of Directors.

14. Conference invoices (both daily and cumulative) shall be reviewed and signed by two board members, including at least one member of the President trio.

Board of Director Expenses

1. Expenses, including food, lodging, travel and incidentals, incurred by members of the Board of Directors, while conducting Association business, shall be paid by the Association as outlined in the Standing Rules.

2. Lodging expenses will be based on single occupancy for the Annual Conference and double occupancy, when available, for all other meetings. Additional lodging expenses beyond those listed above shall be the responsibility of the individual and payable upon close of the meeting and/or Annual Conference.

3. Group meals shall be planned during meeting times and paid for by the Association, when possible. Costs for group meals should be commensurate with the current reimbursement rate for meals, as outlined below.

4. Meal expenses incurred by board members, traveling more than 150 miles, one way, to conduct Association business, shall be reimbursed at a maximum rate of twelve dollars (\$12.00) for breakfast, fifteen dollars (\$15.00) for lunch and twenty dollars (\$20.00) for dinner. Original receipts will be required for reimbursement.

5. The Association will not pay for, or reimburse for, the purchase of alcohol.

6. Mileage for travel to and from Association business shall be reimbursed at fifty percent (50%) of the current standard IRS mileage rate. Alternative methods of transportation (i.e. airfare) will be reimbursed for the actual cost or the mileage rate, whichever is less. Carpooling is encouraged.

7. The Association will not pay for substitute costs for board member attendance at meetings or the Annual conference, unless approved by a simple majority vote of the Board of Directors.

8. Additional travel expenses (toll charges, ferry fees, parking fees) will be reimbursed at full rate. Original receipts are required for reimbursement.

9. The President, under extenuating circumstances, may authorize additional reimbursement for lodging, meals and/or travel for individual board members conducting Association business.

10. If included in the annual budget, Board members shall have the opportunity to participate in professional development through the attendance at other conferences (i.e. CADA). The Association will pay for, or reimburse for, substitute costs, standard travel expenses, lodging, meals and registration fees associated with attendance at the conference. Lodging shall be based on single occupancy and meal reimbursement for meals, not provided by the conference, shall be reimbursed at the \$12 breakfast/\$15 lunch/\$20 dinner rate. Any additional expenses beyond those directly associated with the conference will be the responsibility of the individual. Participation shall be approved by simple majority vote of the Board of Directors.

11. Purchases by board members will be reimbursed only for those purchases that have prior approval through the approved budget and approved by the President or prior approval by appropriate board action. Original receipts are required for reimbursement.

Hall of Fame

1. The WACA Hall of Fame is established to honor individuals who have made a significant and lasting impact on student activities in Washington State.

2. Any member of the Association is eligible to nominate individuals for the Hall of Fame.

3. To be considered for induction into the Hall of Fame for the current year, nominations must be received by the Board of Directors prior to the Winter board meeting.

4. Nomination will remain active for up to three years. Nominees not selected within the three years shall continue to be eligible for future nominations.

5. Board members shall not be eligible for nomination or selection into the Hall of Fame while in office.

6. Selection of inductees shall take place at the Winter board meeting. A nominee must receive a two-thirds (2/3) majority vote of the Board of Directors in attendance and voting to be selected for induction. If there are four (4) or less nominees, each board member shall vote for up to two (2) of the nominees. If there are five (5) or more nominees, there shall be a series of two (2) votes. In the first vote, each board member shall vote for up to two (2) of the nominees and the four (4) nominees receiving the most votes shall remain on the ballot for a second vote. In the second vote, each board member shall vote for up to two (2) of the nominees remaining on the ballot to determine the inductees. In the event no nominee receives the required two-thirds (2/3) majority vote, there will be no inductees for that year.

Partners/Vendors/Sponsors

1. Partner fees shall be determined as part of the budget process and approved as part of the budget at the fall Board meeting.

Board of Director Responsibilities

All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in timely manner to communications involving association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Standing Rules.

President

1. Preside over all meetings of the Association, including:
 - a. Prepares agendas for all Association meetings.
 - b. Communicates with board members, in a timely manner, regarding required reports, etc.
2. Makes arrangements and coordinates all meetings of the Association, including:
 - a. Determines dates, times and location of all Association meetings.
 - b. Makes necessary arrangements for lodging and meals for Association meetings.
 - c. Communicates with board members, in a timely manner, regarding logistics of Association meetings.
3. Makes recommendations for appointed positions, unfilled positions or vacated positions to the Board of Directors for approval, as outlined in the Standing Rules.
4. Presides over the Annual Conference, including:
 - a. Responsible for the implementation of the meeting/convention contract with the venue.
 - b. Keeps clear lines of communication with the President Trio of all pertinent conference information.
 - c. Assigns duties and responsibilities of the board of directors.
 - d. Makes necessary arrangements for board lodging and meals.
 - e. Selects and arranges logistics of keynote/general session speakers.
 - f. Coordinates with conference venue for audio and visual needs and room set up for general sessions.
 - g. Coordinates all general session logistics (keynote intros, announcements, banquet, etc).
 - h. Coordinates the annual banquet, including agenda and program.
 - i. Coordinates delegate meals with venue representative.
 - j. Presents breakout session, as needed.
 - k. Solicits donations for delegate giveaways and prizes.
 - l. Assists in the recruitment of presenters.
 - m. Assist in the recruitment of partners.
5. Notifies, by letter, the Principal/Supervisor of each Board members of their role in the Association. Notification shall be done by October 15 of each year.
6. Assumes the position of Past-President upon the conclusion of the term of President.

President-Elect

1. Assumes the responsibilities of the President, in the absence of the President.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Arranges for recognition (plaques, certificates, other) of board members whose term of office is ending.
 - b. Presents information (theme, dates, location) for the following Annual Conference at the closing general session.
 - c. Presents breakout sessions, as needed.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of presenters.
 - f. Assists in the recruitment of partners.
4. Assumes the position of President upon the conclusion of the term of President-Elect.

Past-President

1. Assumes the responsibilities of the President in the absence of both the President and President-Elect.
2. Attends all Board of Directors meetings and Executive Board meetings.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the election process for open board positions.
 - i. Works with other board members in the advertisement of open positions.
 - ii. Prints election materials including position information, applications and ballots.
 - iii. Oversees the counting and tabulation of ballots.
 - b. Manages the resource area of the conference.
 - i. Selects and arranges for the purchase of merchandise for the resource area.
 - ii. Manages the sale and inventory of merchandise for the resource area.
 - iii. Works with the Treasurer to arrange for credit card acceptance and funds management.
 - c. Presents breakout sessions, as needed.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of presenters.
 - f. Assists in the recruitment of partners.

Secretary

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Keeps an accurate record of all proceedings at meetings of the Association.
 - a. Distributes minutes of meetings to all respective board members in a timely manner.
3. Works with the President in the preparation of Association mailings.
 - a. Prepares and mails a conference advertisement to all secondary schools in the fall of each year.

4. Assists, as needed, other board members in the development and printing of Association forms and documents.
5. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assist the Past President with the election process and tabulation of votes.
 - b. Presents breakout sessions, as needed.
 - c. Solicits donations for delegate giveaways and prizes.
 - d. Assists in the recruitment of presenters.
 - e. Assists in the recruitment of partners.

Treasurer

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages the finances of the Association, including proper record keeping of all revenue and expenditures.
 - a. Manages all bank accounts, deposit accounts or other financial accounts for the Association.
 - b. Manages all credit cards, debit cards of other liability of the Association.
 - c. Manages the services and contracts with a merchant service for the acceptance of credit cards.
3. Prepares and presents a financial report for all Board meetings that includes all current revenue and expenditures for the current fiscal year.
4. Prepares an end of year (fiscal year) financial report for the Association.
5. Coordinates the filing of all required local, state and federal tax forms for the Association.
6. Reviews and maintains the insurance coverage for the Association.
7. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the registration of delegates for the conference and pre-conference.
 - i. Works with the President in the preparation of the confirmation notice to delegates.
 - ii. Works with the Technology Coordinator in implementation of the online registration process.
 - b. Manages all records of payments received and payments pending for delegate registration.
 - i. Invoices, in a timely manner, all unpaid registrations.
 - c. Coordinates the check-in process at the conference.
 - i. Purchases and maintains inventory of nametag supplies (ribbons, pins, holders, etc).
 - d. Presents breakout sessions, as needed.
 - e. Solicits donations for delegate giveaways and prizes.
 - f. Assists in the recruitment of presenters.
 - g. Assists in the recruitment of partners.
8. Maintains the database for the Association.
 - a. Prepares mailing labels, as needed.
9. Maintains the inventory of the Association.

Program Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the advertisement, recruitment and selection of presenters for breakout sessions.
 - i. Gathers details and information regarding all breakout sessions.
 - ii. Coordinates the placement (time and location), within the program, of each breakout session.
 - iii. Confirms with presenters the times and location of their presentations.
 - iv. Coordinates with each presenter and the conference venue for audio and visual needs and room setup.
 - v. Collects data on the participation and evaluation of each breakout session.
 - vi. Prepares certificates/recognition for each presenter.
 - vii. Coordinates the collation of shared materials for presenters.
 - b. Coordinates the Pre-Conference.
 - i. Works with the President in the selection of presenters for the pre-conference.
 - ii. Coordinates the location of each pre-conference session.
 - iii. Confirms with presenters the time and location of their presentations.
 - iv. Coordinates with each presenter and the conference venue for audio and visual needs and room setup.
 - c. Coordinates the implementation of other aspects (Speaker Showcase, Meet the Pro, Book the Pro, etc) of the conference, based on the final program.
 - i. Coordinates the recruitment and selection of presenters and topics.
 - ii. Coordinates with the conference venue for audio and visual needs and room set up.
 - d. Creates the conference handbook.
 - i. Arranges for the printing and delivery of the conference handbook.
 - e. Presents breakout sessions, as needed.
 - f. Solicits donations for delegate giveaways and prizes.
 - g. Assists in the recruitment of partners.

Partner Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the advertisement, recruitment and selection of conference partners.
 - i. Collects partner information for the conference handbook.
 - ii. Works with the President and Program Coordinator in the placement and length of Partner time within the conference program.
 - iii. Confirms with each partner the times, location and agenda of the conference program.
 - iv. Coordinates with the conference venue of the layout, placement and needs (power, internet, etc) of the partners.
 - v. Coordinates with the Treasurer in the collection of all partner fees.
 - vi. Creates a welcome packet for each partner.
 - vii. Coordinates the recognition/thank you of each partner.
 - viii. Serves as liaison between the Association and partners.
 - a. Presents breakout sessions, as needed.
 - b. Solicits donations for delegate giveaways and prizes.
 - c. Assists in the recruitment of presenters.
 - d. Assists in the recruitment of partners.

Technology Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Maintains the WACA website.
 - a. Works with the Program Coordinator in collection of presenter applications and information (topics, pictures and materials) to be posted on the website.
 - b. Works with the Partner Coordinator in the collection of partner information (business information, links, pictures) to be posted on the website.
 - c. Posts information and updates regarding the Annual Conference to the website.
 - d. Works with the Treasurer in the development of online conference registration for delegates.
 - e. If required, works with the conference venue for online reservations for lodging.
 - f. Works with the Treasurer to insure the payment of required fees for the website.
3. Maintains the WACA board email accounts via the webpage.
4. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Takes, creates and prints the WACA Board pictures for display.
 - b. Takes digital pictures of presenters, speakers, area delegates, hall of fame and general conference pictures for the inclusion on the website.
 - c. Creates conference slide show.
 - d. Serves as a liaison between the venue AV staff and general session speakers and breakout presenters.
 - e. Presents breakout sessions, as needed.
 - f. Solicits donations for delegate giveaways and prizes.
 - g. Assists in the recruitment of presenters.
 - h. Assists in the recruitment of partners.

Communication Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Creates and distributes, with final approval of the President, a newsletter for all members of the Association.
 - a. Newsletter shall be created and distributed a minimum of four times a year, unless specified otherwise by the Board of Directors.
3. Maintains current copies of the Association Constitution and Standing Rules.
4. Maintains archives of all other WACA documents, including, but not limited to, agendas, minutes of meetings, conference agendas and programs, Hall of Fame documents and election documents.
5. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assist the Past President in the election process and tabulation of votes.
 - b. Works with the President in the development of the conference evaluation.
 - i. Creates and electronically distributes the evaluation to all delegates
 - ii. Collates the evaluation results and forwards to the President in a timely manner.
 - c. Presents breakout sessions, as needed.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of presenters.
 - f. Assists in the recruitment of partners.

High School Representative

1. Attends all Board of Directors meetings.
2. Works with the Middle Level Rep in coordinating the Hall of Fame program.
 - a. Coordinates the advertising and collection of nominations.
 - b. Maintains the nomination records and collects additional information, as needed.
 - c. Assist the President in the voting process for Hall of Fame inductions.
 - i. Tabulates the votes.
 - d. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assists Area Representatives, as needed.
 - b. Solicits donations for delegate giveaways and prizes.
 - c. Coordinates the giveaway process at the conference.
 - d. Assists the Program Coordinator with collection and compilation of presenter's materials.
 - e. Presents breakout sessions, as needed.
 - f. Assists in the recruitment of presenters.
 - g. Assists in the recruitment of partners.

Middle Level Representative

1. Attends all Board of Directors meetings.
2. Works with the High School Rep in coordinating the Hall of Fame program.
 - a. Coordinates the advertising and collection of nominations.
 - b. Maintains the nomination records and collects additional information, as needed.
 - c. Assist the President in the voting process for Hall of Fame inductions.
 - i. Tabulates the votes.
 - d. Notifies family and colleagues of inductees and coordinates their participation in the banquet.
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Assists Area Representatives, as needed.
 - b. Solicits donations for delegate giveaways and prizes.
 - c. Coordinates the giveaway process at the conference.
 - d. Presents breakout sessions, as needed.
 - e. Assists the Program Coordinator with collection and compilation of presenter's materials.
 - f. Assists in the recruitment of presenters.
 - g. Assists in the recruitment of partners.

Area Representative

1. Attends all Board of Directors meetings.
2. Communicates with delegates within their designated area a minimum of four (4) times per school year.
 - a. Maintains a current contact list for their respective area.
 - b. Includes president trio in the communication of area delegates
3. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Plans and facilitates Area Meetings scheduled during the conference.
 - b. Advertises and promotes the conference and recruits delegates from their designated area.
 - c. Assists in the check-in of delegates from their designated area.
 - d. Presents breakout sessions, as needed.
 - e. Solicits donations for delegate giveaways and prizes.
 - f. Assists in the recruitment of presenters.
 - g. Assists in the recruitment of partners.

Changes to the Standing Rules/Bylaws and Board Responsibilities

1. Modifications to this document may be made by a two-thirds (2/3) majority vote of the Board of Directors.