

## **OHIO COLLEGE PERSONNEL ASSOCIATION**

### **Executive Council Member Responsibilities**

#### **GENERAL RESPONSIBILITIES**

Members of the OCPA Executive Council are responsible for policy formation, governance of OCPA and all fiscal matters pertaining to the OCPA. The Executive Council is also responsible for overseeing the planning of the conferences and all other OCPA activities.

#### **SPECIFIC RESPONSIBILITIES**

1. Prepare for, attend, and participate in all Executive Council meetings as required by one's position.
2. Attend all OCPA professional development events and Executive Council meetings, including the summer transition meeting.
3. Participate in and provide leadership for OCPA standing committees and other OCPA functions.
4. Submit a written set of goals to the President at the first Executive Council meeting at which she/he assumes office.
5. Submit a written summary and evaluation of the year's activities to the President at the first Executive Council meeting after the term of office is completed.
6. Maintain her/his OCPA notebook and transfer all information to his/her successor.
7. Submit a written budget request for each area of responsibility to the Treasurer at the first Executive Council meeting at which she/he assumes office.
8. Make regular reports about OCPA related activities to the Executive Council, either through attending the meeting or through the appropriate liaison.
9. Assist in OCPA planning and decision-making including policy development and implementation and personnel matters.
10. Assist in the development and implementation of OCPA and program standards, and be able to communicate those standards effectively to all constituencies.
11. Oversee OCPA financial matters in consultation with the Treasurer.
12. Assist in the development of programs, conferences, and other activities in the state.
13. Serve in an advisory role to professional development events.
14. Serve as a resource person for OCPA members.
15. Assist in OCPA membership recruitment efforts.
16. Assist in identifying and encouraging qualified members, especially ethnic minorities and other special populations, to apply for OCPA leadership positions.
17. Elect OCPA officers as prescribed in the By-Laws.
18. Perform other duties and RESPONSIBILITIES as determined by the President and/or Executive Council.

**DESIRABLE CHARACTERISTICS OF COUNCIL MEMBER**

1. Demonstrated commitment to the student affairs/student development profession.
2. Knowledge of and commitment to the structure, purposes, and goals of OCPA.
3. Willingness to accept RESPONSIBILITIES inherent in Executive Council membership including preparation for and attendance at Council meetings and other OCPA activities; active participation and leadership on OCPA committees; and appropriate communication with OCPA members, officers and prospective members.
4. Understanding an appreciation for diversity among people.

**POSITION DESCRIPTIONS FOR ELECTED MEMBERS OF THE OHIO COLLEGE PERSONNEL ASSOCIATION**

In addition to position Executive Council and specific RESPONSIBILITIES, all elected officers and representatives shall:

- A. Attend all Executive Board and Council meetings.
- B. Must be a member of ACPA during office (as per the ACPA Constitution).

# ELECTED BOARD MEMBERS

## OCPA POSITION DESCRIPTION

### Past President

#### GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the fall conference, and the summer officer transition meetings.
3. Participate in and attend OCPA sponsored events, workshops, etc.
4. Participate in and provide leadership for appropriate OCPA standing committees.
5. Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
6. Submit a written summary and evaluation of the year's activities to the President after the term is completed.
7. Maintain the OCPA Officer Notebook and transfer all pertinent information to the successor.
8. Submit a written budget request to the Treasurer at the first Executive Officer meeting.
9. Make regular reports about activities and accomplishments at each Executive Council Meeting.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Assist in OCPA membership recruitment efforts.
12. Assist in OCPA conference planning efforts.
13. Perform other duties as assigned by the President.

#### SPECIFIC DUTIES

- A. Select and award deserving OCPA members and officers with the OCPA Service Pin.
- B. Locate qualified and motivated candidates for elected OCPA executive officer positions, coordinate the election process, tabulate votes and announce winners.
- C. Coordinate the ACPA State/International Division Award Nominations for OCPA.
- D. Liaison with and oversee the Executive Council's Membership Team, specifically the Membership/Records, Volunteers, and Historian Chairs.

## OCA POSITION DESCRIPTION

### President

#### GENERAL DUTIES

1. Be the Chief Executive Officer of the Association and Chair of the Executive Council and Executive Board.
  - a. Shall preside at all meetings of the Executive Council and OCPA business meetings or shall appoint the President-Elect to preside. **Shall prepare and distribute an agenda for all such meetings prior to the meeting.**
  - b. Shall serve as official representative of the Association or shall appoint a representative to act in his/her part.
  - c. Shall maintain fiscal accountability for the current operating budget in conjunction with the Treasurer and the President-Elect.
  - d. Maintain communication with officers of ACPA and the OCPA Executive Council during the year. Keep members informed of association activities via the President's report and OCPA News.
  - e. Insure that the directives/responsibilities of the Executive Council are carried out.
2. Appoint standing committee, task force, and ad hoc committee chairs in conjunction with the Executive Council as deemed necessary to carry out the purpose of the by-laws and strengthen the Association.
3. Recognize appropriate OCPA members for their contributions in conjunction with the Awards Committee. Present the President's Distinguished Service Award when appropriate.
4. Give a presidential address or commentary at the Annual Conference.
5. Conduct business meeting at the annual Annual Conference.
6. Serve a coordinating function between elected officers and various committees, task forces, and other groups within OCPA and between OCPA and other professional associations when appropriate.
7. Actively pursue the development of OCPA.
8. Coordinate the development of a set of goals of the Executive Council members. Facilitate the development of goals for each Executive Council member's area of responsibility and coordinate development of organizational or group goals.
9. Coordinate the development of a written evaluation of the year's activities of the Executive Council at the first meeting after assuming office.
10. Submit an annual report to ACPA as required and ensure that applications for all ACPA State Division awards are submitted by the deadlines.
11. Submit the immediate past year's records to the incoming president and all past years records to the historian by the June meeting.
12. Represent OCPA at the State Division Presidents' meetings at both the ACPA Convention and Mid-Year Meetings or appoint a representative.
13. Update annual Access & Opportunities Goals.

## **TICKLER CALENDAR**

### **President**

#### June

Newly elected Presidents generally prepare some words for the passing of the gavel and thanks to the outgoing President.

Complete Executive Council position assignments.

Set and distribute agenda for June transition meeting. (In consultation with President elect, Past President, Secretary, and Treasurer; I suggest setting meeting date in January to ensure attendance.)

Develop challenges or suggested goals for each area of responsibility.

Obtain annual reports from immediate Past President; review and pass on to incoming Board.

Attend the Support Staff Seminar.

Hold transition meeting.

Make arrangements for President-Elect to attend ACPA Summer Meeting.

#### July-August

Follow-up to transition meeting and prepare for September Executive Council meeting.

#### September

Executive Council meeting.

#### October

Attend Careers in Student Affairs Conference.

#### November

Executive Council Meeting

Attend New Professional Workshop

On-going activities.

#### December and January

On-going activities.

#### February

Complete and submit ACPA Annual State Division Survey

Submit ACPA Awards nominations (if any).

Make arrangements for OCPA Table at ACPA Convention Carnival and Poster Session.

Executive Council meeting.

#### March

Attend ACPA Convention State Division Meetings.

Distribute information regarding annual reports to current Executive Council members.

#### April/May

As Past-President, review and compile annual reports; submit to new President & Historian.

Prepare to pass gavel to new President in June.

## **OCPA POSITION DESCRIPTION**

### **State Division Presidents to ACPA**

#### **GENERAL DUTIES**

1. Communications with ACPA Director of State/International Division should include:
  - a. The sharing of newsletters, brochures, and other publications
  - b. An annual update of newly elected officers
  - c. Notification of constitution or by-law changes
  - d. Sharing of successes, problems, questions, and programs
  - e. Affirmative Action Plan
  - f. Strategic Plan
  - g. Financial Disclosure Form
  - h. Mid-Year and End of the Year Reports
2. Ensuring that all OCPA elected Board Members are ACPA members
3. Having OCPA represented at the yearly national convention, and at the summer meeting
4. Compliance with the ACPA by-laws
5. All state divisions must acknowledge their affiliation with ACPA on all published materials and by displaying ACPA materials at OCPA Conferences.
6. Submitting ACPA program proposals for State/International Showcase Program at National Convention, award nominations, grant applications, and monthly OCPA activities reports

#### **SERVICES PROVIDED BY ACPA**

The National Office provides a tremendous amount of support for the State/International Divisions and their leaders. This support includes:

1. Professional/Leadership Development
2. Grants, S/I budget, and the Educational Leadership Foundation
3. Membership labels
4. Co-sponsorship of programs with other states/commissions/standing committees
5. Semi-annual meetings at the National Convention and the Summer Leadership Meeting.
6. Hosting State/International Division websites
7. Information on taxes, liability, etc.

**Website and Additional Resources**

- ❑ Best Practices conversations at leadership meetings and via S/I FYI
- ❑ Sample Executive Board job descriptions
- ❑ Handout for Chartering a State/International Division
- ❑ Annual Calendar
- ❑ Celebrations/recognition of board members' and organizational achievements
- ❑ List serve (Questions, resources, "how to...")
- ❑ Minutes from past meetings archived on the website
- ❑ On-line chats on specific topics (via Massachusetts CPA)
- ❑ Sample Retreat Schedules/Leadership Development Trainings
- ❑ Topical Breakfasts/Lunches
- ❑ Sample Strategic Plans, Affirmative Actions Statements, By-law samples, and other documents

**OCPA POSITION DESCRIPTION**  
**President-Elect**

**GENERAL DUTIES**

1. Act as President at all Association, Executive Council, or Executive Board meetings in the absence of the President.
2. Serve the current President's term if he or she is unable to do so.
3. Work directly with the Members-at-Large, liaisons, and the Professional Development Team of appointed officers. In consultation with the President and Executive Council, assign responsibility to these individuals in accordance with the By-Laws of the Association and follow through to insure that these tasks are performed.
4. Serve as liaison with the standing committee chairs thereby gaining broad based knowledge of the Association's structure.
5. Oversee Planning of the Annual Conference and appoint Fall Conference Chair for the following year (Sept.).
6. Oversee the Strategic Management Plan.
7. Attend the ACPA Summer Leadership Meeting on behalf of OCPA.
8. Assume some additional responsibilities in assistance of the Secretary and President such as coordinating OCPA activities with other state organizations.
9. Assist the President with External Liaisons (i.e. coordinate Great Lakes States Reception at ACPA).
10. Carry out other duties and assignments deemed appropriate by the President.

**OCPA POSITION DESCRIPTION**  
**Secretary**

**GENERAL DUTIES**

1. Take minutes of all Executive Board, Council, and Association business meetings and any other meetings assigned by the President or Executive Council; prepare and distribute those minutes to all members of the Executive Council via listserv, and any other persons and groups assigned by the President or Executive Council.
2. Prepare a summary of minutes for all Executive Council and Association business meetings and submit them electronically to OCPA Information Technology Chair for publication on web.
3. Maintain file of electronic OCPA logo(s).
4. Keep current a master copy of the By-Laws for the Association and update these based on appropriate Executive Council and Association Business Meeting action.
5. Liaison with the Newsletter Editor and Membership and Records Chair.
6. Maintain copies of job descriptions and other items needed for binders for all members of the Executive Council. Distribute copies to newly elected or appointed members when needed.
7. Assist with mailings, phone calls, emails, and other correspondence as needed for the President and OCPA.

**TICKLER CALENDAR**  
**Secretary**

June (Transition Meeting)

- Distribute job descriptions to newly elected and appointed members as needed
- Submit Secretary position goals to President
- Complete projects as needed by the President
- Take minutes at Executive Board meeting and distribute to members

July-September

- Take minutes at Executive Board meeting and distribute to members
- Submit Fall newsletter article
- Update position description as needed
- Complete projects as needed by the President
- Complete any committee projects

October

- Complete projects as needed by the President
- Submit Winter newsletter article

December

- Take minutes at Executive Board meeting and distribute to members
- Complete projects as needed by the President
- Submit Spring newsletter article

January-February

- Take minutes at Executive Board meeting and distribute to members
- Complete projects as needed by the President
- Attend the OCPA Annual Conference

March

- Attend ACPA conference and assist with carnival and meetings

April

- Take minutes at Executive Board meeting and distribute to members
- Complete projects as needed by the President

May

- Prepare for OCPA Transition Meeting
- Generate an end-of-year report

**OCA POSITION DESCRIPTION**  
**Treasurer**

**GENERAL DUTIES**

1. Monitor and disburse OCA funds, subject to the approval of the President.
2. Prepare income and expense reports for all conferences.
3. Review all workshop and conference budgets with workshop/conference chairs.
4. Report to the Executive Council at each meeting.
5. Report to the Association at the regular business meeting and at the request of the President.
6. Prepare a yearly final report of all financial transactions for dissemination on the organization webpage.
7. Submit all records and final annual report for audit with the OCA Executive Council and file appropriate IRS forms.
8. Report on Association's investments and make recommendations as appropriate for changes in investments.
9. Prepare a line item budget for the upcoming fiscal year for approval of the Council.
10. Perform such other duties as assigned by the President and/or the Executive Council.
11. Liaison with Membership Records, Conference Registration, and Grants Chair.

## TICKLER CALENDAR

### Treasurer

#### April

Prepare financial report for Executive Council  
Prepare new signature cards for President, President-Elect

#### May

Reconcile spring workshop expenses and income; report to Executive Council

#### June

Update and distribute expense and deposit vouchers and previous year's budget request to incoming Council  
Solicit budget requests from each chair and Executive Council member  
Close the books for prior year.

#### July

Reconcile support staff conference expenses & income - report to Executive Council.  
Prepare budget for fiscal year.

#### August

Complete audit from prior year  
Submit OCPA budget for approval by the Council

#### September

Prepare Executive Council financial report  
Review and discuss workshop budgets with workshop and conference chairs  
Discuss registration form with annual conference chair (esp. separating conference and membership funds)

#### October

Prepare Executive Council financial report

#### November

Prepare Executive Council financial report  
Reconcile fall workshop/careers workshop expenses & income--report to Executive Council

#### December

Process annual conference registration/membership funds

#### January

Prepare Executive Council financial report  
Review and discuss workshop budgets with workshop and conference chairs  
Process annual conference registration/membership funds

#### February

Prepare Executive Council financial report  
Reconcile annual conference expenses & income – report to Executive Council

#### March

Prepare Executive Council financial report

#### Ongoing Projects

Distribute reimbursements and payments  
Make banking deposits

Process membership funds.

# MEMBERS-AT-LARGE AND FACULTY LIAISON

## OCAPA POSITION DESCRIPTION Graduate Student Member- at-Large

### GENERAL DUTIES

1. Represent the general interests of the graduate student membership and professional preparation programs.
2. Assist in planning the Careers in Student Affairs Conference and coordinate the Case Study Program at the Conference.
3. Work to establish a liaison in each preparation program in Ohio. Correspond with these liaisons to promote membership and involvement.
4. Carry out other duties and responsibilities as deemed appropriate by the President.
5. Coordinate the planning of graduate student events, designed to introduce OCPA, at each campus with a professional preparation program.
6. Maintain listserv for graduate students and make campus visits to graduate preparation programs in Ohio.

### TICKLER CALENDAR Graduate Student Member-at-Large

#### June

Go through materials and learn about OCPA and this position

#### July

Work on Conference Committee

Start planning the Robert A. Dubick Case Study Competition (soliciting donations, looking for a case)

Start updating the Graduate School Liaison List

Start creating an OCPA graduate student listserv

#### August

Distribute the Graduate School Liaison List to OCPA Executive Board

Prepare packet/presentations for graduate schools

Continue to plan the case study (soliciting donations, advertise to programs, work with Kent State's GRASPP)

Maintain OCPA graduate student listserv

#### September

Send packet/do presentations for graduate schools

Maintain OCPA graduate student listserv

October

Monthly update for liaisons and graduate student listserv

Plan the Graduate School Panel for the Careers in Student Affairs Conference

November

Monthly update for liaisons and graduate student listserv

Attend Careers in Student Affairs and help with preparation, follow-through, and clean-up

December

Monthly update for liaisons and graduate student listserv

January

Monthly update for liaisons and graduate student listserv

February

Monthly update for liaisons and graduate student listserv

Attend Fall Conference

Facilitate the Robert A. Dubick Case Study Competition

March

Encourage graduate students to submit article to the OCPA Newsletter

Encourage graduate students to run for OCPA Graduate Student Member-at-Large position

Wrap up the case study (thank you notes, evaluation)

April

Monthly update for liaisons and graduate student listserv

## OCA POSITION DESCRIPTION

### Members-at-Large

#### GENERAL DUTIES

1. Represent the general interests of the membership to the Executive Council and vote on all issues in a way that those interests are served.
2. Assist in the formulation and recommendation of policy in the Executive Council.
3. Help the Past-President with orientation of new officers and committee chairs.
4. Serve as a public relations person and encourage continuing and new membership in his/her constituent institutions through on-going and consistent communication.
5. Carry out other duties and specific responsibilities as deemed appropriate by the President.  
This shall include at least two of the following during his/her term:
  - a. Develop and implement a new program/special project as assigned by the President
  - b. Serve as chair of task forces and/or committees as assigned by the President
  - c. Provide constituency representation on conference program committees to assure that programs of interest to his/her constituents are selected and to encourage submission of programs from his/her constituents.
6. Serve as the Campus Liaison Chair for his/her constituent institutions. This includes providing orientation for new Campus Liaisons, communicating regularly with Campus Liaisons, and actively recruiting new institution membership with the goal of 100% of all constituent institutions having representation in OCPA.
  - a. Recruit representative from each campus in his/her constituency.
  - b. Recruit new member institutions not currently represented and identify a Campus Liaison for each.
  - c. Provide orientation information to all constituent Campus Liaisons.
  - d. Communicate regularly to keep Campus Liaisons informed of OCPA activities with a goal of bi-monthly updates.
  - e. Co-chair one meeting of Campus Liaisons each year at the annual conference.
  - f. Supply Campus Liaisons with membership information, conference information, etc, as needed.
  - g. Request campus news articles and staff updates for the OCPA News.
  - h. Solicit feedback from Campus Liaisons on pertinent issues.
  - I. Request solicitation of volunteers for special projects.
  - j. Maintain an accurate, updated list of all constituent institutions (represented and underrepresented) with Campus Liaison information.

**TICKLER CALENDAR**  
**Members-at-Large**

April

Attend Executive Council meeting

May

Review institutions in constituency and identify represented institutions. Verify (By telephone or mail) Campus Liaison intentions to return for coming year.

June

Orientation of new Members-at-Large  
 Recruit new Campus Liaisons and institution representation. (Identify campus with OCPA but no liaisons as well as campuses with no members).  
 Assist with Conference program committee  
 Develop new projects with President

July

On-going activities

August

Send out update to Campus Liaisons (Newsletter to Campus Liaisons introducing the Member-at-Large and goals for the year).  
 Provide current Campus Liaisons list to Executive Council

October

Attend Executive Council meeting and conference

November

Send Campus liaison updates  
 Begin work with Conference program committee  
 Campus Liaison updates after Executive Council meeting

February

Annual Conference meeting with Campus Liaisons

On-going Activities

Provide updated Campus Liaison list to Executive Council and Membership Chair  
 Provide regular communication to all Campus Liaisons via newsletters and personal contact.

**OCPA POSITION DESCRIPTION**  
**Faculty Liaison**

The duties of the OCPA Executive Board *Faculty Liaison* include:

Attendance and participation at Executive Board meetings whenever possible and submission of all relevant updates to the Executive Board for all meetings regardless of attendance;

Maintaining contact with graduate preparation program faculty within the state through individual campus liaisons;

Organizing and coordinating state graduate preparation faculty participation at OCPA conferences and other events where faculty participation is deemed desirable;

Communicating and effectively representing suggestions/questions/concerns from state graduate preparation faculty to OCPA Board in a timely manner.

Current Ohio institutions with graduate preparation programs in higher education/student affairs/college student personnel\*:

Bowling Green State University\*

Kent State University\*

Miami University\*

Ohio University\*

Ohio State University\*

University of Akron

University of Dayton\*

University of Toledo

Wright State University\*

\*Indicates institutions that have a participating campus liaison.

# MEMBERSHIP TEAM

## OCPA POSITION DESCRIPTION Membership & Records Chair

### GENERAL DUTIES

1. Assure the accuracy of membership information by maintaining the OCPA member database.
2. Work with Technology Chair to develop and maintain an on-line membership directory.
3. Send data and information to Executive Council members, such as updated membership roster for mailings (both paper and electronic) on a regular basis and upon request.
4. Approve requests for OCPA Mailing Labels from outside organizations in conjunction with Label Sub-Committee.
5. Send all membership payments to the Treasurer for timely deposit and maintain accounting records of the position.
6. Provide demographic information on membership to the Executive Council on a regular basis and on minority/gender representation as outlined in current access and opportunity goals.
7. Review retention mechanisms with appropriate OCPA leadership for increasing involvement and opportunities for members. Coordinate special mailings to encourage membership renewal.
8. Coordinate mailings to graduate preparation programs and graduate faculty with Graduate Student Member-at-Large.
9. Update and distribute membership applications and brochures.
10. Prepare and submit membership articles highlighting recruitment and retention for OCPA Newsletter on a regular basis.
11. Submit information to Past President for ACPA State Division Awards submission.
12. Identify populations to target for recruitment and coordinate all recruitment efforts. For example, non-OCPA ACPA members, student affairs staff by functional area, higher education faculty, members of other professional associations, etc.
13. Prepare and distribute letter of welcome and membership packet for new OCPA members.
14. Send renewal notices on a monthly basis to those members whose memberships are expiring during the next calendar month.

15. Respond to membership and records inquiries.

16. Facilitate issuing of membership cards to all new members as well as pins for lifetime members.

**OCPA POSITION DESCRIPTION**  
**Volunteers Chair**

**GENERAL DUTIES**

**WAITING ON DESCRIPTION FROM DONNA LAMB**

**OCPA POSITION DESCRIPTION**  
**Historian**

1. Update the OCPA archives at Bowling Green State University by contacting the Center of Archival Collections, 5<sup>th</sup> Floor, Jerome Library, 1001 E. Wooster Street, Bowling Green, Ohio, 43403. (419) 372-2411. Contact person: Ann Bowers
2. Photography activities at conferences and other special events. Place in photo album.
3. Continually update OCPA History and distribute to Executive Board and membership as appropriate.
4. Provide historical perspective to current issues.
5. Liaison to Past President.
6. Ensure annual donation for archival payment of \$100 to Center of Archival Collections.

**TICKLER CALENDAR**  
**Historian**

**May**

Update Job Responsibilities and Annual Report

**June**

Prepare for OCPA Transition Meeting  
Take photos at the Support Staff Conference  
Forward photos to Newsletter Editor and Webmaster

**July**

Schedule meeting with Ann Bowers to inventory and add items to the archives.

**August**

Make arrangement to pay the \$100 donation to the Center of Archival Collections  
Provide new Executive Board with archival transmittal forms and how to use them.

**October**

Update the History of OCPA

**November**

Take photos at the Career in Student Affairs Conference  
Forward photos to Newsletter Editor and Webmaster

**January**

Take photos at annual conference and Award Winners  
Forward photos to Newsletter Editor and Webmaster

**On-going**

Attend all OCPA Meetings as scheduled

# **PUBLIC RELATIONS TEAM**

## **OCPA POSITION DESCRIPTION Governmental Relations Committee Chair**

### **GENERAL DUTIES**

1. Informs the membership and leadership of OCPA political issues and legislation which has, or may have a significant impact upon OCPA's mission.
2. Becomes directly involved in state and federal governmental issues and agencies.
3. Maintains liaisons with significant political constituents and other appropriate professional groups, particularly with ACPA's Governmental Relations Chair.
4. Respond to political, governmental and administrative issues from constituents from parties outside OCPA.
5. Drafts resolutions for adoption by ACPA.
6. Liaison with President.
7. Submit legislative updates to the OCPA News.

**OCPA POSITION DESCRIPTION**  
**Newsletter Editor**

**GENERAL DUTIES**

1. Prepare annual budget (based on estimated costs)
2. Supervise publication of the quarterly newsletter, OCPA News
  - a. Call for submissions and suggestions
  - b. Establish deadlines to correspond with professional development events and elections
  - c. Maintain responsibility for layout, proofreading, and text
  - d. Request updated email and membership roster for distribution
  - e. Provide extra copies requested by the President and Executive Council and other OCPA members
  - f. Keep digital copy for OCPA records
  - g. Mail copies to ACPA officers and State Division Newsletter Editors and Presidents
  - h. Report all job announcements submitted for newsletter to Technology Chair
  - i. Contribute articles to ACPA Development and other appropriate Newsletters
3. Handle routing correspondence and phone calls from OCPA members and newsletter contributors
4. Mail two extra copies to Historian and maintain a complete set of OCPA News
5. Liaison with Past President

**TICKLER CALENDAR**  
**Newsletter Editor**

April

- Collect submissions for **SUMMER** Newsletter
- Attend Executive Board Meeting

May

- Distribute **SUMMER** Newsletter
- Assist with distribution of Support Staff Conference materials

June

- Attend Transition Meeting

July

August

- Collect Submissions for **FALL** Newsletter

September

- Distribute **FALL** Newsletter
- Attend Executive Board Meeting

October

- Collect submissions for **WINTER** Newsletter

November

- Distribute **WINTER** Newsletter
- Collect and Distribute Annual Conference Information

December

January

- Collect submissions for **SPRING** Newsletter
- Assist with Conference Planning

February

- Distribute **SPRING** Newsletter

March

- Distribute Special Elections Announcement
- Collect submissions for **SUMMER** Newsletter

**OCPA POSITION DESCRIPTION**  
**Information Technology Chair**

**GENERAL DUTIES**

1. Update the OCPA web site with current information about conferences, elections, OCPA meetings and communications, and any other information important to OCPA members.
2. Promote the OCPA web site to the OCPA membership and outside constituents.
3. Select and maintain accounts with the internet service provider (ISP) and domain name (OCPAonline.org) provider. Forward bills to the Treasurer for prompt payment.
4. Assist conference planners with decisions about the use of technology.
5. Provide articles for the OCPA Newsletter.
6. Assist OCPA officers and committees in identifying and implementing ways to use technology to reach OCPA goals.

**OCPA POSITION DESCRIPTION**  
**Cultural Diversity Chair**

**GENERAL DUTIES**

**WAITING ON DESCRIPTION FROM COREY POSEY**

**TICKLER CALENDAR**  
**Cultural Diversity Chair**

**OCPA POSITION DESCRIPTION**  
**Development Chair**

**GENERAL DUTIES**

1. Locate corporate sponsors to provide financial support for events, promotional items, receptions, and other appropriate expenditures based upon OCPA needs.
2. Liaison with Treasurer and Conference Chairpersons to effectively develop and account for external funding for OCPA conferences and other events.
3. Keep abreast of application deadlines for ACPA grants and the types of grants available through ACPA for state divisions. Examples of ACPA Grants: Diversity Grant, Speaker Grant, Professional Development Grant.

# PROFESSIONAL DEVELOPMENT TEAM

## OCA POSITION DESCRIPTION Careers in Student Affairs Conference Chair

### GENERAL DESCRIPTION

This position is responsible for coordinating the annual Careers in Student Affairs conference designed for undergraduate, post-baccalaureate, and graduate students who are aspiring to professional career leadership positions in Student Affairs. The conference provides opportunities for participants to:

- Network with Ohio Graduate School representatives and entry, middle and senior level Student Affairs practitioners;
- Learn about the graduate admission and assistantship process;
- Discover how to market your undergraduate leadership skills and experience
- Examine the various career tracks in Student Affairs.

### DUTIES & RESPONSIBILITIES

- Develop an advisory committee to assist with the development of the annual conference. Coordinate meetings and conference logistics as necessary (mostly done through e-mail).
- Work with the committee to develop the theme for the annual conference and select conference keynote speaker.
- Coordinate all marketing, call for programs and registration materials for web, e-mail and general mailing distribution.
- Coordinate with OCPA Technology Chair to ensure all conference information is available via web.
- Manage staff participation in conference.
- Develop conference program book and content.
- Develop and solicit conference advertisement and sponsorship.
- Manage graduate school expo, including solicitation, layout, registration and post-evaluation; solicit participation from regional graduate schools.
- Manage call for programs to assist with developing conference sessions; work with committee to evaluate presentations and assign session times.
- Select conference giveaway for participants utilizing student focus groups to determine value and interest.
- Coordinate catering and conference services.
- Serve as a liaison with colleges and universities to address conference related questions and concerns.
- Manage billing and accounting in conjunction with OCPA Treasurer.
- Design, distribute and aggregate conference evaluation forms.

**TICKLER CALENDAR**  
**Careers in Student Affairs Conference Committee**

**January/February**

- Identify committee during annual spring conference.
- Work with Executive Council to determine date, time and location of the

**May**

- Review evaluations from support staff conference to assist with setting theme, date, and content for next conference.
- Work with conference committee to select conference theme and select location.
- Identify potential keynote speakers. Contact candidates to determine interest and obtain academic vitae/resume.
- Solicit Student Personnel faculty participation.
- Coordinate graduate school recruitment mailing for graduate expo.

**June**

- Select keynote speaker.
- Prepare marketing, registration and call for programs for distribution and internet/web.
- Coordinate information distribution with OCPA Newsletter Editor and OCPA Webmaster.

**July/August**

- Work with OCPA Newsletter Editor and OCPA Webmaster to coordinate to include conference information in upcoming newsletters and on the OCPA website.
- Send call for programs and conference flyer out to membership and college/university Student Affairs, Student Activities, Multicultural Affairs, International Affairs, and President's office.
- Obtain catering and conference menu and work with committee to determine entrée and other conference break catering.

**September**

- Order conference giveaway.
- Visit conference site to confirm logistics.
- Solicit Vice-Presidents and Directors to encourage student participation.
- Solicit freebees for participants.

**September/October**

- Confirmation email or correspondence to all attendees and presenters.
- Confirm a/v needs with conference site coordinator and presenters.
- Finalize solicitation of "freebies" for attendees.
- Confirm all volunteers for registration.

**October**

- Copy and collate packets.
- Create nametags.
- Host 2004 Careers in Student Affairs Conference.
- Distribute, collect and aggregate evaluations.
- Work with committee to evaluate the program for improvements for next year.
- Update Tickler calendar and task description as needed.

**November**

- If no longer serving as chair, pass notebook and materials on to next conference Chair.

**OCPA POSITION DESCRIPTION**  
**Workshops Chair**

**GENERAL DUTIES**

**WAITING ON DESCRIPTION FROM MICHAEL GRIEST**

**TICKLER CALENDAR**  
**Workshops Chair**

**OCPA POSITION DESCRIPTION**  
**Support Staff Conference Chair**

**GENERAL DUTIES**

1. Promote growth and development of support staff who have a tremendous impact on the growth and development of our students.
2. Coordinate Support Staff Conference in June.
3. Coordinate activities of the support staff conference committee, respond to requests made by Executive Council, and initiate issues and activities for support staff for Executive Council considerations and action.
4. Assist the Professional Development Committee with the planning of programs and events.
5. Write appropriate articles for OCPA News and other newsletters.

**TICKLER CALENDAR**  
**Support Staff Conference Committee**

August

Review evaluations from support staff conference to assist with setting theme, date, and content for next conference.

September

In conjunction with Executive Board fall meeting and yearly calendar of OCPA events, set date and theme for the Support Staff Conference.

October

Confirm location for Support Staff Conference.

Send date, location, and theme information to Newsletter Editor and Webmaster.

November

Prepare Support Staff information flyer and presentation applications.

January

In conjunction with January OCPA/OASPA conference, have Support Staff information and presentation applications in participants' packets.

February

Select keynote speaker.

Select presenters, and recruit presenters as needed.

March

Registration information on-line.

Information to Newsletter and web page regarding Support Staff Conference registration.

May

Confirmation email or correspondence to all attendees and presenters.

Confirm a/v needs with facility and presenters.

Finalize food service menus.

Finalize solicitation of "freebies" for attendees.

Confirm all volunteers for registration.

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June

Copy and collate packets.

Create nametags.

Hold Support Staff Conference.

Process evaluations.

Make recommendations for improvement for next year.

Update Tickler calendar and task description as needed.

If no longer serving as chair, pass notebook and materials on to next Support Staff Conference Chair.

## **OCPA POSITION DESCRIPTION**

### **Annual Conference Chair**

#### **GENERAL DUTIES**

1. Collaborate with OASPA counterpart to provide leadership for the planning, presentation and evaluation of “Ohio’s Conference for Student Affairs”.
2. Based on the previous year’s outcome, develop and present a proposed conference operating budget to the Executive Council. Submit a budget wrap-up within two months of the conference’s completion.
3. Evaluate hotel/conference center options with designated site coordinator. Formalize contract with the selected facility. Review potential needs and recommend action regarding the acquisition of event insurance.
4. Develop and maintain event planning timeline. Initiate and ensure regular communication with subcommittee chairs and Executive Council throughout the process.
5. Submit a comprehensive conference evaluation within two months of the event’s completion.

#### **TICKLER CALENDAR**

##### **Annual Conference Committee**

#### January – April

- ❖ Meet with OASPA counterpart to review previous year’s budget and conference evaluation; determine organizational tasks and responsibilities
- ❖ Establish optimum conference dates and required hotel/conference accommodations
- ❖ Evaluate facility options, initiate and finalize hotel contract
- ❖ Initiate and finalize event insurance, if deemed necessary

#### April – May

- ❖ E-mail “call for volunteers” to OCPA members
- ❖ Contact individuals who expressed interest in becoming involved at the previous year’s conference

#### May – June

- ❖ Finalize and distribute list of subcommittee chairs
- ❖ Determine conference theme and revise logo, if necessary

June – August

- ❖ Publicize conference dates, theme and location on OCPA webpage
- ❖ Create “Call for Programs” and initiate electronic distribution to OCPA members
  - Set deadline for mid-October
  - Set confirmation date to presenters for mid-November
- ❖ Set deadlines for registration and late registration
- ❖ Begin solicitation of keynote speakers and conference sponsors
- ❖ Develop tentative Conference Schedule; revise as event components are confirmed (e.g. professional/business meetings, resume review, case study, awards program, etc.)

September

- ❖ Email reminder about Call for Programs
- ❖ Develop registration packet
  - Email to all OCPA and OASPA members (include information re: resume review, case study, etc.)
  - Email to all graduate prep program faculty
  - Publicize on OCPA webpage
- ❖ Program Committee develops rating format and timeline for review of submissions
- ❖ Complete and submit ACPA State/International Speaker and Enhancement Grant Application

October

- ❖ Program Committee reviews and selects from among submissions

November

- ❖ Program Committee sends program confirmations to presenters
- ❖ Determine program session placement in schedule
- ❖ Publicize conference schedule with sessions and abstracts on OCPA webpage
- ❖ Send conference registration reminder
- ❖ Invite graduate prep programs to display materials

December

- ❖ Finalize hotel catering menus
- ❖ Finalize sponsorship details
  - Displays, logos on conference materials, etc.
- ❖ Process conference registrations
- ❖ Order conference supplies
  - Nametags & ribbons
  - Flipcharts and markers
  - Pens, binders, folders, etc.



January

- ❖ Make final revisions to conference schedule; print conference program
- ❖ Confirm and complete logistics preparations
  - Conference hosts/greeters
  - Hotel directional signs
  - Off-site information (restaurants, etc.)
  - Review hotel conference facility arrangements for changes/corrections/additions
  - Prepare list of conference attendees for insertion in conference packet

February

- ❖ ENJOY THE CONFERENCE!
- ❖ Provide electronic conference evaluation option to encourage increased participant feedback
- ❖ Compile conference evaluation data
- ❖ Compile conference budget data

April

- ❖ Submit final conference evaluation to Executive Council
- ❖ Submit final conference budget to Executive Council

**OCPA POSITION DESCRIPTION**  
**Awards Chair**

**GENERAL DUTIES**

**WAITING ON DESCRIPTION FROM HOLLY REYNOLDS**

**TICKLER CALENDAR**  
**Awards Committee**