

2009



2010

OCPA Executive Council Elections

OCPA is seeking energetic leaders for the following positions:

President-Elect (3 year term)

Secretary/Membership Chair (2 year term)

Graduate Member-at-Large (1 year term)

All OCPA members interested in positions are encouraged to contact Past President Tracy Benner for a full position description. All members are encouraged to nominate colleagues who may be interested in running for positions.

Election Process Timeline:

- Feb. 1 – Candidate statements and nominations accepted
- Feb. 23 – Candidate statements DUE
- Feb. 25 – Electronic voting begins for all active OCPA members
- March 16 – Voting ends
- March 27 – Winners notified
- June 19 – Summer leadership transition retreat (new officers take office)

Candidate statements should include the following information:

- Full name, position title, institution, full mailing address and phone number
- Brief profile of educational and work background
- Summary of activities in OCPA and other professional organizations
- Any supporting statements deemed appropriate for nominated positions

Please contact Past President Tracy Benner with any questions or nominations at:

TBenner@otterbein.edu

Voice: 614-823-1580

Fax: 614-823-3299

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.

DESIRABLE CHARACTERISTICS OF A 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.

SPECIAL EXPECTATIONS 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, including the summer transition meeting on June 19, 2009.
- B. Be a member of ACPA during office (as per the ACPA Constitution).

SPECIFIC POSITION RESPONSIBILITIES AT-A-GLANCE

President Elect

1. Attend the ACPA Summer Leadership Transition Conference on July 22-26, 2009 (Please mark your calendar!)
2. Assist the President with the ACPA Great Lakes Reception and other related ACPA functions, events, and activities
3. Assist with the development of the OCPA Five Year Strategic Plan
4. Provide leadership and support to the Professional Development Team
5. Serve in the absence of the President.
6. Serve as a liaison to Standing Committee Chairs.
7. Assist the President with the coordination of OCPA quarterly meetings
8. Assist with policy development and implementation and general update of all organization handbooks
9. Attend and participate in OCPA sponsored events, workshops, etc.
10. Work with OCPA Presidents to plan the Summer Leadership Transition retreat/program.
11. Assist with OCPA membership recruitment and professional development/conference planning

Secretary/Membership Chair

1. Maintain all membership and organization records and files
2. Responsible for attending, recording, and distributing the minutes of all meetings
3. Coordinate all organization correspondence
4. Assist with the membership, registration, and correspondence for the OCPA/OASPA Annual Conference

Graduate Member-At-Large

1. Establish and maintain a liaison with all Ohio Student Affairs/College Personnel graduate school preparation programs.
2. Encourage graduate student participation in professional development planning, presentations, and other organization events and services.
3. Maintain communication with graduate student constituency, including all written correspondence, the OCPA graduate student listserv, and OCPA social networking site.
4. Coordinate the annual Graduate Student Case Study Program hosted at the OCPA/OASPA Annual Conference, including recognition for participants and judges.
5. Develop and submit relevant articles to the OCPA Newsletter.

All candidates should be available for the OCPA Summer Transition Retreat on June 19, 2009.

All President-Elect candidates should be available for the ACPA Summer Leadership Retreat held July 22-26, 2009, at a location to be determined by ACPA. OCPA will pay for all travel, meals and lodging while at this retreat. Full participation is essential.