

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.
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 fall Executive Council meeting.
5. Submit a written summary and evaluation of the year's activities to the President at summer transition meeting.
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 prior to the first fall Executive Council meeting.
8. Make regular reports about OCPA related activities to the Executive Council via the council email listserv.
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 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 and 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). 3

OCPA POSITION DESCRIPTION

President-Elect

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council Meeting and via email prior to the meetings.
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

Act as President at all Association, Executive Council, or Executive Board meetings in the absence of the President.

Serve the current President's term if he or she is unable to do so.

Work directly with the conference chairs to organize all professional development activities.

In consultation with the President and Executive Council, assign responsibility to conference chairs in accordance with the By-Laws of the Association and follow through to insure all tasks are performed.

Oversee the Strategic Management Plan.

Attend the ACPA Summer Leadership Meeting on behalf of OCPA.

Assist the President with ACPA related tasks (i.e. coordinate Great Lakes States Reception at ACPA).

Seek qualified volunteers and make appointments for appointed positions for following year. 6

OCPA POSITION DESCRIPTION

Treasurer

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Prepare a line item fiscal year budget for the organization with approval of the Council.
2. Maintain accurate financial records for the organization.
3. Monitor and disburse OCPA funds, subject to the approval of the President.
4. Coordinate income and expense reports for all conferences/workshops with conference chairpersons.
5. Coordinate all conference budgets with conference chairs.
6. Present annual budget report to the Association at the annual business meeting and at the request of the President.
7. Prepare a yearly final report of all financial transactions for dissemination on the organization webpage.
8. Submit all records and final annual report for audit with the OPCA Executive Council and file appropriate IRS forms.
9. Report on Association's investments and make recommendations as appropriate for changes in investments.
10. Train Executive Council members on use of treasury forms, budget development and organizational fiscal responsibility.
11. Liaison with the Secretary/Records, conference chairs and Development Chair.

OCPA POSITION DESCRIPTION

Graduate Student Member- at-Large

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Represent the general interest of the graduate student membership to the Executive Council.
2. In cooperation with the other Members-at-Large and the Secretary, and with the leadership of the Past President, develop a membership recruitment and retention plan for the Association. Review and update the plan on an annual basis.
3. Work to establish a liaison in each preparation program in Ohio. Correspond regularly with these liaisons to promote membership and involvement. Provide membership information to all professional preparation programs annually.
4. Communicate program topics and/or potential presenter names to Annual Conference and Careers in Student Affairs Conference chairs to ensure constituency representation at OCPA's major events.
5. Coordinate the Case Study Program at the Annual Conference including recognition and gifts for participants and judges.
6. Maintain OCPA listserv for graduate students.
7. Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION

Members-at-Large

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Represent the general interest of the membership to the Executive Council.
2. In cooperation with the other Members-at-Large and the Secretary, and with the leadership of the Past President, develop a membership recruitment and retention plan for the Association. Review and update the plan on an annual basis.
3. Work to establish a liaison at each constituency campus.
4. Communicate program topics and/or potential presenter names to Annual Conference and Careers in Student Affairs Conference chairs to ensure constituency representation at OCPA's major events.
5. Coordinate a roundtable session at the Annual Conference for campus liaisons with other Members-at-Large.
6. Maintain a current list of all constituent institutions.
7. Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION

Annual Conference Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Collaborate with OASPA counterpart to provide leadership for all aspects of the planning, presentation and evaluation of "Ohio's Conference for Student Affairs" including, but not limited to the following:
 - a. Based on the previous year's outcome, develop and present a proposed conference operating budget to the Executive Council.
 - b. Recruit a conference planning committee.
 - c. Work with the committee to develop the theme and select a keynote speaker.
 - d. Coordinate all marketing, call for programs, registration materials, conference program and evaluations.
 - e. Coordinate with Technology Chair posting of all conference information on website.
 - f. Develop and solicit conference advertisement and sponsorship in conjunction with Development Chair.
 - g. Manage silent auction in coordination with Development Chair.
 - h. Coordinate catering and conference services.
 - i. Manage billing and accounting in conjunction with Treasurer.
 - j. Submit a budget wrap-up within two months of the conference's completion.
 - k. Submit a comprehensive conference evaluation within two months of the event'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. Write appropriate articles for OCPA News and other newsletters.

OCPA POSITION DESCRIPTION

Awards Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Coordinate the awarding of all OCPA awards at the Annual Conference including collaborating with the Annual Conference Chair the awards ceremony.
2. Solicit and appoint a diverse awards selection committee.
3. Recruit award nominations through OCPA News, direct member emails and the OCPA website.
4. Coordinate purchase of plaques for all awards given by OCPA.
5. Submit to the Historian within one month of the completion of the awards ceremony at the Annual Conference a detailed listing of the awards recipients including their biographies, nomination information, etc.
6. Investigate other possible awards categories.
7. Write appropriate articles for OCPA News and other newsletters.

OCPA POSITION DESCRIPTION
Careers in Student Affairs Conference Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Coordinate all aspects of 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 including, but not limited to the following:
 - a. Based on the previous year's outcome, develop and present a proposed conference operating budget to the Executive Council.
 - b. Recruit a conference planning committee.
 - c. Work with the committee to develop the theme and select a keynote speaker.
 - d. Coordinate all marketing, call for programs, registration materials, conference program and evaluations.
 - e. Coordinate with Technology Chair posting of all conference information on website.
 - f. Develop and solicit conference advertisement and sponsorship in conjunction with Development Chair.
 - g. Manage graduate school fair from in and out-of-state preparatory programs.
 - h. Coordinate catering and conference services.
 - i. Manage billing and accounting in conjunction with Treasurer.
 - j. Submit a budget wrap-up within one month of the conference's completion.
2. Write appropriate articles for OCPA News and other newsletters

OCPA POSITION DESCRIPTION

Communications Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
2. Attend, and participate in all Executive Council meetings, including the summer transition meeting.
3. Serve as a Liaison with the Newsletter Editor, Membership Records & Constituent Relations, and Secretary to ensure optimal communication with our members.
4. Design and manage strategic communications to promote the programs and services of OCPA. Responsible for developing a communication strategy and/or plan, brand, and tagline to enhance organizational effectiveness.
5. Assist with membership recruitment and retention efforts.
6. Evaluate, revise, and/or enhance OCPA promotional materials and other media efforts.
7. Attend all OCPA professional development events and Executive Council meetings.
8. Submit goals/objectives with specific action strategies and outcomes to the President at the September 2009 meeting.
9. Submit a written annual report and evaluation of the year's activities (tbd).
10. Maintain OCPA notebook and transfer all information to his/her successor.
11. Serve as a resource person for OCPA members.
12. Assist with identifying and encouraging qualified members to apply for OCPA leadership positions.
13. Perform other duties and RESPONSIBILITIES as determined by the President and/or

OCPA POSITION DESCRIPTION
Diversity Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Coordinate with Annual Conference Chair diversity pre-conference, post-conference and/or inclusion of conference sessions addressing issues of diversity.
2. Update the Diversity Resource Guide every two years. Provide necessary addendum in the years it is not fully revised.
3. Recommend strategies for increasing the diversity of the OCPA membership, educating the membership about diversity issues, and providing mentoring and involvement opportunities.
4. Submit articles about diversity issues to OCPA News.
5. Liaison with President-Elect and conference chairs.

OCPA POSITION DESCRIPTION

Development Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC 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. Seek grant funding from ACPA and other applicable sources by submitting timely requests for funds. Examples of ACPA Grants: Diversity Grant, Speaker Grant, Professional Development Grant.

OCPA POSITION DESCRIPTION
Faculty Liaison

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Maintain contact with Ohio graduate preparation program faculty through individual campus liaisons, including, but not limited to, Bowling Green State University, Kent State University, Miami University, Ohio University, The Ohio State University, The University of Akron, The University of Dayton, The University of Toledo and Wright State University
2. Organize and coordinate state graduate preparation faculty participation at OCPA conferences and other events where faculty participation is deemed desirable.
3. Communicate and effectively represent suggestions/questions/concerns from state graduate preparation faculty to the Executive Council in a timely manner.

OCPA POSITION DESCRIPTION
Membership Records & Constituent Relations Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President

SPECIFIC DUTIES

1. Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
2. Attend, and participate in all Executive Council meetings, including the summer transition meeting.
3. Recruits and develops an effective membership committee to ensure enough resources for membership responsibilities. This committee should include the Graduate, 4-Year Public, 4-Year Private, & 2 Year Member-at-Large positions.
4. Submit goals/objectives with specific action strategies and outcomes to the President at the September 2009 meeting.
5. Work with Graduate, 4-Year Public, 4-Year Private, & 2 Year Member-at-Large positions to recruit new members and maximize relationships with current members.
6. Creates programs that strengthen member relations and membership promotion.
7. Creates innovative strategies to promote membership renewal and retention.
8. Provides board reports and program updates, as needed.
9. Submit a written annual report and evaluation of the year's activities (tbd).
10. Maintain OCPA notebook and transfer all information to his/her successor.
11. Serve as a resource person for OCPA members.
12. Assist with identifying and encouraging qualified members to apply for OCPA leadership positions.
13. Perform other duties and RESPONSIBILITIES as determined by the President and/or

OCPA POSITION DESCRIPTION

Newsletter Editor

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Coordinate the web publication of the quarterly newsletter, OCPA News, including but not limited to the following tasks:
 - 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. Submit digital copy to the OCPA Historian and Technology Chair
 - f. Email copies to ACPA officers and State Division Newsletter Editors and Presidents
 - g. Report all job announcements submitted for newsletter to Technology Chair
 - h. Contribute articles to ACPA Development and other appropriate Newsletters
2. Handle routing correspondence and phone calls from OCPA members and newsletter contributors
3. Liaison with Past President to include all election information, with President-Elect to include appointment process and all conference chairs.

OCPA POSITION DESCRIPTION

Webmaster

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC 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.
7. Train Executive Council members on the use of the Council listserv and listserv website, specifically files section.

OCPA POSITION DESCRIPTION
Webinar & Podcast Development Chair

GENERAL DUTIES

1. Prepare for, attend and participate in all Executive Council meetings as scheduled.
2. Attend the annual 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 Council meeting.
9. Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
10. Assist in OCPA planning and decision making including policy development and personnel matters.
11. Perform other duties as assigned by the President.

SPECIFIC DUTIES

1. Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
2. Attend, and participate in all Executive Council meetings, including the summer transition meeting.
3. Recruits and develops an effective webinar committee to explore training and workshop opportunities. Identify hot topics or trends to explore via webinar/podcast.
4. Identify resources needed for webinars and podcasts and submit budget for Executive Council review and consideration.
5. Seek opportunities to partner with ASCA, SOCHE, GLACUHO, OASPA, OHAA to develop webinars and podcasts.
6. Develop a call for programs, and review process for educational webinars to assist with locating webinar topics, speakers, and facilitators.
7. Submit goals/objectives with specific action strategies and outcomes to the President at the September 2009 meeting.
8. Develop on-line training that consists of presentations given by qualified speakers that are 60-90 minutes in length.
9. Develop pricing structures for webinars and podcasts.
10. Provides board reports and program updates, as needed.
11. Submit a written annual report and evaluation of the year's activities (tbd).
12. Maintain OCPA notebook and transfer all information to his/her successor.
13. Serve as a resource person for OCPA members.
14. Assist with identifying and encouraging qualified members to apply for OCPA leadership positions.
15. Perform other duties and RESPONSIBILITIES as determined by the President and/or