

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the President-Elect

1. Initiate the process of soliciting suggestions for conference/Hot Topic speakers at June meeting of the Executive Board
2. Work closely with the Treasurer to determine funds available for speakers.
3. Secure a national level speaker (if funding is available) for two day conference
4. Secure speakers through the following process:
 - call potential speakers as early as possible
 - determine if there are audio-visual needs and secure through the conference location as appropriate (or bring your own laptop for presentations at our conferences)
 - invite speaker(s) to lunch
 - send confirmation letter and map to meeting location several weeks in advance
 - request photograph of speaker that we can use for advertisement
5. Prepare final copy of conference agenda and send it to the Communication Coordinator and Executive Director
6. Take information on future programs to share at the business meeting
7. Invite the Director of the Office of Exceptional Children to give an update at each meeting.
8. Invite the Executive Director of the Ohio Coalition to speak on an occasional basis.
9. Present plaque for outgoing President at the spring meeting
10. Conduct/host all conferences

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the Past President

1. Serve as a resource to the members of the Executive Committee.
2. Coordinate President's Reception at the Annual 2 Day Conference
3. Chair the Audit, Nominating, and Historian Committees.
4. Ensure that we have engraved the OAPSA gavel plaque with the name of the President and that we have ordered a plaque for the President
5. Order awards/gifts as appropriate for individuals who have made exceptional contributions to OAPSA
6. Evaluate Executive Director with the President

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the Communications Coordinator

1. Serve as a communications resource to the members of the Executive Committee.
2. Set up, monitor and maintain the email distribution process.
3. Receive “requests for information” from individual members and send such requests out to all members via the email distribution system.
4. Seek out important current issues and distribute summaries to members via email.
5. Maintain the OAPSA website, updating it as necessary.
6. Post agenda, registration and all handouts for each conference/meeting during the year on the OAPSA website.
7. Distribute each ~~meeting~~ conference agenda, ~~handouts~~, and registration via e-mail to OAPSA members.
8. Work with Membership Chair Email members ~~and newsletter list~~ in July, August and September for the membership drive.
9. Email members in April to determine retirements and recognize retired members via email.
10. Email members in July to update profile on Clubrunner website.
11. Periodically seek membership input for suggestions/ideas for future speakers if program times are open.
12. Send messages via Twitter.

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the OAPSA Secretary

1. Take minutes at each general membership meeting and executive board meeting.
2. Type minutes and send a digital copy to the Communication ~~Officer~~ Coordinator for uploading to OAPSA's website.
3. At each conference, prepare for each speaker a thank you card and/or certificate and give to President Elect to give to the speaker.
4. At each conference, have a certificate of attendance with contact hours and send it to the Communications Coordinator to email attendees.
5. Start to plan and secure a national level speaker for the following year at our 2 day September conference.

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the OAPSA President

1. Schedule meeting dates for the following year by each February.
2. Create the agenda for the Executive Board and OAPSA Business meetings
3. Conduct Executive Board meetings.
4. Conduct OAPSA business meeting at each general membership meeting.
5. Appoint members to committees and as representatives to other organizations.
6. Make dinner reservations for Executive Board for the evening before an OAPSA in person conference
7. Initiate correspondence as necessary and appropriate (e.g., welcome/membership letter in August).
8. Attend the National Association of Pupil Services Administrators' Conference and Meeting Note: can delegate to another OAPSA member.
9. Attend the CASE Board of Directors Meeting (2 days prior to CASE Conference) (can delegate to another OAPSA member)
10. Work with the Past President on the slate of officers to present at the spring meeting.
11. Evaluate Executive Director with the Past President

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the Treasurer

1. Mail a check to the Ohio Coalition for annual membership.
 2. Complete Treasurer's report
 3. Call a banquet representative at the hotel to convey the number of lunch reservations two days prior to the general membership meeting (generally, increase the number of pre-registrations by five). Confirm the meeting room size. Also, confirm breakfast count based on $\frac{3}{4}$ of the number expected. Arrange for coffee for the morning break
 4. Prepare for each OAPSA Conference
 - Printed name tags
 - Sign in sheet
 - Receipt book
 - OAPSA sign
- Note: Bring to each meeting the box of files, checkbook, stationery, and stamps.
5. Complete the following after the meeting:
 - gather all materials
 - deposit all money collected for registrations and memberships
 - forward information re: changes in membership, addresses, etc.
 - pay, upon receipt, the invoice from the hotel
 - mail checks for any payments due
 - invoice school districts for purchase orders received
 - balance checkbook
 - Pay invoices for conference related needs
 6. Periodically process NAPSA applications and forward to NAPSA membership office.
 7. Negotiate, along with the Executive Director, contract with hotel for OAPSA conference and general membership meetings.
 8. Confirm hotel rooms for Executive Board meetings.
 9. Purchase gifts for 2 day conference attendees

Ohio Association of Pupil Services Administrators (OAPSA)

Duties of the OAPSA Membership Coordinator

1. Maintain/Update the OAPSA membership application.
2. Obtain lists of members in CASE/CEC and NAPSA from the organizations
3. Keep the members' contact information updated on the OAPSA website
4. Answer members' questions about their contact information on the OAPSA website
5. Encourage members to add their picture, address and phone number to the OAPSA website
6. Remind members when their membership will expire in 1 month, 1 week and 1 day via email
7. "Inactivate" former members from OAPSA website
8. Notify members when they are inactive
9. Contact districts that do not have an OAPSA member to recruit