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***Mission***

*To serve professionals involved in student activities by providing opportunities and resources for building school culture through project management and professional growth.*

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***Vision***

*WACA supports the development of professionals who are involved in student activities by:*

*\* Hosting a premier conference for all professionals involved in any aspect of student activities.*

*\* Providing professional growth opportunities throughout the year through networking*

*\* Committing to assisting professionals in creating positive school cultures that foster a sense of belonging.*\

**Treasurer/Registrar**

Purpose: To keep WACA in financial health.

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.
3. Manages all bank accounts, deposit accounts or other financial accounts for the Association.
4. Manages all credit cards, debit cards or other liability of the Association.
5. Manages the services and contracts with a merchant service for the acceptance of credit cards.
6. Issues documented reimbursements for Board member’s expenses.
7. Prepares and presents a financial report for all Board of Directors meetings that includes all current revenue and expenditures for the current fiscal year.
8. Prepares an end of year (*fiscal year*) financial report for the Association.
9. Coordinates the filing of all required local, state and federal tax forms for the Association.
   1. Prepares Federal taxes in October
   2. Prepares State taxes in January
10. Reviews and *maintains* the insurance coverage for the Association.
11. Actively participates in the planning, implementation and evaluation of the Annual Conference.
    1. Coordinates registration of delegates for the conference and pre-conference.
       1. Works with the President in the preparation of the confirmation notice to delegates.
       2. Works with the Webmaster to prepare online registration to open by November 1st.
    2. Manages all records of payments received and payments pending for delegate registration.
       1. Invoices, in a timely manner, all unpaid registrations.
    3. Coordinates the check-in process at the conference.
       1. Purchases and maintains inventory of nametag supplies (*ribbons, pins, holders, etc.*)
    4. Maintains the inventory of WACA equipment (printer, etc) and badge holders, ribbons, lanyards, etc
12. The Treasurer or Secretary prepares mailing labels, as needed.
13. Participates with the Annual Conference Site Committee.
    1. Treasurer and one person from the Presidential Trio has responsibility to sign the contract at the recommendation of Annual Conference Site Committee.
14. Works with the President to maintain the current year’s food order log.
    1. Food Ordered at each meal
    2. Food consumed at each meal
    3. Make recommendations as to what to order for the following year based on past year’s information and current year’s registration numbers.
    4. Food can be cost-prohibitive, so if we don’t monitor, it can become a financial drain. That’s why this job duty is here.
15. May seek opportunities to join other committees within the structure of the Association Bylaws.

**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 a 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 Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
   1. Presents breakout session, as needed.
   2. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
   3. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
   4. Solicits donations for delegate giveaways and prizes.
   5. Assists in the recruitment of Presenters.
   6. Assists in the recruitment of Partners.