



Washington School Public Relations Association

## **WSPRA President**

### **WSPRA Bylaws:**

*President shall be the executive director and shall preside at meetings of WSPRA and the executive committee. The president shall appoint the chairmen of all the standing and special committees, and shall approve the selection of committee members made by the chairmen. The president shall maintain an active liaison with NSPRA, through the state coordinator and the Northwest Region Vice President.*

### **Position Detail:**

- Coordinate officer meetings (usually the evening before workshops) except one meeting in the summer (usually an all-day retreat to plan the year)
- Prepare meeting agendas
- Communicate with officers via phone and e-mail
- Work with VP of Marketing on updates to the Web site
- Preside over workshop meetings
- Represent WSPRA at various education-related events and meetings
- Appoint chairmen for the following committees:
  - Learning and Liberty Award
  - Crystal Apple Award
  - WSPRA scholarships to NSPRA
  - Publication and Media Awards

### **Timeline:**

#### **JULY**

- Attend NSPRA Convention with other officers
  - Attend WSPRA Officer Meeting at Seminar
  - Schedule officer retreat for long-range planning in June/July (I strongly recommend June or July for planning purposes)

#### **AUGUST**

- Assist VP of Marketing with new member outreach and membership renewal letters.

#### **SEPTEMBER**

- Remind president-elect to distribute “SAVE THE DATE” card to members re: all workshop dates
- Send e-mail reminder re: “SAVE THE DATE” for upcoming workshops

- Schedule October officer meeting
- Coordinate final update of membership database to NSPRA with VP Membership, Web site

## **OCTOBER**

- Assist president-elect with fall workshop details
- Prepare agenda for officer meeting and email to officers
- Hold officer meeting
- Preside over fall workshop

## **NOVEMBER**

- Send email reminder about December workshop
- Assist president-elect with December workshop details
- Schedule officer meeting; send out agenda

## **DECEMBER**

- Hold officer meeting
- Preside over workshop (if scheduled)

## **JANUARY**

- Start thinking about who you would like to ask to be committee chairs for awards list above.
- Send e-mail reminder about February workshop
- Assist president-elect with February workshop details
- Schedule officer meeting; send out agenda

## **FEBRUARY**

- Hold officer meeting
- Preside over workshop (if scheduled)
- Ask for volunteers for awards committees
- Conduct elections (February or March – must be done by May 1)
- Finalize award committees and deadlines

## **MARCH**

- Communicate about WSPRA awards to members
- Preside over workshop (if scheduled)
- Conduct officer elections

## **APRIL**

- Communicate with committee chairmen
- Send e-mail reminder about May workshop
- Assist president-elect with May workshop details
- Schedule officer meeting; send out agenda
- Prepare program for awards dinner

## **MAY**

- Purchase officer plaques or other gifts to present to officers at workshop
- Purchase Learning and Liberty, Crystal Apple plaque
- Preside over May workshop

## **JUNE**

- Attend Learning and Liberty recipient's district board meeting to deliver L&L pin.
- Coordinate strategic planning meeting with new officers.
- Assist President-Elect in identifying potential dates, themes, speakers for upcoming year's workshops