

## **WSRA's ADMINISTRATIVE ASSISTANT**

Paid contracted position

### **Bylaws: Article IV, Section 2, Composition**

The Board of Directors of the Association shall be the President, President Elect, First Vice President, Second Vice President, Third Vice President, Past President, Treasurer, Treasurer Elect, Recording Secretary, Coordinating Secretary, State Council Coordinator, Committee Coordinator, Northeast Zone Coordinator, Northwest Zone Coordinator, Central Zone Coordinator, Southwest Zone Coordinator, Southeast Zone Coordinator, the *WSRA Update* Editor, Director of Membership, the Public Relations Liaison, and the Legislative Committee Chair. A Literacy Consultant from the DPI, the Special Events Coordinator, and the Administrative Assistant will serve as non-voting representatives to the Board of Directors.

#### **A. Required Qualifications**

- Must be a member in good standing of Wisconsin State Reading Association and a Wisconsin local reading council and is encouraged to be a member of the International Literacy Association.
- Shall be proficient in computer use (including word processing, data processing, and email)
- Shall demonstrate good organizational skills.
- Shall demonstrate effective communication skills.
- Shall have facilities appropriate for working out of home.
- Must be willing to use his/her home address as the official address of WSRA.
- Shall have flexible time available to work for approximately 2100 hours annually.
- Shall be able to attend all WSRA meetings, conferences, and institutes.
- Shall be willing to be bonded.
- Shall have the ability to recognize and edit professional writing.
- Shall agree to a term of two years. The Administrative Assistant may be rehired for additional year(s) pending successful renegotiation of the agreement and appropriate Board of Directors approval.

#### **B. Procedure for Appointment**

- The WSRA President shall begin a search for the Administrative Assistant upon notification that the position will become vacant.
- The WSRA President shall prepare a letter announcing the position and application deadline and arrange to have it sent to WSRA officers, WSRA committee chairs, and local council presidents.
- The WSRA President shall arrange to have an announcement of the position and application form printed in *WSRA Update*.
- Since those interested in securing the position may either be WSRA members or nonmembers, the WSRA President, in complying with items B and C above, shall encourage WSRA members to forward appropriate notification and application to those in their personal acquaintance who possess the qualifications the WSRA seeks in an Administrative Assistant.

- Following the application deadline, the WSRA President (serving as chair) will appoint a committee to review applications and to interview candidates. If this procedure can be concluded sufficiently in advance of the current Administrative Assistant's term, the newly hired Administrative Assistant would be allowed a paid three-month paid training period.
- The committee will select a candidate and negotiate an appropriate contract. The WSRA President will submit the candidate's name and contract to the Board of Directors for approval.
- If the Administrative Assistant terminates his or her services without sufficient notice to implement this procedure, the WSRA President shall be empowered to appoint an interim Administrative Assistant until the procedure described above can be followed.
- The current Administrative Assistant shall give at least a two-month written notice to the WSRA President when leaving the position.

### C. Specific Duties and Responsibilities

#### *General Duties and Responsibilities of the Administrative Assistant*

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- 1) Must be a member in good standing of Wisconsin State Reading Association and a Wisconsin local reading council and is encouraged to be a member of the International Literacy Association.
- 2) Handle all WSRA communications including announcements of meetings, agendas, and other communications as requested by the President.
- 3) Maintain a dedicated WSRA phone line with voice mail and fax as well as Internet service with email.
- 4) Be in charge of printing internal WSRA documents.
- 5) Contact appropriate Committee Chair and/or President for reprinting and reordering of items.
- 6) Handle the records of income from the online registrations, sales, and donations.
- 7) Serve as a signer for the Association
- 8) Deposit checks to the WSRA checking account, document financial transactions online and in check form, and share said financial transactions ledger with the Treasurer on a regular basis.
- 9) Maintain records of credit card expenditures and income such as from sales, memberships, and registrations separated into designated revenue accounts as per the Treasurer and accountant.
- 10) Shall receive free registration and lodging at WSRA Leadership meetings, Conferences, and institutes and free WSRA membership during employment with WSRA.
- 11) Shall maintain accurate records for the WSRA membership. This includes the following:
  - Act on all membership questions

- Maintain a total membership database with categories for retrieving names based on the needs of the organization
- Provide membership information to Director of Membership, local councils, membership committee, zone coordinators, and the WSRA Website.
- Process WSRA membership renewals and new memberships including reporting online payments to the Treasurer.
- Notify members regarding membership renewal.
- Share addresses to printer(s) for publications.
- Forward names and addresses of people inquiring about councils to councils.

*Website Editor and Virtual Meetings Duties and Responsibilities of the Administrative Assistant*

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- 1) Shall have sole responsibility for the website.
  - Design and maintain the WSRA website to inform, showcase, and advertise.
  - Create online registration forms and calendar entries for committee, council, and WSRA events such as the Conferences, institutes, authors festivals, council meetings, surveys, election polls, and other online registrations as requested.
  - Add information to the website for the Board of Directors, local reading councils, and WSRA committees
  - Maintain the online repository of WSRA documents including the minutes for the Board of Directors and committees.
  - Update local reading councils' documents and announcements.
  - Update WSRA committees' documents and announcements
  - Maintain the calendar on the WSRA website for upcoming meetings, and WSRA events with the links for the hotel websites.
  - May appoint an Associate Editor who shall work directly with the Administrative Assistant.
  - Establish and coordinate virtual meetings and/or webinars as directed by the President.

*Leadership and Assembly Meetings Duties and Responsibilities of the Administrative Assistant*

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- 1) Shall assist the President in organizing Leadership and Assembly meetings including:
  - a. Organize online registration materials for all Leadership and Assembly meetings.
  - b. Ascertain attendees from online registrations, printing nametags, certificates, and

- compiling print materials for attendees' print folders.
- c. Send notice of Leadership and Assembly meetings including creating and sharing the online folder for the Leadership Group and Board of Directors
- 2) Maintain a database of Leadership members.
- 3) Maintain Leadership attendance records.
- 4) Receive, maintain, and forward committee minutes to Board of Directors members and committee chairs.
- 5) Respond to inquiries from members regarding joining a committee, preparing reports of new committee members for Committee Coordinator, and a welcome packet for new committee members.
- 6) Procure name badges for Board of Directors members, committee chairs, and council presidents.
- 7) Provide information and support as needed to state officers as they assume their roles.

#### D. [Conference](#) Duties and Responsibilities of the Administrative Assistant

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- 1) Shall assist the First Vice President and the Conference Planning Committee in planning and executing WSRA Conferences. This includes the following:
  - a. Attend all Conference Planning Committee meetings
  - b. Create and maintain the online proposal form for sectional proposals.
  - c. Manage the submitted proposals for consideration by the Conference Chair and the Program Committee.
  - d. Create and edit the Conference program drafts in coordination with the Conference Chair and the Program Committee.
  - e. Create, maintain, and monitor the online registration form, its receipts, and revenue accounts for Conference registrants.
  - f. Monitor cancellations, transfers, and invoices for changes.
  - g. Solicit Conference proposals from reading specialists, professors, and council members
  - h. Assist the Program Committee with creation of the Conference program
  - i. Create drafts of the Conferences room assignments based on registration data.
  - j. Work with the Program Committee on the final Conference room assignments.
- 2) Create and maintain a database of Conference presenters and spreadsheet of introducers.
- 3) Provide organized information and labels as needed such as for sectional confirmations, AV needs, note cards, certificates, presenter envelopes, invitations from Hospitality
- 4) Communicate with sectional presenters (acceptance or denial of proposals, soliciting audio visual/room set-up needs, registration, thank you) and introducers (acceptance of offer to introduce, assignment, duties)

- 5) Communicate with professors regarding Full-time undergraduate and graduate student scholarships and student registrations
- 6) Assist with the creation, printing, and mailing of Conference brochures and programs.
- 7) Arrange the distribution and mailing of Conference programs to members, districts, speakers, colleges, and others as requested.
- 8) Send complimentary registrations as noted in policy.
- 9) Create a discount code to be used by presenters, Board of Directors, Conference Planning committee members, and others as designated by the Conference Chair.
- 10) Solicit and organize the retired member volunteer hours for the Conference.
- 11) Receive and make daytime and evening phone calls and faxes as needed.
- 12) Complete Conference registration of presenters and attendees including sending confirmations, processing refunds, and preparing nametags.
- 13) Keep accurate records of Conference registrations for individuals, school districts, and agencies for unpaid open invoices, paid receipts, and for collecting payments.
- 14) Arrange for the printing and delivery of Conference materials including folders, folder insert items, purchase of badge holders, and other items as needed.
- 15) Serve as registrar and in the "Help Desk" at Conference.
- 16) Serve the Conference Chair as coordinator of the Conference mobile app including inputting the contents in the Conference mobile app such as session descriptions, biographies and photos of the presenters, names of exhibitors; uploading handouts from presenters.
- 17) Compile the conference survey data. Coordinate the Pre-Evaluation Meeting.

#### E. Maintain Records Duties and Responsibilities of the Administrative Assistant

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- 1) Shall maintain the records of WSRA. This is to include:
  - a. Store minutes and agendas of Board of Directors meetings, Leadership and Assembly, Conference programs and materials, membership materials, committee materials, and other materials as directed by the President.
  - b. Hold secure WSRA paperwork such as the Articles of Incorporation and Tax-Exempt Status
  - c. Keep the Red Book up-to-date online and disseminate it to appropriate Leadership group members
  - d. Provide continuity for the Association through knowledge of the Association Bylaws, Policies, and Handbooks.
  - e. Update documents such as Bylaws, Policies, and Handbooks as per directions from the Governance Committee and following approval by the Board of Directors.
  - f. Handle registrations for WSRA Leadership meetings, institutes, Conferences, virtual meetings, and webinars.
  - g. Maintain a safe for insurance purposes.

- 2) Shall be available and responsive in order to:
  - a. Attend all WSRA meetings, conferences, institutes, and other meetings as invited.
  - b. Assist the WSRA Historian with storing and organizing the archives.
  - c. Serve as Ex Officio member of the Committees of the Board: Governance, Audit, and Finance committees
  - d. Prepare a brief written report for each Board of Directors meeting summarizing the Administrative Assistant's activities.
  - e. Keep a journal of work time, activities, and the nature of the project for accurate records of work performed. Share said log with the Treasurer each month.
  - f. Perform secretarial functions for the Board of Directors, WSRA Committees of the Board, and Ad Hoc committees as assigned by the President.
  - g. Contact appropriate Committee Chair and/or President for reprinting and reordering of items.
  - h. Respond to WSRA inquiries via telephone or electronically
  - i. Order organizational supplies.
  - j. Coordinate mailings of various committees.
  - k. Perform other tasks as assigned by the President and Board of Directors.
  - l. Shall receive free registration and lodging at WSRA Leadership meetings, Conferences, and institutes and free WSRA membership while employed by WSRA.
  - m. Shall turn over all files to successor by June 1.