



Washington School Public Relations Association

WSPRA President-Elect

WSPRA Standing Rules:

President-elect shall perform the duties of the president when the president is unable to perform those duties, shall take the lead on workshop programs and perform other duties as the president might direct. The President-elect shall become president when the president's term expires. This officer shall be registered as the Chapter's vice president for legal purposes.

Position Detail:

- Coordinate officer meetings with the President
- Assist in development of officer meeting agendas
- Initiate, manage and coordinate workshop programming for the upcoming school year.
 - Identify, invite and coordinate speakers for at least four workshops, including one in eastern Washington
 - Design, mail and publish workshop brochures
 - Distribute brochures to membership
 - Coordinate meals for all workshops
 - Continental breakfast, lunch and dinner (spring only)
 - Initiate and manage contracts with all vendors related to workshop venues and services
 - Manage and coordinate travel logistics for all speakers (where necessary)
 - Award Flag of Learning and Liberty to all speakers at events
 - Send thank yous on behalf of WSPRA to speakers, vendors, venue hosts

Timeline:

JULY

- Attend NSPRA Convention with other officers
 - Attend WSPRA Officer Meeting at Convention
 - Work with President to schedule long-range planning meeting in July/August

AUGUST

- Participate in WSPRA Officer planning meeting
- Identify potential dates, themes, speakers for upcoming year's workshops
- Identify dates for all workshops
- Create, distribute "SAVE THE DATE" card to members re: workshop dates
- Begin work on Workshop #1 brochure

SEPTEMBER

- Finalize speakers, dates, venues for Workshop #1
- E-mail reminder(s) to members re: Workshop #1
- Provide details to VP Marketing to post to Web site
- Finalize and distribute Workshop #1 brochure

OCTOBER

- Coordinate agenda for Workshop #1 Board Meeting with President
- Coordinate table treats, door prizes with other officers
- Host Workshop #1 in October
- Collect materials from speakers; distribute to members (via e-mail and/or Web)
- Send thank yous to Workshop #1 speakers, vendors, venue hosts
- Begin work on Workshop #2 for December
- Finalize speakers, dates, venues for Workshop #2
- Finalize and distribute Workshop #2 brochure

NOVEMBER

- E-mail reminder(s) to members re: Workshop #2 in December
- Provide details to VP Marketing to post to Web site
- Coordinate agenda for Workshop #2 Board Meeting with President
- Coordinate table treats, door prizes with other officers

DECEMBER

- Workshop #2 held early December
- Collect materials from speakers; distribute to members (via e-mail or Web)
- Send thank yous to Workshop #2 speakers, vendors, venue hosts
- Begin work on Workshop #3, brochure for February event

JANUARY

- Finalize speakers, dates for Workshop #3
- Finalize, mail Workshop #3 brochure
- Provide details to VP Marketing to post to Web site
- Coordinate agenda for Workshop #4 Board Meeting with President
- Coordinate table treats, door prizes with other officers

FEBRUARY

- Send reminder e-mail(s) to members re: Workshop #3
- Hosts Workshop #3 early- to mid-February
- Collect materials from speakers; distribute to members (via e-mail or Web)
- Send thank yous to Workshop #3 speakers, vendors, venue hosts

MARCH

- Begin final preparation of Workshop #4 brochure

- Reserve rooms at facility for presenters, Crystal Apple winner, Learning and Liberty winner
- Finalize speakers, dates, venues for Workshop #4

APRIL

- Finalize, mail Workshop #4 brochure
- Send e-mail reminder(s) to members re: Workshop #4
- Provide details to VP Marketing to post to Web site
- Coordinate agenda for Workshop #4 Board Meeting with President
- Coordinate table treats, door prizes with other officers

MAY

- Work with VP Marketing to create press release re: Workshop #4, awards
- Workshop #4 held mid-May
- Conduct survey of members re: programming for next school year at Workshop #4
- Collect materials from speakers; distribute to members (via e-mail or Web)
- Send thank yous to Spring Workshop speakers, vendors, venue hosts
- Send thank you note/e-mail to all members re: current year workshops.

JUNE

- Participate in WSPRA Executive Committee strategic planning meeting
- Review inventory of Flag of Learning and Liberty pins; order more from nationals if necessary.
- Review officer job duties, make changes where appropriate
- Relax! ☺