

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

- Prepare for, attend, and participate in all Executive Council meetings.
- Attend all OCPA professional development events and Executive Council meetings, including the board transition meeting.
- Participate in and provide leadership for OCPA standing committees and other OCPA functions.
- Submit a written set of goals to the President at the first fall Executive Council meeting.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain her/his OCPA documents and update all documents in OCPA shared folders.
- Submit a written budget request for each area of responsibility to the Treasurer prior to the first fall Executive Council meeting.
- Make regular reports about OCPA related activities to the Executive Council via the council email listserv.
- Assist in OCPA planning and decision-making including policy development and implementation and personnel matters.
- Assist in the development and implementation of OCPA and program standards, and be able to communicate those standards effectively to all constituencies.
- Oversee OCPA financial matters in consultation with the Treasurer.
- Assist in the development of programs, conferences, and other activities in the state.
- Serve in an advisory role to professional development events.
- Serve as a resource person for OCPA members.
- Assist in OCPA membership recruitment efforts.
- Assist in identifying and encouraging qualified members, especially ethnic minorities and other special populations, to apply for OCPA leadership positions.
- Elect OCPA officers as prescribed in the By-Laws.
- Perform other duties as determined by the President and/or Executive Council.

DESIRABLE CHARACTERISTICS OF COUNCIL MEMBER

- Demonstrated commitment to the student affairs/student development profession.
- Knowledge of and commitment to the structure, purposes, and goals of OCPA.
- 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.
- A commitment to understanding and appreciating diverse others and fostering inclusivity in and among OCPA membership, activities, and leadership.

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:

- Attend all Executive Board and Council meetings.

OCPA POSITION DESCRIPTION

President-Elect

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council Meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Assist in OCPA membership recruitment efforts.
- Assist in OCPA conference planning efforts.
- 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.
- Coordinate Tri-President bi-weekly conference calls.
- Maintain contact with assigned chair positions and give updates on activities and accomplishments at Tri-President calls.
- Oversee the Strategic Management Plan.
- Seek qualified volunteers and make appointments for appointed positions for following year.

OCPA POSITION DESCRIPTION
Treasurer/Assistant Treasurer

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the President.

SPECIFIC DUTIES

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

OCPA POSITION DESCRIPTION
Don Schweingruber Senior Student Affairs Officer Position Description

GENERAL DUTIES

- Attend the annual conference and the summer officer transition meetings.
- Advise and assist in OCPA planning and decision making including policy development and personnel matters.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Perform other duties in consultation with the Tri-Presidents.
- Mentor and advise Graduate Student who will assist SSAO in the following duties:
 - Participate in and attend OCPA sponsored events, workshops, etc.
 - Prepare for, attend and participate in all Executive Council meetings as scheduled.
 - Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
 - Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
 - Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
 - Submit a written budget request to the Treasurer at the first Executive Council meeting.
 - Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.

SPECIFIC DUTIES

- Represent the general interest of Senior Student Affairs Officers to the Executive Council.
- Work to establish ongoing relationships with SSAOs across the State of Ohio
- Communicate program topics and/or potential presenter names that are most pertinent to SSAOs to the Annual Conference and Careers in Student Affairs Conference chairs to ensure relevancy of conference to SSAOs
- Review successor applications for SSAO Board Representative
- Coordinate a meeting session for SSAOs at the Annual Conference for these members to be able to network and consult with one another
- Maintain a current list of all SSAOs in OCPA's membership
- Submit relevant articles/information to the OCPA Newsletter

OCPA POSITION DESCRIPTION

Member- at-Large Graduate Student

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Assist Senior Staff Student Affairs Officer in conduct of that positions duties and responsibilities
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Represent the general interest of the graduate student membership to the Executive Council.
- Coordinate the Case Study Program at the Annual Conference including recognition and gifts for participants and judges.
- 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.
- 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.
- 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.
- Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION
Members-at-Large
2 year, 4 year private, & 4 year public

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Serve as a liaison to other state-wide and national professional organization as determined in consultation with the Tri-Presidents.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Represent the general interest of the membership to the Executive Council.
- 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.
- Work to establish a liaison at each constituency campus.
- 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.
- Coordinate a roundtable session at the Annual Conference for campus liaisons with other Members-at-Large.
- Recruit new membership from underrepresented institutions.
- Review applications for awards given during the Careers Conference and Annual Conference.
- Maintain a current list of all constituent institutions.

- Serve as liaison to statewide and national professional organizations representing the interests of OCPA in consultation with the Past-President for the purposes of strengthening OCPA's professional service and ties to the higher education professional community
- Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION
Annual Conference Chair(s)

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- 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:
- Based on the previous year's outcome, develop and present a proposed conference operating budget to the Executive Council.
- Recruit a conference planning committee representative of membership.
- Develop and maintain event planning timeline. Initiate and ensure regular communication with subcommittee chairs and Executive Council throughout the process.
- Manage the conference planning subcommittees to ensure all marketing, web site, registration, technical, and logistical aspects of the conference planning are on timeline.
- Work with the committee to develop the theme and select a keynote speaker.
- Manage silent auction in coordination with Development Chair.
- Coordinate catering and conference services.
- Manage billing and accounting in conjunction with Treasurer.
- Submit a budget wrap-up within two months of the conference's completion.

Annual Conference Chair(s) continued

- Submit a comprehensive conference evaluation within two months of the event's completion.
- 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.
- Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION

Awards Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision-making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Coordinate the awarding of all OCPA awards at the Careers in Student Affairs Conference and the Annual Conference including collaborating with the Conference Chairs the awards ceremony.
- Solicit and appoint a diverse awards selection committee.
- Update nomination form and material submission details.
- Recruit award nominations through OCPA News, direct member emails and the OCPA Website and social media sites.
- Coordinate purchase of plaques for all awards given by OCPA.
- Submit to the Historian within one month of the completion of the awards ceremony at each Conference a detailed listing of the awards recipients including their biographies, nomination information, etc.
- Investigate other possible awards categories.
- Submit relevant articles to the OCPA Newsletter.

OCPA POSITION DESCRIPTION
Careers in Student Affairs Conference Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the President.

SPECIFIC DUTIES

- 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:
- Based on the previous year's outcome, develop and present a proposed conference operating budget to the Executive Council.
- Recruit a conference planning committee representative of membership/institutions.
- Work with the committee to develop the theme and select a keynote speaker.
- Coordinate all marketing, call for programs, registration materials, conference program and evaluations in conjunction with Communications Chair.
- Coordinate with Technology Chair posting of all conference information on website.
- Develop and solicit conference advertisement and sponsorship in conjunction with Development Chair.
- Manage graduate school fair from in and out-of-state preparatory programs.
- Coordinate catering and conference services.
- Manage billing and accounting in conjunction with Treasurer.
- Submit a budget wrap-up within one month of the conference's completion.
- Submit relevant articles to the OCPA Newsletter.

OCA POSITION DESCRIPTION

Communications Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the President.

SPECIFIC DUTIES

- Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
- Attend, and participate in all Executive Council meetings, including the summer transition meeting.
- Serve as a Liaison with the Secretary/Membership Records & Constituent Relations Chair, Conference Chairs, and the Tri- Presidents to ensure optimal communication with our members.
- Design and manage strategic communications to promote the programs and services of OCPA, including the association's monthly newsletters. Responsible for developing a communication strategy and/or plan, brand, and tagline to enhance organizational effectiveness.
- Assist with membership recruitment and retention efforts.
- Evaluate, revise, and/or enhance OCPA promotional materials and other media efforts.
- Provide assistance to the Annual Conference's Publications & Public Relations Committee with branding, marketing, and publications.
- Attend all OCPA professional development events and Executive Council meetings.
- Submit goals/objectives with specific action strategies and outcomes to the President at the September meeting.
- Submit a written annual report and evaluation of the year's activities.

- Maintain OCPA notebook and transfer all information to his/her successor.
- Serve as a resource person for OCPA members.
- Perform other duties and responsibilities as determined by the Tri-Presidents.

OCPA POSITION DESCRIPTION
Equity and Inclusion Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

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

OCPA POSITION DESCRIPTION

Development Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Locate corporate sponsors to provide financial support for events, promotional items, receptions, and other appropriate expenditures based upon OCPA needs.
- Liaison with Treasurer and Conference Chairpersons to effectively develop and account for external funding for OCPA conferences and other events.

OCPA POSITION DESCRIPTION

Faculty Liaison

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- 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
- Organize and coordinate state graduate preparation faculty participation at OCPA conferences and other events where faculty participation is deemed desirable.
- Communicate and effectively represent suggestions/questions/concerns from state graduate preparation faculty to the Executive Council in a timely manner.

OCPA POSITION DESCRIPTION
Secretary/Membership Records & Constituent Relations Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
- Attend, and participate in all Executive Council meetings, including the summer transition meeting.
- 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.
- Submit goals/objectives with specific action strategies and outcomes to the President at the September 2009 meeting.
- 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.
- Creates programs that strengthen member relations and membership promotion.
- Creates innovative strategies to promote membership renewal and retention.
- Provides board reports and program updates, as needed.
- Submit a written annual report and evaluation of the year's activities (tbd).
- Maintain OCPA notebook and transfer all information to his/her successor.
- Serve as a resource person for OCPA members.

- Assist with identifying and encouraging qualified members to apply for OCPA leadership positions.
- Perform other duties and responsibilities as determined by the Tri-Presidents.

OCPA POSITION DESCRIPTION

Historian

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Coordinate the collection of OCPA meeting minutes, pictures, website data, conference materials and other items of historical value.
- Liaison with the Bowling Green University Archives to deliver and preserve collected material.

OCPA POSITION DESCRIPTION

Webmaster

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning and decision making including policy development and personnel matters.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Update the OCPA web site with current information about conferences, elections, OCPA meetings and communications, and any other information important to OCPA members.
- Promote the OCPA web site to the OCPA membership and outside constituents.
- Select and maintain accounts with the internet service provider (ISP) and domain name (myocpa.org) provider. Forward bills to the Treasurer for prompt payment.
- Assist conference planners with decisions about the use of technology.
- Provide articles for the OCPA Newsletter.
- Assist OCPA officers and committees in identifying and implementing ways to use technology to reach OCPA goals.
- Train Executive Council members on the use of the Council listserv and listserv website, specifically files section.

OCPA POSITION DESCRIPTION
Professional Development Chair

GENERAL DUTIES

- Prepare for, attend and participate in all Executive Council meetings as scheduled.
- Attend the annual conference and the summer officer transition meetings.
- Participate in and attend OCPA sponsored events, workshops, etc.
- Participate in and provide leadership for appropriate OCPA standing committees.
- Submit written goals/objectives with specific action strategies and outcomes to the President at the first Executive Council meeting at which the office position is assumed.
- Submit a written summary and evaluation of the year's activities, new initiatives, and budget to the President after the term is completed.
- Maintain the OCPA Officer folder in DropBox and transfer all pertinent information to the successor.
- Submit a written budget request to the Treasurer at the first Executive Council meeting.
- Make regular reports about activities and accomplishments at each Executive Council meeting and via email prior to the meetings.
- Assist in OCPA planning, policy development, and decision-making including as related to personnel and general organization operations.
- Serve as a resource to OCPA membership.
- Assist with identifying and encouraging qualified members to apply for OCPA leadership positions.
- Perform other duties as assigned by the Tri-Presidents.

SPECIFIC DUTIES

- Recruits and develops an effective committee to implement two professional development opportunities to membership outside of the annual conference.
- Identify hot topics or trends of interest to membership.
- Identify resources needed for professional development opportunities outside of the annual conference and submit budget for Executive Council review and consideration.
- Explore the feasibility and interest of various mediums of implementing professional development, including drive ins, book clubs, social media, pre or post conference workshops, etc.
- Seek opportunities to partner with other state, regional, and functional area associations to cross promote and collaborate on professional development opportunities.