



**Western Association of Student Employment Administrators**

# POLICIES & PROCEDURES MANUAL

NOVEMBER 2020

*Western Association of Student Employment Administrators – Revised November 2020*

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# 1.0 INTRODUCTION

## 1.0 Introduction

### 1.1 MISSION STATEMENT

The Western Association of Student Employment Administrators (WASEA) is a non-profit association of professionals involved with programs for students who work while attending college. To this end, we support and promote student employment through research, professional development, and the exchange of information.

### 1.2 VISION STATEMENT

To become the one stop resource for student employment professionals in the Western region.

### 1.3 CORE VALUES

- ❖ Commitment to innovation and excellence
- ❖ Promoting the empowerment of student employment professionals
- ❖ To provide quality services and information
- ❖ To model and promote integrity in all professional endeavors
- ❖ To encourage the involvement of all student employment administrators in the Western region.
- ❖ To provide support to our members through conferences, trainings, and online materials.
- ❖ Promoting and advocating for students employed across the region.
- ❖ Creating bridges to facilitate the exchange of information and collaboration between regions.
- ❖ Create awareness and recognition for the work student employees do.
- ❖ Provide a network of professionals who support on another and student employment in the region and at the national level.

### 1.4 OBJECTIVES OF THE ASSOCIATION

- ❖ To promote the professional preparation, dedication, effectiveness, and recognition of student employment administrators in post-secondary education.
- ❖ To facilitate the sharing of information and expertise among student employment administrators, educational institutions, employers, and others concerned with student employment administration.
- ❖ To assist educational institutions, employers of students, and others to develop and promote effective programs of part-time student employment.
- ❖ To serve the interests and needs of students, educational institutions, and employers by improving and coordinating student employment plans and programs.
- ❖ To inform members of trends in employment and professional development, including interpreting governmental guidelines related to financial aid, job placement, human resources, career services, and student employment.
- ❖ To provide regular conferences and training opportunities as an effective forum for professional development, information sharing, and problem solving related to student employment.

# 1.0 INTRODUCTION

- ❖ To promote and conduct research, cooperative studies, workshops, and other related activities as may be required to fulfill the purposes of this Association.

## 1.5 PURPOSE OF THE POLICY AND PROCEDURES MANUAL

This is a living document and thus subject to change. However, exceptions to the policies and procedures in this manual are not encouraged. Any person requesting a waiver or modification of a policy and/or procedure must submit a written request to the President for review. The request must include a clear statement of justification for the exception and should be submitted at least 10 business days prior to the effective date desired. The approval or disapproval of any request should be documented in writing. If the request appears likely to set a precedent, the President should consult/obtain approval from the Executive Board.

The policies and procedures outlined in this manual are to be used as a guideline for

- ❖ Executive Board Members,
- ❖ Committee chairs,
- ❖ Committee members,
- ❖ Other persons representing or working on projects on behalf of WASEA,
- ❖ Requesting funding for a project or committee activity,
- ❖ Requesting payments to be made to a third party.

The following policies and procedures will provide a common basis of understanding for our members and are designed to provide a consistent, efficient system of management; operation and accounting; as well as to encourage fiscal austerity and consistency in the general operation of the organization.

## 1.6 CHANGES/MODIFICATIONS TO THE POLICY & PROCEDURES MANUAL

It is the responsibility of the Board of Directors to actively utilize the Policy and Procedures Manual in the execution of its work, and to make changes or modifications to its contents so that the information contained is a clear and concise representation of current practices. The President-Elect is responsible for maintenance and distribution of the manual. Upon the approval of the Executive Board by a simple majority vote, changes or modifications to the policies and procedures may be made as needed. Individual WASEA members may also make recommendations to the WASEA Executive Board for consideration.

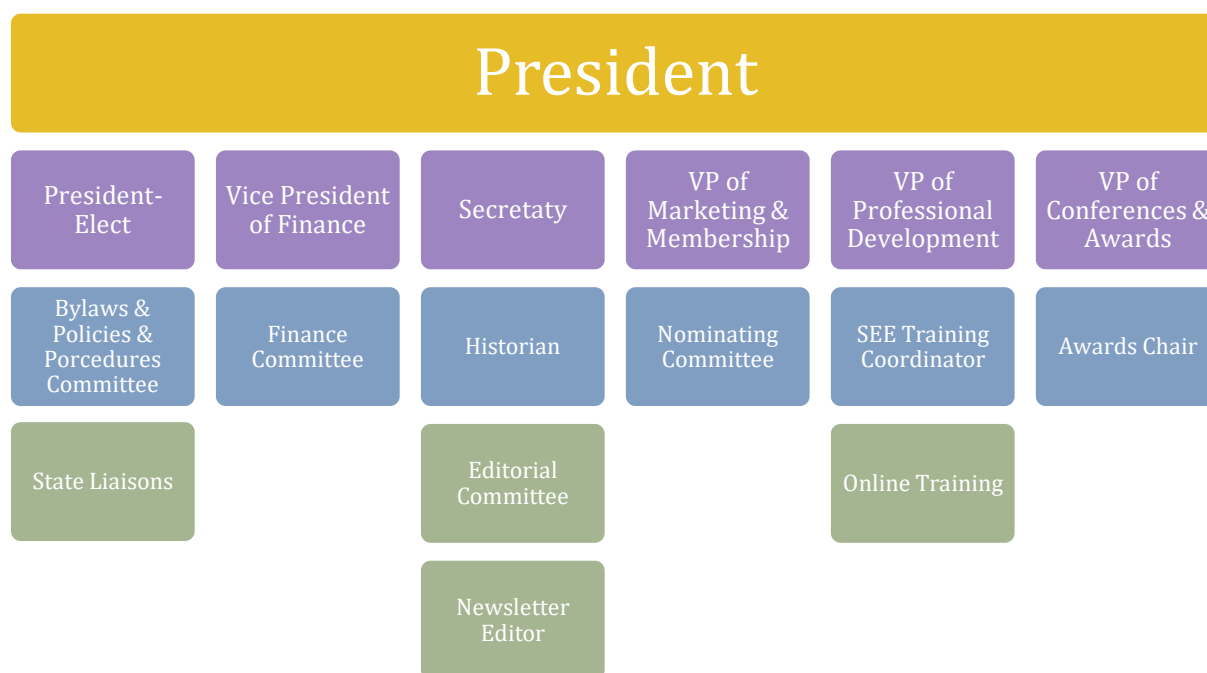
## 2.0 WASEA EXECUTIVE BOARD OFFICERS

### 2.0 WASEA Executive Board Officers

#### 2.1 COMPOSITION (PENDING MEMBERSHIP VOTE OF BYLAWS REVISIONS)

The WASEA Executive Board shall be comprised of seven officers elected to the Board by the membership (President, President Elect, Secretary, Vice President of Finance, Vice President of Marketing and Membership, Vice President of Professional Development, Vice President of Conferences).

##### 2.1.1 ORGANIZATIONAL CHART



#### 2.2 GENERAL EXPECTATIONS OF BOARD MEMBERS

The WASEA Executive Board is a volunteer working board. It is expected that each member of the Board will assume an active role in the management and guidance of WASEA. It is expected that all members will perform the general responsibilities listed below, as well as specific responsibilities of the positions they hold on the Board.

- ❖ Participate actively in developing and monitoring an annual plan; setting goals, objectives, and priorities; and constructing budgets for their areas of responsibility within the Association. Work with committees, other Board Members, and the membership to develop an annual plan for projects, activities, and publications to assure direction of the Association's goals.
- ❖ Attend and participate in all scheduled board meetings and all scheduled conference calls. If an absence is necessary due to an unavoidable conflict, the President should be notified as far in

## 2.0 WASEA EXECUTIVE BOARD OFFICERS

advance as possible. The minutes will reflect Board Members in attendance, those absent with notification, and those absent without notification.

- ❖ Commit sufficient effort and time to prepare for board meetings: be ready to efficiently and effectively discuss and make decisions on the issues.
- ❖ Keep informed of the business of the Association and be active, constructive participants in the decision process.
- ❖ Share their expertise, lead by example, and exhibit willingness to participate as a team member.
- ❖ Participate in the development and evaluation of services to members by seeking out the desires and needs of the membership and being aware of them as they relate to services provided by the Association.
- ❖ Represent and promote the Association to its members and to various external publics.
- ❖ Prepare a brief summary of their committee activities for projects and program planning. For the annual meeting, prepare an annual report of the completed and ongoing activities of their committees.

### 2.3 NOMINATION OF OFFICERS

The Nominating Committee, chaired by the Vice President of Marketing & Membership, is subject to the approval of the Executive Board. The Nominating Committee shall develop reasonable nomination and election procedures, and will send a call for nominations to be emailed to the membership in early January of each year with a nomination deadline date of March 1. The Nomination Committee will then submit a ballot to the active membership with a voting deadline date of March 20. The incoming Executive Board Members will be announced via email upon completion of the voting process, in the Summer newsletter, and on the WASEA website.

Must have support and permission from supervisor; including granting of release time from work to serve on the Executive Board in order to fulfill responsibilities as described below. A confirmation email from the supervisor to the WASEA President is required.

### 2.4 ELECTION OF OFFICERS

Officers of the Association shall be elected according to the procedures outlined in the Bylaws.

#### 2.4.1 PRESIDENT ELECT

Shall be elected annually for a one-year term as President Elect, advancing to the office of President at the beginning of the following year.

#### 2.4.2 VICE PRESIDENT OF FINANCE

Shall be elected for a three-year term of office beginning in 2014 to serve during the following three years.



## 2.0 WASEA EXECUTIVE BOARD OFFICERS

### 2.4.3 SECRETARY

Shall be elected for a two-year term of office during each even-numbered year to serve during the following two years (i.e., for the next even-numbered and next odd-numbered years).

### 2.4.4 VICE PRESIDENT OF MARKETING & MEMBERSHIP

Shall be elected for a two-year term of office during each odd-numbered year to serve during the following two years (i.e., for the next odd-numbered and next even-numbered years).

### 2.4.5 VICE PRESIDENT OF CONFERENCES

Shall be elected for a two-year term of office during each odd-numbered year to serve during the following two years (i.e., for the next odd-numbered, next even-numbered, and next odd-numbered years).

### 2.4.6 VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

Shall be elected for a two-year term of office during each even-numbered year to serve during the following two years (i.e., for the next even-numbered and next odd-numbered years).

## 3.0 RE-ELECTION OF AN OFFICER, REMOVAL OF AN OFFICER, VACANCY OF AN OFFICE

### 3.0 Re-Election of an Officer, Removal of an Officer, Vacancy of an Office

#### 3.1 RE-ELECTION OF AN OFFICER

In the case of the President position being vacant, the President Elect will finish out the current President's term and will complete their subsequent appointment as President. In the case the President Elect position become vacant, the Association should hold a special election for the members to elect the new President Elect. Members should have a period of 30 days to nominate potential candidates after which the association will hold the special election. All other board positions may succeed themselves in their terms.

#### 3.2 REMOVAL OF AN OFFICER

An officer of the Association may be removed from office for just cause, including but not limited to, improper behavior reflecting lack of professional conduct as deemed by the members of the Association or the Executive Board; unauthorized or improper use of Association funds; and/or failure to perform responsibilities as outlined in the Policies and Procedures for that office.

An Application to Request Removal of an Officer must be submitted in writing to the President via registered mail, with appropriate documentation to support the Application. In the event removal is sought of the President, the Application must be sent via registered mail to the President-Elect.

If upon initial review of the Application the President (President-Elect) finds there is sufficient evidence to warrant further review, the President (Vice President) will do the following:

1. Set a Meeting date to discuss the Application.
2. Send the Notice of Meeting and Application via registered mail to the Respondent and copied to all the other Executive Board members.
  - a. The Notice of Meeting and Application must be mailed at least 25 days before the Meeting date.

If the Respondent decides to submit a response to the Application, the Respondent must do the following:

1. Send all the other Executive Board members his/her Response along with any supporting documentation via registered mail.
  - a. The Response must be mailed at least 10 days before the Meeting date.

In order to proceed with the Meeting, all Board Members must be present. The meeting may be held via conference call or in person.

Immediately after the Meeting, all the Executive Board members will vote on whether the Respondent should be removed from office. The vote for removal will be by majority vote of the Executive Board. The vote may be held via teleconference or in person.

## 3.0 RE-ELECTION OF AN OFFICER, REMOVAL OF AN OFFICER, VACANCY OF AN OFFICE

### 3.3 VACANCY OF AN OFFICE

The President-Elect shall automatically succeed to the Presidency upon the death, resignation, or removal of the President; or on July 1 of the subsequent membership year. Go off of bylaws

If a member, whose membership ceases because of a change in employment due to resignation or relocation to another institution, is on the WASEA Board, the member will follow the same procedures of advising the President and Board Members as those who are seeking a continuance of membership. If that member does not acquire a position or relocate to an institution/organization which would be membership-eligible, the office of that member would be declared vacant at the end of any requested and granted grace periods. If the vacated office held by the member was that of the Vice President of Marketing & Membership, Secretary, Vice President of Finance, Vice President of Conferences, or President-Elect, a replacement may be named by the remaining members of the Board. If the member concerned is the President, the President-Elect shall assume the office of President, with a new President-Elect being appointed. The Executive Board must grant any exceptions to this policy.

## 4.0 STANDING COMMITTEES

### 4.0 Standing Committees

The President, subject to the approval of the Executive Board, shall appoint such committees as are deemed necessary to carry out the functions of the Association. Additional committees may be established by the President and/or Executive Board as deemed necessary.

#### 4.0.1 NOMINATING COMMITTEE

The Vice President of Marketing & Membership shall be the Chair of the Nominating Committee. The committee shall prepare a slate of candidates from among the active voting members to be presented via electronic ballot. The committee shall also prepare a slate of candidates for vacancies that arise between the annual elections, if the position is not filled by appointment of executive board.

#### 4.0.2 EDITORIAL COMMITTEE

The Secretary of the Executive Board shall chair the Editorial Committee. The committee shall publish such documents as the Association shall establish, or that the President shall direct.

##### 4.0.2.1 NEWSLETTER COMMITTEE

The Newsletter Committee shall be chaired by a WASEA member appointed by the President as Newsletter Editor and report to the Editorial Committee. The Newsletter Editor will be responsible for collecting and editing articles, layout, and distributing the e-newsletter three times a year (late June or early July, mid-November, and mid-March). The Newsletter Editor shall form a committee of two to three people to proof the newsletter and approve articles before publication.

#### 4.0.3 BYLAWS & POLICY AND PROCEDURES MANUAL COMMITTEE

The President-Elect shall chair the Bylaws and Policies and Procedures Committee. The committee shall receive proposed amendments to the Association's bylaws from any active voting member of the Association.

#### 4.0.4 FINANCE COMMITTEE

The Finance Committee shall be chaired by the Vice President of Finance and will include the President, President-Elect, Vice President of Finance, and the Historian. The committee will be responsible for:

- ❖ Review of budget requests and development of a proposed budget each year. They will present the recommended final budget to the executive board for approval at the first meeting of the fiscal year.
- ❖ Shall have the authority to open accounts and transfer funds to and from accounts. All transactions must be signed off by the President, except in cases where the payment is being made to the President. In such cases, those transactions must be approved by the President-Elect. Board approval is required for major fiduciary decisions. The President and President-Elect must give

## 4.0 STANDING COMMITTEES

signature approval for all major transactions. Major fiduciary decisions are defined as any transaction totaling \$4,000 or more.

- ❖ Will serve in an advisory/steering capacity regarding the financial operations of the Association.
- ❖ Conduct an audit meeting in early December of each year. This audit will include a review of the income and expenses of the general operating and conference accounts.
- ❖ Review current year's income and expenses, recommending reallocation of funding if needed.
- ❖ Review investments.
- ❖ Consult with the executive board and other WASEA members regarding the financial impact of actions and programs as needed.

## 4.1 SPECIAL COMMITTEES/OFFICES

### 4.1 Special Committees/Offices

#### 4.1.1 AWARDS COMMITTEE

The Awards Committee will be chaired by the Vice President of Conferences and is responsible for soliciting nominations for the annual WASEA awards, final selection of recipients, coordinating ordering with the Vice President of Finance, and presenting the awards at the annual conference. Additionally, the awards committee, chaired by the Vice President of Conferences, will oversee the regional state liaisons and the Student Employee of the Year awards.

#### 4.1.2 TRAINING COMMITTEE

The Training Committee will be chaired by the Vice President of Professional Development, and is responsible for ensuring that NSEA Student Employment Essentials Trainings are held in the WASEA region at least twice yearly (see Section 9.0, p. 28) and provide additional association trainings as directed by the executive board.

#### 4.1.3 HISTORIAN

The WASEA Historian is appointed by the President and is responsible for collecting, organizing, and maintaining basic archival materials to preserve the history of WASEA. These responsibilities may be assigned to the Regional Office Manager (if there is one contracted by the Board) at the discretion of the President.

#### 4.1.4 WEBMASTER

The WASEA Webmaster is appointed by the President as needed. This is a non-voting position. The Webmaster is in charge of interfacing with Memberclicks to maintain the WASEA.org website and utilizing various resources to enhance its navigation, aesthetics, and security. The Webmaster should be able to perform website design, monitor, improve, and update the performance of the website. The Webmaster must be responsive to changes that are timely and relevant to the needs and activities of the Association.

## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.0 Responsibilities of Officers

All officers shall participate as a member of the Executive Board by attending all WASEA meetings including all scheduled conference calls and any business and board meetings held at the conferences. There are certain responsibilities that apply to all officers and others that apply to specific officers. All officers are expected to perform certain responsibilities, including but not limited to the following:

#### 5.0.1 MEETINGS

- ❖ Mandatory attendance of all WASEA board meetings: three conference calls per year (July, October, and February), any additional called conference calls, the newcomers meeting, and if possible, attend the WASEA meeting(s) held at the national conference.
- ❖ Submit a report for each board meeting to the President, to be available to the rest of the board, at least one week prior to the scheduled meeting, for the creation of the meeting agenda.

#### 5.0.2 TRAVEL

- ❖ Attend the regional conference and board meeting (expenses to conference to be paid by the member's institution). If an additional hotel room night is required to attend the board meeting, this expense will be paid by WASEA.
- ❖ Attend the national conference and WASEA meeting at the national conference if possible (expenses to be paid by the member's institution).

#### 5.0.3 NEWSLETTERS AND REPORTS

- ❖ Prepare reports for each board and business meeting.
- ❖ Periodically review the WASEA website, updating any information that relates to their responsibilities on the Board.
- ❖ Submit articles to the Newsletter as appropriate (on or about June 15, October 15, and February 15 as determined by the Newsletter Editor).
- ❖ The continuity of the Association's operations is dependent upon each departing Board Member passing on information and files to their successors. All records must be passed on to the new officer and committee chairs within 30-days of the end of term. In addition, copies of all official records shall be sent to the Historian during a member's term of office.

### 5.1 PRESIDENT

The President shall be the chief executive officer of the Association and as such, sets the direction, scope, and tone of the Association's activities with the help of the Executive Board, and will be responsible for the following responsibilities:

## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.1.1 PLANNING

- ❖ Prepare an annual calendar for the year that includes all dates and deadlines of the meetings and activities of the Association. This calendar shall be distributed to the Board Members in late June or early July.
- ❖ Prepare a list of current Board Members, appointed positions, and committee chairs to be distributed to the Board Members.

### 5.1.2 MEETINGS

- ❖ Serve as Chair of the Executive Board.
- ❖ Preside at all meetings of the Association which include three conference calls per year, or more as deemed necessary, the business meeting at the regional conference, and over the board meeting held at the regional conference.
- ❖ Prepare the agenda for each meeting and distribute to the Board Members prior to each meeting.

### 5.1.3 TRAVEL

- ❖ If possible, attend the NSEA President's meeting usually held in October/November (if an additional hotel night is required, that cost will be paid by NSEA).
- ❖ Travel to the campus of the regional SEOTY winner to present the SEOTY award to the winner at the reception. The President may appoint a representative from the Board to present the SEOTY award (expenses paid by WASEA).
- ❖ Attend the Regional President's Experience held on a rotating basis by regional associations. (NSEA to pay up to a total of \$600 per attendees of non-hosting regional representatives. Additional expenses will be paid by WASEA).

### 5.1.4 COMMITTEES

- ❖ Serve as an ex-officio member of all committees.
- ❖ Provide leadership to keep the Association's goals dynamic and sensitive to changing needs.
- ❖ Direct the process and development of the Association's goals, objectives, priorities, programs, resource allocations, and budget.
- ❖ Assess and maximize the Association's benefits to the members and to the institutions they represent.
- ❖ Maintain high standards and integrity in planning, in operations internal to the Association, and in representing the Association to various publics.
- ❖ Direct, coordinate, and integrate the functions, plans, and activities delegated to other officers and committee chairs.
- ❖ Serve as the Association's spokesperson in the external relationships of the Association to promote its position within the region, the academic community, and on the campuses of its members. These responsibilities may be shared with the members of the Executive Board of the Association.



## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.1.5 FINANCIAL

- ❖ Along with the Finance Committee, assure the financial stability of the Association and prudent use of its resources.
- ❖ Authorize all expenditures, with the exception of any pertaining directly to the President.
- ❖ Work with the Finance Committee to conduct an annual review of the Association's financial records prior to finalizing the report. Work with the Vice President of Finance to ensure the preparation of financial records, its submission to a designated CPA, and the filing of all appropriate non-profit tax forms in the state of California.
- ❖ Form 990-N, also known as the e-postcard, must be submitted electronically no later than May 15 to the Internal Revenue Service, on a yearly basis. <http://epostcard.form990.org>
- ❖ California State Exempt Filing of FTB-199N (Gross receipts normally equal to or less than \$50,000) Annual Electronic filing requirement must be submitted no later than May 15<sup>th</sup>, on a yearly basis. For detailed instructions, see [https://www.ftb.ca.gov/businesses/exempt\\_organizations/filing\\_requirements\\_form199N.shtml](https://www.ftb.ca.gov/businesses/exempt_organizations/filing_requirements_form199N.shtml)
- ❖ The Board will designate the agent of service. Agent must be a resident of the state of California.
- ❖ Work closely with the Association's attorney, as needed, regarding legal issues effecting the Association.

### 5.1.6 REPORTS/NEWSLETTERS

- ❖ Submit "The President's Message" newsletter article for all published WASEA newsletters.
- ❖ Prepare a regional update article for NSEA when requested.
- ❖ Submit an annual report to the Association at the end of the fiscal year; this information is included in the end of the calendar year report which will be submitted to NSEA by the President of the new term year.
- ❖ Remind Board Members to update their sections of the web page.

### 5.1.7 GIFTS

- ❖ As outgoing President, arrange for the President's plaque to be engraved, and present it to the incoming President at the annual conference

## 5.2 PRESIDENT ELECT

The President-Elect shall assist the President and the Executive Board as directed, prepare for the coming term as President, perform all of the responsibilities of the President in his/her absence, disability, or at the request of the President and will be responsible for the following:

### 5.2.1 BYLAWS/POLICIES & PROCEDURES

Responsibilities include the following:

- ❖ Review the bylaws of the Association and recommend any amendments to the Executive Board.

## 5.0 RESPONSIBILITIES OF OFFICERS

- ❖ Changes to the bylaws must be approved by a vote of the membership.
- ❖ If changes to the bylaws are needed, develop a ballot to be emailed to the membership. A thirty (30)-day notice to the membership is required before a change can be approved.
- ❖ Review Policy and Procedures Manual annually.
- ❖ Recommend any changes to the Executive Board.
- ❖ Document all changes made by inserting a revision date in the footnotes.
- ❖ Update appendices with current details for elections, SEOTY, awards, travel and expense forms, etc.

### 5.3 VICE PRESIDENT OF FINANCE

The Vice President of Finance is the finance officer who shall work closely with the Finance Committee regarding the financial operation of the Association. Although the Association's year is based on a July 1 through June 30 fiscal year, the financial reports are based on a calendar year for tax purposes. The budget will be based on the Association's fiscal year. The Vice President of Finance will be responsible for the following:

#### 5.3.2 FINANCES

- ❖ In January review with the President the year-end report in preparation for the audit of the income and expenses of the year prior to submitting records to a CPA for filing taxes.
- ❖ In July of each year, coordinate with the Finance Committee to develop a budget proposal for consideration and approval by the Board at the first meeting of the fiscal year.
- ❖ At the beginning of every quarter, coordinate with the Finance Committee to monitor and review all income and expenses, and to sign and approve all payment requests not covered in the approved budget for that quarter.
- ❖ Maintain the official financial books of the Association in coordination of QuickBooks.
- ❖ All payments made to the Association for memberships, conference fees, any training, or any other payments made to the Association must be submitted to the Vice President of Finance and deposited into the appropriate account within three business days of receipt.
- ❖ Any payments or donations made to the Association must be made directly to the Vice President of Finance. No other Association member is authorized to receive payment under any circumstance.

#### 5.3.3 REPORTS

- ❖ Distribute a current financial statement to Board Members prior to each conference call, and prior to the business meeting and board meeting held at the regional conference.
- ❖ Publish a current financial report in three WASEA newsletters per year (July, October, and February).

## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.4 SECRETARY

The Secretary is the scribe of the Association and the custodian of its records, and shall work closely with the President regarding the administrative operation of the Association. The Secretary will be responsible for the following:

#### 5.4.1 MINUTES OF THE MEETINGS

- ❖ Record and keep in permanent form the minutes of all board and business meetings of the Association.
- ❖ Distribute a draft of the minutes to all Board Members within one week of the meeting for proofing and corrections.
- ❖ Make corrections to the minutes and, prior to the meeting, email the final copy of the minutes to each Board Member for final approval at the meeting.
- ❖ Distribute a copy of the previous year's business meeting minutes to the members attending the business meeting at the conference. The previous year's minutes need to be approved by the membership attending the business meeting at the conference.
- ❖ Keep a permanent copy of all minutes of the Association's meetings and committee reports in an electronic format to be passed on to the incoming Secretary and Historian.

### 5.5 VICE PRESIDENT OF MARKETING & MEMBERSHIP

Shall be responsible for the; Association's marketing efforts and membership development; and chair of the Nomination Committee. The Vice President of Marketing & Membership will be responsible for the following:

#### 5.5.1 MEMBERSHIP DRIVE

- ❖ Initiate the annual membership drive.
- ❖ Maintain the membership database and official membership list in conjunction with Memberclicks.
- ❖ Work with the Vice President of Finance to arrange for billing and collection of membership dues.

#### 5.5.2 MARKETING

- ❖ Coordinate membership development activities and implementation of outreach efforts for the recruitment of a broad range of members that will enhance the professional development experiences of all members of the Association, and increase sponsorship.
- ❖ Prepare brochure or other items used in broad or targeted recruitment.
- ❖ Build membership of the Association by developing contacts to support membership development activities.
- ❖ Work with the Executive Board to assist with the annual membership renewal, notification of lapsed memberships, and to act on information available in membership records to recruit new members.

## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.6 VICE PRESIDENT OF CONFERENCE & AWARDS

Responsibilities will include but are not limited to: Coordination of regional conferences, coordination of the State Liaison program, coordinator of the Student Employee of the Year Program, and coordinator of the WASEA Awards Program. The Vice President of Conference & Awards shall be responsible for the following programs and responsibilities:

#### 5.6.1 CONFERENCE RESPONSIBILITIES

- ❖ Will plan publicize and execute the regional conference.
- ❖ Conduct site visits to recommend the site for the conference to the Executive Board for their approval.
- ❖ Oversee the work of the conference committees to ensure their coordination and success.
- ❖ Develop a conference planning committee with members and others interested.
- ❖ Develop a conference budget to establish a conference fee structure to encourage the generation of revenue for the association.
- ❖ Conduct an evaluation of the conference involving conference participants and report the results to the board.
- ❖ Recommend changes to the board that will enhance the success and viability of the next regional conference.
- ❖ Work with the President and the Vice President of Finance to review and sign the contract for the hotel or facilities for the regional conference.

#### 5.6.2 AWARDS RESPONSIBILITIES

##### 5.6.2.1 ANNUAL WASEA SEOTY PROGRAM

- ❖ Disseminate SEOTY letters, [Nomination Forms](#), and information on the selection process including deadlines to all institutions who are paid members of WASEA and to all NSEA members within the WASEA region who are not WASEA members in November.
- ❖ Oversee the process of nominating students by appointing a State Liaison.
  - Institutions select their institutional winners and submit the winner's Nomination Form electronically to their State Liaison to select the state winner.
  - State Liaisons form a selection committee to select the state winner. In some cases, a State Liaison may request the Awards Director to assist in forming a selection committee to select the state winner.
  - State Liaisons will electronically notify each institution who nominated a student with the results of the state winner selection.
  - The State Liaisons will email the nomination form for their state winner to the Awards Director. The Awards Director forms a selection committee, which should include as many Board Members as possible, to select the WASEA regional winner.
- ❖ Email the regional winner's Nomination Form to the NSEA Awards Chair for the selection of the national SEOTY.

## 5.0 RESPONSIBILITIES OF OFFICERS

- ❖ Notify the WASEA member from the state and regional winners' institutions. Announcement of the winners is not made public until the winner's institutions are able to hold their awards ceremony on campus, usually after National Student Employment Week.
- ❖ The WASEA President will visit or will appoint a Board Member and/or the State Liaison to visit the regional winner's campus to present the regional winner's award whichever is more cost effective for WASEA.
- ❖ Direct the Secretary/Treasurer to process the order for all plaques and prepare checks for the state and regional winners. Upon receipt of the plaques and checks, he or she will then send these to the WASEA member who nominated the winners. State SEOTY winners receive a plaque and a \$50 check. The regional SEOTY winner receives a plaque and a \$100 check. These should be distributed to nominating institutions in time for the awards to be presented during National Student Employment Week.
- ❖ Work with the webmaster to update WASEA website to include information about the SEOTY winners after National Student Employment Week.
- ❖ Instruct the Secretary/Treasurer to complete an NSEA Payment Request Form, including all of the expenses incurred in the SEOTY selection, which shall be forwarded together with copies of receipts to the NSEA Office Manager. NSEA will reimburse the region up to \$500 for SEOTY expenses.
- ❖ See Appendix C for SEOTY calendar, details, forms, etc.

### 5.6.2.2 STATE LIAISONS JOB DESCRIPTION

Each state in the WASEA region has one State Liaison, with the exception of California, which has two. The State Liaisons will be responsible for the following responsibilities:

- ❖ Collect Student Employee of the Year nominations from eligible institutions in their state, and establish a committee to select a state winner. The liaison then forwards the name of the state winner to the Awards Director by a date set by NSEA. If a State Liaison prefers, he/she may work with the President-Elect to establish a committee to select the state's winner.
- ❖ As newsworthy developments occur in student employment or WASEA membership in the liaison's state, send the news to the WASEA Newsletter Editor.
- ❖ Act as a liaison between the state's membership and the WASEA Executive Board
- ❖ Arrange and coordinate state meetings, encouraging and exchanging ideas and information with student employment professionals
- ❖ Involve professionals in activities that relate to and promote student employment
- ❖ Perform all other duties as assigned by the President or President-Elect
- ❖ Attend quarterly meetings of the Executive Board for updates

### 5.6.2.3 WASEA SPECIAL AWARDS

WASEA has three awards presented to members at the conference, and one special award honoring outstanding contributions presented only upon Executive Board approval, as described in section 6.0 WASEA Special Awards.

## 5.0 RESPONSIBILITIES OF OFFICERS

### 5.6.2.4 REPORTS/NEWSLETTERS

Report on the SEOTY and Awards programs at each board meeting (July, October, February), and the business and board meetings at the regional conference.

### 5.7 VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

The Vice President of Professional Development will oversee the development, design, and implementation of all professional development programming and have responsibility for achieving results. Their responsibilities will include:

- ❖ Oversight of the Regional SEE Training Coordinator.
- ❖ The implementation of additional training and professional development initiatives.
- ❖ Will be responsible for the recruitment of candidates for SEE Trainer training and will submit all nominees to the Executive Board for selection for attendance at NSEA's Train the Trainer program.
- ❖ Present an annual SEE Training report at the business meeting and Executive Board meeting at the regional conference.

#### 5.7.1 SEE TRAINING COORDINATOR RESPONSIBILITIES

- ❖ Ensure that NSEA Student Employment Essentials Trainings are held in the WASEA region at least twice yearly.
- ❖ Create a publicity brochure, handle all mailings of brochures, and ensure that SEE Training information is included with conference materials.
- ❖ Work with the WASEA Executive Board to determine the training sites, set the training dates, and schedule two trainers per workshop (if possible) plus a Local Site Coordinator.
- ❖ Checks with trainers to see what their audio-visual needs are.
- ❖ Work with Local Site Coordinator to ensure box lunches and audio-visual equipment are ordered for each training day and a registration person is available for each day.
- ❖ Monitor receipt of SEE Training registrations.
- ❖ Work with the Vice President of Finance to order the participant training manuals, Certificates of Completion, and the purchase of nametags and table tents.
- ❖ One week prior to each training, send nametags, table tents, participant list, Certificates of Completion, and a registration list for each day of training to the Local Site Coordinator. The participant list should contain names and contact information so that all participants can use the list for future networking.
- ❖ Provide the NSEA SEE Training Coordinator each January with dates and locations of trainings within the region for the year.
- ❖ Publish SEE Training dates and locations on the WASEA website.
- ❖ Immediately following each SEE Training distribute a final report of the training to the WASEA Executive Board.

## 5.0 RESPONSIBILITIES OF OFFICERS

- ❖ The Training Coordinator shall provide a quarterly report to both the President and the Vice-President of Finance, or as requested by the President (i.e., just prior to an Executive Board meeting).
- ❖ Prepare an article regarding the SEE Training for three WASEA newsletters per year. Due dates for articles are Feb 15, June 15, and October 15.

### 5.8. NSEA REPRESENTATIVE

If, at any time, there is a member of WASEA who is also a member of the NSEA Board of Directors, they will invited to participate in the WASEA Executive Board as a non-voting member.

## 6.0 WASEA SPECIAL AWARDS

### 6.0 WASEA Special Awards

#### 6.1 THE MARGENE ORZALLI AWARD

“Best of WASEA” is named after our founding President. The winner of this award is selected through the session evaluations at the regional conference. The award is for the best original breakout session presentation at the regional conference and is awarded based on evaluations from breakout sessions presented by WASEA members. Roundtable sessions are not eligible for the Best of WASEA award. The winner receives \$250 from WASEA and \$250 from NSEA to help with expenses to attend the national conference and present their session at the national conference. At the regional conference, the Awards Director coordinates the selection of The Margene Orzalli “Best of WASEA” Award with the Conference Moderator/Evaluation Chair.

#### Process for selecting the Best of WASEA

The process takes into consideration total numeric scores of all WASEA presented breakout session evaluations, divided by the number of evaluations received to obtain an average score carried to the third decimal place. The winner of the award is the presenter with the highest average score. If there should be a tie, the winner will be the presenter with the most evaluations turned in. The minimum number of evaluations to qualify for the Best of WASEA is 10% of the total number of conference attendees.

#### Process:

- The session evaluation form would have the various criteria (no less than five) and a 1-5 score with 1 being lowest and 5 being the highest.
- Add up the scores for each evaluation form;
- Add up the scores of all the evaluation forms for each session;
- Divide by the # of evaluations turned in for that session; this would give you the average score for that presenter/session.

#### Example:

- You have 5 criteria on each evaluation.
- Maximum points per evaluation are 25 for each speaker.
- Speaker had 20 evaluations, 10 giving them a total score of 20 and 10 giving them a total score of 15.
- Total score for this speaker would be  $(10 \times 20) + (10 \times 15) = 350$ .
- The speaker's average score would be  $350 \div 20$  or 17.500.

If this formula is set up in an Excel spreadsheet prior to the conference, it is easy and fast to enter the numbers and arrive at the winner.

#### Examples of Criteria on Evaluation Forms

- How helpful was the session?
- How prepared was the presenter?
- How well did he/she hold the interest of the group?
- What was the quality of the handouts?
- How clearly was the material/topic presented?



## 6.0 WASEA SPECIAL AWARDS

- Overall rating of presenter(s)
- Overall rating of the session

Rating Categories: Poor, Below Average, Average, Above Average, or Excellent. 1 = poor, 2 = below average, 3 = average, 4 = above average and 5 = excellent.

### 6.2 THE BILL MAYES MEMORIAL AWARD

Presented to the new professional who has made an outstanding or unique contribution to the Association during the first three years of involvement with the Association. Named and created in memory of Bill Mayes, a former WASEA member who was an enthusiastic volunteer in the Association. This is first of two WASEA awards established in 1996 to honor active WASEA members.

### 6.3 THE DISTINGUISHED SERVICE AWARD

Awarded to a member of three or more years of active involvement in positions such as a State Liaison, Committee Member or Chair, Executive Board Member and/or other leadership position. This is the second WASEA award established in 1996 to honor active WASEA members.

- ❖ The Awards Director will send or email Nomination Forms to all WASEA members, soliciting nominations for The Bill Mayes Memorial Award and The Distinguished Service Award nine weeks prior to a regional conference, with a deadline six weeks prior to the regional conference.
- ❖ Form a committee of at least three WASEA members to determine the winners of the awards.
- ❖ Order plaques for presentation at the regional conference.
- ❖ Work with Memberclicks to update WASEA website with photos and articles featuring winners of the awards.

### 6.4 THE LIFETIME MEMBERSHIP AWARD

Presented to a WASEA member who has made outstanding and significant contributions to WASEA. The contributions should be over a sustained period of time and have enabled WASEA to further its purpose and meet its goals. This award may be given at any time when deserving individuals are nominated and approved by the Executive Board. When possible, the presentation shall be made at the annual awards ceremony. All nominations should be directed to the President for consideration. This is not an annual award and should be bestowed only when appropriate.

## 7.0 MEMBERSHIP

### 7.0 Membership

#### 7.1 ACTIVE MEMBERSHIP

Active membership shall include persons employed in accredited institutions of post-secondary education located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, or a US territory in the Pacific. Persons employed with or representing public and private agencies and organizations concerned with or engaged in the support, and/or administration of student employment--provided they are from the geographic area indicated previously, are also eligible for active membership.

#### 7.2 TERMINATION OF MEMBERSHIP

Any member of the Association will be terminated from membership for nonpayment of dues, or by action of the Executive Board for reasonable cause after being provided (1) at least 15 days notice of the termination accompanied with reasons for such action, and (2) an opportunity for the member to be heard by the Executive Board, orally or in writing, not less than five days before the effective date of termination.

Should a WASEA member cease to hold a position in a membership-eligible organization/institution (i.e., a post-secondary educational institution, or a public or private agency or organization engaged in the support and/or administration of student employment), the member is expected to advise the WASEA President at the earliest feasible time. If the member desires to retain membership in WASEA, he or she should request a continuance of membership, which may be granted for a 90-day grace period following the end of the member's membership-eligible employment. In the instance the 90-day grace period has been granted because of a termination of employment from a membership-eligible institution/organization, an additional grace period may be requested if the member has not yet obtained suitable employment. This must be done in writing to the President outlining the existing situation and requesting approval of the request. The President will send a copy of the request to the other members of the Board for their review. With a majority vote of the members of the Board, an additional grace period of 90 days will be granted. If a majority vote is not secured, the President shall advise the member of the effective date for the end of his/her WASEA membership.

## 8.0 MEETINGS

### 8.0 Meetings

#### 8.1 EXECUTIVE BOARD MEETINGS

- ❖ Regular meetings of the Executive Board may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Board. Teleconferences or videoconferences may be utilized by the Board for meetings in lieu of travel to meetings.
- ❖ Four (4) voting members of the Executive Board constitute a quorum of the Board for the transaction of business.
- ❖ The incoming President introduces the newly elected Executive Board Officers, and outlines the goals, objectives, plans, and proposed projects/directions for the upcoming Association year and makes any budgetary comments deemed appropriate at that time.
- ❖ It is recommended that the Executive Board meet at least quarterly, with one meeting per year at the regional conference. Conference call Board Meetings are held three times per year (July, October, and February)
- ❖ Special meetings of the Board may be called by the President upon the request of three (3) members of the Executive Board.

#### 8.2 ANNUAL BUSINESS MEETING

The Executive Board shall hold a business meeting during the regional conference of the Association. The annual business meeting that is held at the regional conference should include, but is not limited to, the following:

- ❖ Presentation of the annual report to the Association by the President;
- ❖ The reading of the previous year's business meeting minutes by the Secretary;
- ❖ Vice President of Finance Annual Report;
- ❖ Announcement of newly-elected Executive Board Officers for the upcoming year;
- ❖ Announcement of committee chairs or special appointees.

#### 8.3 ACTION WITHOUT A MEETING – ELECTRONIC BALLOT

##### 8.3.1 GENERAL

Any action typically taken at any regular or special meeting of members may be taken without a meeting if the Association distributes an electronic ballot to every member entitled to vote on the matter. The ballot shall set forth the proposed action and provide an opportunity to specify approval or disapproval of each proposal, provided that where the person solicited specifies a choice with respect to any such proposal the vote shall be cast in accordance therewith, and provide a 30 day period of time within which to return the ballot to the Association.

## 8.0 MEETINGS

### 8.3.2 SOLICITATION OF ELECTRONIC BALLOTS

All electronic ballots shall also indicate the number of responses needed to meet the quorum requirements, and, except for ballots soliciting votes for the election of members of the Executive Board, shall state the percentage of approvals necessary to pass the measure submitted. The ballots must specify the time by which they must be received by the Association in order to be counted.

### 8.3.3 QUORUM

Approval of action by electronic ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

### 8.3.4 REVOCATION

An electronic ballot may not be revoked after its receipt by the Association or its sending through the electronic process, whichever occurs first.

## 9.0 FINANCIAL OPERATION OF THE ASSOCIATION

### 9.0 Financial Operation of the Association

The fiscal year of the Association is from July 1 through June 30 of each year. The financial year is based on the calendar year for tax purposes in accordance with California State tax law.

The budget of the Association is prepared by the Finance Committee in consultation with others as appropriate. The budget is presented to the Executive Board for review and approval at the first board meeting of each fiscal year.

By December 15, the Vice President of Finance should be notified of any expenses incurred for which payment cannot be requested by December 31. In order for such expenses to be charged to the proper year, request(s) for payment must be submitted to the Vice President of Finance by December 31, or the expenses may be charged against the new calendar year for tax purposes.

Membership due changes should be recommended by the Executive Board and submitted to the membership for a vote as a Bylaw amendment.

Conference fees will be proposed by the Conference Committee and will be approved by the Executive Board.

#### 9.1 REIMBURSEMENT POLICY

In conducting the business of the Association, it may be necessary to apply for reimbursement of expenses wherein a member's institution does not provide necessary funding. Prior approval must have been received from a majority vote of the Executive Board. There is no guarantee of reimbursement of travel expenses incurred prior to Board approval. Under no circumstances should reimbursement be requested for expenses reimbursed by a member's institution, another organization, or a third party. The following reimbursement schedule will apply to all prior approved expenses:

#### 9.2 TRANSPORTATION EXPENSES

##### 9.2.1 AIR TRAVEL

Reimbursement for a round-trip, with a minimum 14-day advance purchase coach fare, and a recommended 45 day advance purchase, or a lower rate if available. Meeting planners and participants are encouraged to make travel plans as far in advance as possible

##### 9.2.2 RAIL

Coach fare for day travel and lowest price bed fare for overnight travel will be authorized only in the circumstance that the cost of the rail travel is less expensive than another forms of transportation.

## 9.0 FINANCIAL OPERATION OF THE ASSOCIATION

### 9.2.3 PERSONAL AUTO

Mileage: rate of reimbursement to be current with federal IRS rate or receipt of fuel purchases, at the choice of the member.

Tolls: actual amount

Parking: receipted charges

### 9.2.4 RENTAL CAR/VAN

Rental cars in lieu of other transportation are not encouraged unless the cost savings for one or more attendees clearly outweigh other transportation options. Individuals must secure the lowest rate for their rental. The individual renting the vehicle must use their own or their institution's insurance plan, since WASEA does not have insurance to cover rental vehicles. Rental vehicles should be approved in advance by the Executive Board.

### 9.2.5 PUBLIC/COMPLIMENTARY TRANSPORTATION

Whenever possible, public or complementary transportation should be used in preference to any other mode of travel, when available.

### 9.2.6 GROUND TRANSPORTATION

Actual travel expenses including gratuities may be covered. Trips are to be of minimal length and each trip should be separately identified on the Travel Expense Report. When available, airport shuttles should be used to and from airports unless sharing a taxi is less expensive.

## 9.3 MEAL AND ENTERTAINMENT EXPENSES

Expenses may not be submitted for reimbursement when meal expenses are covered as part of the meeting cost (i.e., meals included in the conference or meeting registration fee). Individuals choosing not to participate in the covered meals will be responsible for any meal costs incurred. Personal expenses such as cocktails or entertainment at informal gatherings are not reimbursable.

Other meal expenses are reimbursed up to the amount of the receipt or the maximum reimbursement amount, whichever is less (receipts are required):

❖ Breakfast:	\$ 15
❖ Lunch:	\$ 15
❖ Dinner:	\$ 30

Reimbursement calculations will begin at the time the participant departs from their hometown until they would arrive back in their hometown if they left as soon as possible at the conclusion of the meeting.

## 9.0 FINANCIAL OPERATION OF THE ASSOCIATION

Departure examples:

- ❖ If the person left their hometown prior to 10:00 am, breakfast, lunch, and dinner could be reimbursed.
- ❖ If the person left their hometown after 10am, only lunch and dinner would be reimbursed.

Returning home examples:

- ❖ If the traveler arrives in their hometown before lunch, only breakfast is reimbursable.
- ❖ If the traveler arrives in their hometown prior to the dinner hour, only breakfast and lunch are reimbursable.

### 9.4 LODGING EXPENSES

Receipts must be provided whenever requesting reimbursement for lodging. Room expenses will be covered for nights necessary to conduct WASEA business. Justifiable additional nights may be covered if necessary to obtain airfare savings. This savings will need to be demonstrated and approved in advance of travel. Generally, the Association will reimburse up to the cost of a single room. Phone calls charged to rooms should specify WASEA business, or should be deleted from the bill if they are personal calls. Any charges resulting from failure to cancel prearranged accommodations will be charged to the traveler, unless an adequate explanation of the reason for failure to cancel is included with the Travel Expense Report.

Personal expenses, such as valet services, TV movies, and unnecessary room service charges are the responsibility of the traveler. When multiple WASEA members are lodged at the same establishment and lodging is to be paid by WASEA, same-sex members may be lodged two to a room when at all possible.

### 9.5 MISCELLANEOUS EXPENSES

Any other miscellaneous expenses, not otherwise outlined, will be reimbursed only with the approval of the Executive Board and will require full documentation and explanation of the necessity of the expense.

### 9.6 DOCUMENTATION

A Travel Expense Report (see Appendix A) will be necessary for all reimbursements. Travel expenses such as air, rental car, ground transportation, and lodging expenses, including hotel and meal expenses, must be supported by a copy of the original bill itemizing the expenses.

A Payment Request Form (see Appendix B) must also be completed when requesting reimbursement for expenses incurred for telephone charges, postage, printing, duplicating, etc. Appropriate invoices or canceled checks must be submitted with the Payment Request Form when requesting payment for items purchased (or to be purchased) or for services rendered.

### 9.7 REQUESTING PAYMENT

WASEA members seeking payment must submit the appropriate Travel Expense Report or Payment Request Form to the President for approval, who will forward the approved document to the Vice President of

## 9.0 FINANCIAL OPERATION OF THE ASSOCIATION

Finance for payment. The form should be completed in detail and include documentation as stated previously. An authorizing signature is required on both forms. In the instance of a reimbursement to the President, the authorizing signature will be obtained by the President-Elect. To expedite the reimbursement process,, requesters are encouraged to scan and email their forms and accompanying documentation directly to the President for approval. A reimbursement check will be issued in a timely manner.



## 10.0 STUDENT EMPLOYMENT ESSENTIALS (SEE) TRAINING

### 10.0 Student Employment Essentials (SEE) Training

The Student Employment Essentials Training Program (SEE) is a NSEA owned professional training program. Regions are able to offer the trainings within their regions to accomplish the following:

- 1) Offer professional development training workshops for individuals involved in student employment throughout the region;
- 2) Provide a source of income for the regional Associations.

Regions will appoint a Regional Student Employment Essentials (SEE) Training Coordinator who will work closely with the NSEA SEE Training Coordinator and the WASEA Executive Board to offer the training throughout the region each year.

#### 10.1 TRAINING COMMITTEE

The Regional SEE Training Coordinator is appointed by the WASEA Vice President of Professional Development, with the approval of the Executive Board, and will chair the Regional Training Committee.

#### 10.2 REGIONAL SEE TRAINERS

The NSEA Student Employment Essentials Training (SEE) is a professional training for individuals involved in college or university student employment programs. WASEA is required to provide professional trainers to conduct the SEE Trainings. To accomplish this goal, those interested in becoming trainers must do the following:

- ❖ Complete an application for acceptance as a trainer in the SEE Training Program (see NSEA.info for current application form);
- ❖ Submit an application to the Vice President of Professional Development for review by the Executive Board.
- ❖ Once approved, attend the Train-the-Trainer session when offered by an NSEA trainer;
- ❖ Pass the evaluation and receive approval from the NSEA trainer recommending them as a regional trainer;
- ❖ When selected to provide training, prepare in advance to present a professional, knowledgeable training that will reflect a positive image for NSEA and WASEA;
- ❖ Continued trainings will be based on evaluations from the training workshops.

The criteria listed below will be used by the Regional Association Executive Board in the selection of new Trainers.

- ❖ Has demonstrated effective public speaking skills (evidenced by conference presentations, recommendations from campus observer/supervisor, educational background in communications, public speaking, etc.).
- ❖ Three to five years of experience in one or more of the major areas that comprises student employment: financial aid, career services, human resources, stand-alone shop.

## 10.0 STUDENT EMPLOYMENT ESSENTIALS (SEE) TRAINING

- ❖ Letter of support from their institution/supervisor that would include supporting release time from work to serve as a Trainer for one to three events per year and for attendance at the annual Train-the-Trainer session in conjunction with the national conference.
- ❖ Familiarity and comfort with the use of audio-visual equipment, particularly laptop computer and LCD panel or digital projector.
- ❖ Has attended a SEE event or participated in the development of the program, and demonstrates familiarity with basic concepts presented as part of the training program.
- ❖ Demonstrates enthusiasm and willingness to promote the benefits of membership and involvement in the national and regional associations.
- ❖ Must be flexible and open to change.

Costs to attend the Train-the-Trainer Workshop

- ❖ Each region pays \$200 for each member sent to the workshop.
- ❖ The \$200 covers the training manual and Wednesday morning's breakfast.

Each region pays for the trainee's hotel costs, dinner on the Tuesday night of the training, and Wednesday's lunch, other than as provided by scholarships from NSEA..

### 10.2.1 REIMBURSEMENT FOR REGIONAL SEE TRAINING TRAINERS

- ❖ SEE Train-the-Trainer sessions are held at the discretion of NSEA. WASEA will pay the hotel room rate and dinner the night prior to the Train-the-Trainer session if it is not covered by the group dinner, plus meals for the day of the training if they are not covered by the training. (Unless the costs of Train-the-Trainer are covered by an NSEA Scholarship).
- ❖ When training within the WASEA region, if a local trainer is not available, WASEA will pay for the Trainers' travel, the hotel room rate, and dinner for one night prior to the training and both nights of the training, as well as breakfast the morning of both training sessions (lunch is provided with training).
- ❖ SEE trainers will not receive monetary reimbursements for services to WASEA.

### 10.2.2 TRAVEL EXPENSE SEE TRAINERS REIMBURSEMENT

A WASEA Travel Expense Report (see Appendix A) and the WASEA Payment Request Form (see Appendix B) must be completed when training is finished and submitted to the President for signature. Attach all original receipts.

### 10.2.3 SEE TRAINERS WAIVER FOR ANNUAL CONFERENCE

WASEA will waive the regional conference registration fee for a SEE trainer who has trained at least once in the previous calendar year. Conference fee waivers are not granted for each time a trainer trains but only once for training provided the year prior to the conference. If the WASEA Executive Board decides not to hold a conference in the year they are hosting the national conference, no waivers will be granted. This is a regional policy and does not relate to a national conference.

## 10.0STUDENT EMPLOYMENT ESSENTIALS (SEE) TRAINING

The conference registration fee waiver is only good for the regional conference in the year immediately following the year in which the training occurred. One and only one fee waiver will be issued per year. Waivers cannot be carried forward from year to year, and is not transferrable.

# 11.0 WASEA ANNUAL CONFERENCE

## 11.0 WASEA Annual Conference

The Vice President of Conference and & Awards is responsible for all aspects of planning the annual conference with the input of the Executive Board after doing the site visits. A Request for Proposal (RFP) should be sent out potential conference locations in the selected city 2 years prior to the conference date. The Visitor's Bureau of the selected city can be a good resource for locating potential conference locations. Once those proposals are received, the Vice President of Conference & Awards will determine which sites are best suited for WASEA after researching the prospective hotels and then schedule the site visits. Following the site visits, the Vice President of Conference Awards will submit a recap to present to the WASEA Board for their vote on a final selection of the hotel/location for the conference.

The Vice President of Conference & Awards maintains electronic conference files for future planning purposes which includes a detailed record of expenditures, final budget, subcommittee chairpersons' reports and/or recommendations for future conferences, evaluation summaries, as well as any other information deemed appropriate.

### 11.0.1 STEPS FOR A SUCCESSFUL CONFERENCE

- ❖ Select individuals to serve as committee chairs for the conference.
- ❖ Select a theme for the conference with input from the committee chairs to be used for promotion and marketing.
- ❖ Communicate by telephone and email regularly to make sure timelines are met. It is recommended that three conference calls with all conference committee chairs be held leading up to the conference.
- ❖ Communicate on a regular basis with the Executive Board, seeking advice and counsel as needed.
- ❖ Update the Executive Board regularly regarding plans for conference activities.
- ❖ After the conclusion of the conference, prepare a final report for the Executive Board including recommendations for future conferences.

### 11.0.2 WASEA REGIONAL CONFERENCE

A regional conference will be held which shall be open to all members of the Association and other interested persons or organizations. Every four years WASEA will co-host a conference with NSEA in the fall.

### 11.1 HOTEL CONTRACT

The hotel should email their proposal to the Vice President of Conference & Awards. The conference hotel contract must be negotiated with extreme caution and ask for clarification from the hotel (in writing) on every questionable item. The Vice President of Conference & Awards reviews the contract, consults with hotel salesperson to make appropriate changes, and emails the revised proposal to the WASEA Executive Board for corrections and/or approval. Depending on the contract, the President and/or the President-Elect are responsible for signing the contract.

The hotel conference contract will include the following:

## 11.0 WASEA ANNUAL CONFERENCE

- ❖ Possible conference dates (two options).
- ❖ Designated room block amounts for each date.
- ❖ Specification of conference hotel rate to include conference dates, as well as three days prior and three days following the conference.
- ❖ Minimum room block to be met to hopefully obtain free or reduced rate for the meeting room space.
- ❖ Number of suites to be compensated.
- ❖ Minimum food/beverage amount to be paid, if required by hotel.
- ❖ Dispensation for WASEA to bring in outside audio-visual equipment (preferably from local WASEA member institutions).
- ❖ Information on transportation and hotel parking costs for members.

### 11.2 CONFERENCE CALENDAR

#### 27 Months Prior

- ❖ The Vice President of Conference & Awards writes and submits an article for the March newsletter requesting suggestions for site locations for future conferences. The selected site must have a local member in the area willing to be the Local Site Coordinator for the conference.
- ❖ The Executive Board will assist the Vice President of Conference & Awards in soliciting a Local Site Coordinator for the conference.

#### 26 Months Prior

- ❖ The Vice President of Conference & Awards requests suggestions for future conference sites at the annual conference.
- ❖ Recommended sites must have a local member willing to be the Local Site Coordinator.
- ❖ The Executive Board will select cities for the upcoming conferences at the board meeting held following the annual conference.

#### 25 Months Prior

- ❖ The Vice President of Conference & Awards will submit a template of the conference schedule and a copy of the previous year's hotel contract to the selected city's Visitors Bureau.
- ❖ The Vice President of Conference & Awards shall submit at least three (3) possible conference locations within the selected city detailing sleeping room/meeting room costs, maximum occupancy rate, block required, amenities available, and any other information pertinent to the conference site.

#### 24 Months Prior

- ❖ The Vice President of Conference & Awards shall travel to the conference city, hosted by the Local Site Coordinator.
- ❖ The Vice President of Conference & Awards shall arrange lodging and meetings at each possible hotel location. When scheduling appointments with the hotel, compensated rooms for the hotel visits should be requested.

## 11.0 WASEA ANNUAL CONFERENCE

- ❖ The Vice President of Conference & Awards shall summarize the results of the hotel visit and send an email to the Executive Board after the site visits have been completed.
- ❖ The President shall set up a conference call Board meeting to select the hotel for the conference.
- ❖ The Vice President of Conference & Awards contacts the salesperson at the selected hotel to review the hotel contract and discuss any areas of concern or needed adjustments to the contract.
- ❖ The revised contract should be reviewed very carefully to ensure the adjustments have been addressed in the revised contract.
- ❖ The President and/or President-Elect shall sign the contract with the hotel, determining the actual conference dates.
- ❖ The Executive Board shall decide conference theme and determine conference budget.
- ❖ The Vice President of Conference & Awards shall recruit and make committee chair assignments, including but not limited to the following: Marketing (Program, publicity, & photographer), Registration, Audio-Visual, Moderators, Sponsors/Exhibitors, and Community Service Project.

### **23 Months Prior**

- ❖ The Vice President of Conference & Awards shall determine the conference calendar which includes conference call dates and times, and emails it to the Conference Committee and the Executive Board.

### **14 Months Prior**

- ❖ The Marketing Chair shall create a postcard and mail pre-conference publicity to the membership and the non-member database regarding conference location, hotel information, conference theme, and conference dates.
- ❖ The Marketing Chair shall email the requests for program proposals and presenters with the due date within 30 days.
- ❖ The President shall contact the NSEA Board (i.e., Federal Relations Director) regarding the Federal Update session.
- ❖ The Marketing Chair, with the assistance from the Local Site Coordinator, shall find and contract with keynote speakers.
- ❖ The Community Service Chair shall confer with the Vice President of Conference & Awards regarding possible Community Service Projects.

### **9 Months Prior**

- ❖ The Marketing Chair shall provide a flyer advertising the upcoming conference for distribution at NSEA conference and set up a website page for the conference. The following lists some items to include: a conference registration form, hotel reservation information, tentative conference program, travel information, community service, speakers, SEE Training, conference activities, things to do in the host city, and information on what the members need to bring as they prepare to attend the conference.

## 11.0 WASEA ANNUAL CONFERENCE

- ❖ The Marketing Chair shall provide tentative program information to the Vice President of Conference & Awards, Marketing Chair, Audio-Visual Chair, Moderator Chair, and Local Site Coordinator.
- ❖ The Marketing Chair shall email pre-conference publicity that outlines the tentative program and keynote speakers.

### 6 Month Prior

- ❖ The Registration Chair develops and submits the conference registration packet to the Publicity Chair.
- ❖ The Marketing Chair and Registration Chair shall email conference registration materials to membership and non-member database.
- ❖ The Local Site Coordinator shall provide Sponsors/Exhibitor Chair with exhibit and hotel contact information. The Sponsor/Exhibitor Chair shall mail conference registration and sponsor/exhibit materials to potential sponsors/exhibitors.
- ❖ The Local Site Coordinator, in coordination with the Vice President of Conference & Awards, shall set menus for conference meals.
- ❖ The Moderator Chair shall begin recruiting moderators for breakout sessions.
- ❖ The Marketing Chair shall begin collecting audio-visual needs from presenters, including bios and session name/description.

### 3 Months Prior

- ❖ The Marketing Chair shall provide the Audio-Visual and Moderator Chairs with bio and session information, and shall work with the Local Site Coordinator to ensure that as much equipment as possible is borrowed from local colleges/universities.
- ❖ The Marketing Chair shall provide the Program Layout and Design Chair with the program schedule for printing of the participant packet.
- ❖ The Local Site Coordinator shall provide Marketing and Audio-Visual Chairs with locations for general sessions, individual breakout sessions, exhibitors, and refreshment breaks.
- ❖ The Local Site Coordinator shall determine breakout session room set-up.

### 2 Months Prior

- ❖ The Registration Chair shall order binders (or alternate supplies) for participant program books and SEE Training Manuals (Office Max® is best for free delivery to the hotel), which are to be delivered to the hotel for participant's use and reference throughout the conference.
- ❖ The Marketing Chair shall provide the conference committee and the Vice President of Conference & Awards with the final proof of the program schedule.
- ❖ The Marketing Chair prints the final program.
- ❖ The Moderator Chair shall create breakout session evaluations to be distributed by moderators at the conference, as well as breakout session signs to be posted at each breakout room at the

## 11.0 WASEA ANNUAL CONFERENCE

conference. If a vendor has sponsored the breakout session, breakout signs may be prepared in conjunction with the Sponsor/Exhibitor Chair.

### Month of Conference

- ❖ The Local Site Coordinator shall make a final run-through with the hotel.
- ❖ The Vice President for Conference & Awards shall create an overall conference evaluation form for distribution at the conference.
- ❖ The Conference Committee members (as many as possible) should arrive at the hotel the night prior to the conference to assemble the conference binders.

### One Month After Conference

- ❖ The Vice President of Conference & Awards and Moderator Chair shall provide the President with a tabulated overall conference evaluation results.
- ❖ The Moderator Chair shall provide presenters with their individual session evaluation results.
- ❖ The Registration Chair shall provide the WASEA Executive Board with a financial report of the conference.

## 11.3 WASEA CONFERENCE COMMITTEE JOB DESCRIPTIONS

### 11.3.1 LOCAL SITE COORDINATOR

Shall work with the Vice President of Conference & Awards on site/hotel related responsibilities; shall be in charge of local community service project; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; visit the selected site(s) with the Vice President of Conference & Awards and/or Executive Board by making arrangements for lodging and meetings at each possible location; shall locate and contract with local keynote speakers; shall assign meeting rooms and room set-up for all general and breakout sessions, including room assignments for conference meals, and refreshment breaks, and shall provide this information to the Marketing, Audio-Visual and Moderator Chairs; shall provide Sponsor/Exhibitor Chair with exhibit and hotel contact information; shall make a final run-through with the hotel; if necessary, shall pick up dignitaries at the airport (e.g., Department of Education staff and keynote speakers) and arrange for local transportation to events.

### 11.3.2 COMMUNITY SERVICE PROJECT CHAIR

Shall be in charge of local community service project; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; shall arrange for local charity: if project is to be donations from attendees, shall coordinate donation pick-up from hotel; shall work with local agency: if project is to be an active off-site project, shall work with Local Site Coordinator to ensure transportation; shall provide community service project information to Marketing Chair one month prior; shall invite agency/charity staff to the awards luncheon; and shall follow up with a note of appreciation to the agency/charity staff attendee after the conference.



## 11.0 WASEA ANNUAL CONFERENCE

### 11.3.3 MARKETING CHAIR

Shall develop a program by soliciting presentation topics and presenters; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; shall work with the Vice President of Conference & Awards to ensure that a wide variety of breakout sessions are presented: breakout sessions may be assigned randomly or categorized according to predetermined “tracks,” as determined by the Executive Board (e.g., a training track, a vendor track, a Federal Work-Study track); shall provide all other chairs with a tentative program; shall gather biographical and session information from Presenters for Audio-Visual Chair and Moderator Chair; shall gather location information for conference activities from the Local Site Coordinator; shall prepare and provide a final proof of the program for the entire conference committee; and shall be responsible for or select a Program Layout and Design Chair to print and ship the program to the conference hotel: the program can be created in a binder or booklet format whichever is in accordance to the desires and budget of the Vice President of Conference & Awards.

Shall prepare and distribute all publicity regarding the conference; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; shall coordinate with the Registration Chair and mail pre-conference publicity to all members twice: once as a general flyer 14 months and once again with more detailed tentative program information nine months in advance; shall prepare a flyer for distribution at the annual NSEA conference; and shall email the conference registration materials to members and to non-member database.

Shall arrange for pictures to be taken of all sessions and activities at the regional conference; shall provide one set of pictures to be sent to the WASEA Historian; and shall submit digital photos to the Vice President of Conference & Awards to be uploaded on the website and to the WASEA Newsletter Editor to be published in the next newsletter. All expenses for developing pictures will be paid for using conference funds.

### 11.3.4 REGISTRATION CHAIR

The Registration Chair position will be filled by the Vice President of Finance, and shall handle all pre-conference and on-site registration; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Conference Chair; shall prepare conference registration form and send to Marketing Chair for conference registration electronic mailing; shall determine badge style, and prepare badges with ribbons for conference; shall work with the Local Site Coordinator to ensure adequate on-site registration coverage; shall collect registration money and monitor attendees who must be billed after the conference.

### 11.3.5 AUDIO-VISUAL CHAIR

Shall be responsible for gathering and providing for all audio-visual needs throughout the conference; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; upon receipt of audio-visual needs from the Marketing Chair, shall work with the Marketing Chair to assign breakout

## 11.0 WASEA ANNUAL CONFERENCE

sessions in order to maximize audio-visual usage; shall work with the Local Site Coordinator to ensure that as much equipment as possible is borrowed from local colleges/universities as allowed by the conference site contract; before each session at the conference, shall evaluate each presentation room to ensure that the proper equipment is available and in working order; and, at the end of each day of conference, shall ensure that the equipment is stored in a secure location each night, and is brought to the breakout sessions each morning.

### 11.3.6 MODERATOR CHAIR

Shall ensure that moderators are present at each general and breakout session, and evaluations are collected; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; after receipt of the program from the Marketing Chair, shall recruit moderators to introduce the presenters; shall ensure that each presenter received a small gift of appreciation; shall create breakout session evaluation forms; and shall prepare packets for each moderator for each session, to include: session name and description, presenter biography, 30 evaluation forms, and a gift for the presenter; shall conduct a moderator meeting to distribute moderator packets before any sessions begin, either the afternoon before or the first morning of the conference; and shall provide the Vice President of Conference & Awards and individual presenters with a tabulated session evaluation results.

### 11.3.7 SPONSOR/EXHIBITOR CHAIR

Shall be in charge of sponsors/exhibitors for the conference; shall participate in three conference calls with all committee chairs and Vice President of Conference & Awards, and shall communicate on a monthly basis with the Vice President of Conference & Awards; shall work with the Vice President of Conference & Awards to determine each sponsor's/exhibitor's needs; shall prepare mailings to solicit sponsors/exhibitors and shall follow up with phone calls one month later; shall coordinate to ensure that sponsor items are not double-booked, and shall direct all sponsor checks be mailed directly to the Vice President of Finance; shall provide Marketing Chair with sponsor/exhibitor information and logos to be included in the program; shall prepare placards for exhibitor tables, and shall mail these to the Local Site Coordinator prior to the conference (if not coming in early enough the day before); shall check on exhibitors at the conference to ensure that they are set up correctly, and shall make exhibitors aware that audio-visual needs are not to be charged to the conference; and shall send thank you letters to the sponsors/exhibitors after the conference.

# APPENDICES

## Appendices

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# WASEA Travel Expense Form

Western Association of Student Employment Administrators

Preparer:

Date:

Make Check Payable to:

Name (Please Type or Print)

Address

City, State & Zip Code

Dates of Travel:

Depart:

Return:

Purpose of Travel:

Destination:

Travelers Signature:

Date:

## Maximum

MEAL Allowance

Per Travel Day

Receipts Required

Breakfast \$15.00

Lunch \$15.00

Dinner \$30.00

Current IRS Mileage Rate  
.575 cents per mile

Date	Air/Rail Fares	Auto/Local Travel	Lodging	Meals	Other Expenses	Total
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Amount of pre-payment already received from WASEA

Amount Due Traveler

\$0.00

Budget Account to be Charged:

Year:

Budget Allocation:

Current Balance:

Less Total of these Expenses:

\$0.00

Remaining Balance:

\$0.00

Date:

Authorizing Signature:

Copies of receipts or original receipts including meals along with print out of mapped mileage (Google/Mapquest/etc.) must be included with this form. All travel forms must be approved by the President.

President travel must be approved by the President-Elect.

**WASEA Payment Request Form**

Western Association of Student Employment Administrators

**Preparer Signature:****Date:****Make Check Payable to:****Name (Please Type or Print)****Address****City, State & Zip Code****Describe below the item(s) purchased or services rendered for which payment is being requested.**

Date	Description or Explanation	Amount
<b>TOTAL</b>		<b>0.00</b>

**Budget Account to be Charged:****Year:****Budget Allocation:****Current Balance:****Less Total of these Expenses:****Remaining Balance:**

\$0.00

\$0.00

**Date:****Authorizing Signature:****Must be approved by Vice President or President****Copies of receipts must be included with form.**

# Western Association of Student Employment Administrators

## Student Employee of the Year Program (SEOTY)

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The Awards Chair coordinates the Student Employee of the Year event to determine the state winners and regional winner. The timeline is as follows:

- **November** – obtain current paid WASEA membership list and labels from Vice President of Marketing & Membership; request a list and labels of NSEA members within the WASEA region who are not WASEA members from the NSEA Home Office.
- **December** – disseminate emails (or delegate the dissemination of emails) to all institutions that are paid members of WASEA and to all NSEA members within the WASEA region who are not WASEA members about the SEOTY program, enclosing Nomination Forms and information about the selection process, including deadlines; review the website; and advise colleagues on scheduling individual institution deadlines, it should be set earlier than the deadline for the receipt of the Institutional Selection Report, which should be no later than the first week of March.
- **Late February/Early March** – contact each State Liaison and make sure they set up a committee to review institutional nominees and to select the state winners; state Liaisons have the option of coordinating with the Awards Chair to set up a committee for their selection process. The State Liaison contacts the WASEA member at each of the state winner's institutions to notify them of the State award. The state winner's Nomination Forms shall be redacted and submitted to the WASEA Executive Board for selection of the regional winner (see [Appendix C-4](#)). The Awards Chair will redact all identifying information from the nomination forms before submitting to the Executive Board and will ensure that any submitted materials include only the nomination form. The WASEA President or delegate shall contact the WASEA member at the regional winner's institution to notify them of the regional award and to make arrangements to visit their campus to present the award. The President may appoint a Board Member to visit the regional winner's campus to present the award, whichever is more cost effective for WASEA. The Awards Chair immediately orders the regional winner plaque and requests checks from the Vice President of Finance to be sent to the Awards Chair. The Awards Chair sends the plaque, certificates, and checks to individual institutions to present to winners during National Student Employment Week (NSEW) festivities. All of this should be completed in time for individual institutions to honor their respective SEOTY nominees and winners at their respective campuses in early April during NSEW. The Awards Chair shall compile data about WASEA SEOTY and send, together with the name of regional winner, to NSEA Vice President for Member Services.
- The Awards Chair shall complete a WASEA Payment Request Form and attach all receipts for all expenses incurred in the SEOTY competition and awards, and submit the form and receipts to the WASEA Vice President of Finance for payment.
- **April** – The Vice President of Finance complete a NSEA Payment Request Form and attaches all receipts for SEOTY expenses, and submit the NSEA form and receipts to the NSEA Office Manager (NSEA will reimburse the region up to \$500 for their SEOTY expenses). The State Liaisons total the number of schools and the number of nominees and submits to the Awards Chair who in turn will submit the total number of institutions and the nominees to the NSEA Vice President of Member Services with the Regional Winner's information.
- **May** – Awards Chair shall prepare an article for WASEA newsletter about the SEOTY and submit it to the Newsletter Editor by July 15.

# Western Association of Student Employment Administrators

## SEOTY Sample Letter

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Appendix C-1

Dear [Name of WASEA/NSEA member's name]:

If you are not familiar with the Student Employee of the Year program, WASEA conducts a selection process each year to recognize outstanding student employees in the western region. Enclosed you will find the information for selecting your institution's xxxx Student Employee of the Year. If you need more copies of the Nomination Form, feel free to reproduce or print the form from the WASEA website (<http://www.career.pdx.edu/wasea.htm>).

After you receive the completed Nomination Forms, you can determine your institution's winner by appointing a selection committee and using the enclosed rating forms to determine your institution's winner. After selecting a winner, submit the Institutional Selection Form and Nomination Form to your WASEA State Liaison **by xxxx xx, xxxx**, for entry in the state and regional competitions. Winners of the state competition will receive a certificate and a \$75 check. The winner of the regional competition will receive a plaque and a \$250 check, and will be eligible for the National Student Employee of the Year competition who receives a plaque and a check for \$1,000. The winner will be named at the start of the National Student Employment Week.

In short, the process can be summarized in three (3) steps:

1. Send the [Nomination Form](#) with a cover memo explaining the competition to your campus employers as soon as possible. Include the deadline for returning Nomination Forms to your office in the memo. This deadline should be set earlier than the deadline above in order for the selected winner's name to reach your state liaison by **March xx,xxxx**.
2. Appoint a committee to review the completed Nomination Forms from campus employers and use the [Rating Form](#) to select your institution's Student Employee of the Year.
3. Track the number of nominees you receive from your employers. Indicate this number on the SEOTY Institutional Selection Form.
4. Send the [Institutional Selection Form](#) and the Nomination Form to your WASEA State Liaison by **March xx,xxxx**.

Please keep in mind that the student nominee must have completed or will expect to complete, at least six **(6) months of part-time** employment during this academic year. Your institution can participate **ONLY** if you're dues are paid as a WASEA or NSEA member.

Recognize your outstanding student employees by participating in this year's Student Employee of the Year program.

Sincerely,

[Insert Name]  
Awards Chair  
SEOTY



Western Association of  
Student Employment Administrators

*Supporting and promoting student employment through research, professional development and the exchange of information*

**Student Employee of the Year  
Nomination Form**

**Student Employee Information:**

Employing Organization: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Class Level: \_\_\_\_\_

**Nominator Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the accomplishments of the nominee in the areas below that you feel qualifies the employee to be considered for the Student Employee of the Year award. Give specific examples of the nominee's achievements and contributions that influenced your nomination.

- |                              |                                |
|------------------------------|--------------------------------|
| • Reliability                | • Quality of Work              |
| • Initiative                 | • Professionalism              |
| • Uniqueness of Contribution | • Community and Campus Service |

**Return this form and narrative to your campus student employment coordinator by \_\_\_\_\_.**



**SEOTY Institutional Selection Form****20XX****Student Nominee Information (Please Print or Type):**

Name of Nominee:	SSN #:	
Local Street Address:		
City:	State:	Zip Code:
Permanent Street Address:		
City:	State:	Zip Code:

**Institution Information:**

Name of Institution:		
WASEA Member:		
WASEA Member's Office Address:		
City:	State:	Zip Code:
President's Address:		
City:	State:	Zip Code:
Number of Nominations Received by Your Office:		

**Note:**

Forward this report with the Nomination Form to your WASEA State Liaison.

This report must be received by your State Liaison no later than **March XX, XXXX**

Check the WASEA website at [http://www.wasea.org/Cmx\\_Content.aspx?cpld=130](http://www.wasea.org/Cmx_Content.aspx?cpld=130) for information on your current State Liaisons for the following states:

Alaska, Arizona, California (North), California (South), Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Washington, and Wyoming.

**SEOTY Rating Form****20XX****Student Nominee Information (Please Print or Type):**

Name of

Nominee:

Campus

Employer:

Name of

Nominator:

**Rating Information:**

Please rate the student according to the following criteria and scale.

	Low				High
Reliability	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Quality of Work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Initiative	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Disposition/Attitude	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Adaptability	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Uniqueness of Contribution	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

**Overall Rating Total:****Comments:**

In the space provided, please comment on your impression of the relative strengths of this nominee in comparison to others in the pool. If you have a numerical tie between two individuals, you must indicate a preference as a tiebreaker.

Signature of  
Reader:**Please return this form to your campus coordinator by March XX, XXXX.**

**Special Awards Nomination Form****20XX**

To nominate one of your colleagues for a WASEA award, just complete the following form and fax to the WASEA Awards Chair, no later than **March XX, XXXX**.

**Bill Mayes Memorial Award (Please Print or Type):**

The nominee should be a new professional who has made an outstanding or unique contribution to the Association during the first three years in the profession. This award was created and named in memory of Bill Mayes, a former WASEA member who was an enthusiastic volunteer in the Association.

Name of  
Nominee:

Name of  
Institution:

Institution  
Address:

City:

State:

Zip  
Code:

Reasons for Nomination:

**Distinguished Service Award:**

The nominee should be a member with three or more years of active involvement such as, a State Liaison, Committee Member or Chair, Executive Board Member and /or other leadership positions.

Name of  
Nominee:

Name of  
Institution:

Institution  
Address:

City:

State:

Zip  
Code:

Reasons for Nomination:

**Nominator Information:**

Name of  
Nominator:



## Western Association of Student Employment Fiduciary Agreement of Board Officers

To be signed immediately upon the beginning of their term, and then signed yearly thereafter on July 1.

A primary responsibility of directors and officers is to ensure that the association is accountable for its programs and finances to its contributors, members, and the public and government regulators. Accountability requires that the association comply with all applicable laws and ethical standards; adhere to the association's mission; create and adhere to conflict of interest, ethics, and accounting policies; protect the rights of members; prepare and file its annual financial report with the Internal Revenue Service and appropriate state regulatory authorities and make the report available to all members of the board and any member of the public who requests it.

Board members are expected to conduct themselves in a professional manner with the aims of the association in mind, and can be removed or suspended from office for valid cause.

\**Fiduciary Duties of Association Board Members* from the American Society of Association Executives (ASAE) which outlines three fiduciary duties:

- **Duty of Care** – This duty is very broad, requiring officers and chairs to exercise *ordinary and reasonable care* in the performance of their duties, exhibiting honesty and good faith. Officers and chairs must act in a manner which they believe to be *in the best interests of the association*, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The “business judgment rule” protects officers and chairs from personal liability for actions made in poor judgment as long as there is a reasonable basis to indicate that the action was undertaken with due care and in good faith.
- **Duty of Loyalty** – This is a duty of faithfulness to the association. This means that officers and chairs must give undivided allegiance to the association when making decisions affecting the association. In other words, officers and chairs cannot put personal interests above the interests of the association. Personal interests may include outside business, professional or financial interests, interests arising from involvement in other organizations, and the interest of family members, among others. Officers and chairs should be careful to disclose even *potential* conflicts of interest to the board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests. For pervasive and continuing conflicts – such as a director of the association concurrently serving on the board of a competing association – resignation from the individual's association leadership post or from the outside conflicting responsibility may be required. Officers and chairs can have business dealings with the association, but such transactions must be subject to considerable scrutiny. In such event, officers and chairs must fully disclose any personal interests to the board of directors, and the terms of any transaction must be fair to the association. In addition, state nonprofit corporations statutes frequently provide specific procedures for dealing with transactions in which officers or chairs have conflict of interest.
- **Duty of Obedience** – This duty requires officers and chairs to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

In short, those in positions of responsibility and authority in the governance structure are required to act *reasonably, prudently and in the best interests of the organization*, to *avoid negligence and fraud*, and to *avoid conflicts of interest*.

In the event that the fiduciary duties of care, loyalty or obedience are breached, the individual breaching the duty is potentially liable to the association for any damages caused to the association.

---

Board Member Signature

---

Printed Name

---

Position Title

---

Date



## Western Association of Student Employment Retention & Destruction Policy

### Policy:

All short term and long term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

### Procedures:

**Physical Records:** At least annually, physical document and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly designated as such. Files in storage are placed in a fire resistant, secure, dry place.

When Files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e. shredding). Do not place in dumpsters.

**Long term storage of electronic records:** All electronic files are backed up daily. Backups are moved off-site monthly. The retention periods are consistent with those for physical records.

The following table provides the minimum requirements. This information is provided as guidance in determining your organization's document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years

Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years



## Western Association of Student Employment Conflict of Interest Policy

### CONFLICT OF INTEREST POLICY

#### Purpose

The purpose of the Conflict of Interest Policy is to protect the interests of WASEA, a tax-exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, Director, committee member, member, or employee of WASEA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal conflict of interest laws applicable to nonprofit and charitable organizations.

#### Definitions

##### Interested Person

- Any Board Director, officer, member of a committee, member, or employee with Board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

##### Financial Interest

- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family, any of the following.
  - An ownership or investment interest in any entity with which WASEA has a transaction or arrangement.
  - A compensation arrangement with WASEA or with any entity or individual with which WASEA has a transaction or arrangement.
  - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which WASEA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under procedures, a person who has a financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

#### Procedures

##### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors, and members of committees, or employees with Board-delegated powers considering the proposed transaction or arrangement.

##### Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the Director, committee member or employee shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors or committee members shall decide if a conflict of interest exists.

## Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The President of (Organization's) Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Board of Directors or committee shall determine whether WASEA can obtain with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested Directors or committee meetings whether the transaction or arrangement is in WASEA best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether or not to enter into the transaction or arrangement.

## Violations of the Conflicts of Interest Policy

- If the Board of Directors or committee has reasonable cause to believe a Director, committee member, or employee has failed to disclose actual or possible conflicts of interest, it shall inform the Executive Director, committee member, or employee of the basis for such belief and afford the Director, committee member, or employee an opportunity to explain the alleged failure to disclose.
- If, after hearing the Board Director's, committee member's, or employee's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines that the Director, committee member, or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Records of Proceedings**

The minutes of the Board of Directors and all committees with Board-delegated powers shall contain the following information.

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Compensation**

- A voting Director of the Board who receives compensation, directly or indirectly, from WASEA for services, is precluded from voting on matters pertaining to that Director's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WASEA for services is precluded from voting on matters pertaining to that committee member's compensation.
- No voting Director of the Board or any committee member, whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WASEA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Annual Statements**

Each Board Director, committee member, and employee of a committee with Board-delegated powers shall annually sign a statement, which affirms such person:

- Has received a copy of the conflicts of interest policy,



- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands that WASEA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure WASEA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects.

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management of WASEA conform to WASEA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

- When conducting the periodic reviews as provided for in Periodic Reviews, WASEA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring that periodic reviews are conducted.

**Executive Board Nomination Form****20XX****President Elect: Every Year**

Name of Nominee:	Title:	
Name of Institution:		
Institution Address:		
City:	State:	Zip Code:
Phone #:	Email:	

**Secretary: Even Numbered Years**

Name of Nominee:	Title:	
Name of Institution:		
Institution Address:		
City:	State:	Zip Code:
Phone #:	Email:	

**Vice President of Conference & Awards: Odd Numbered Years**

Name of Nominee:	Title:	
Name of Institution:		
Institution Address:		
City:	State:	Zip Code:
Phone #:	Email:	

**Vice President of Marketing & Membership: Odd Numbered Years**

Name of Nominee:	Title:	
Name of Institution:		
Institution Address:		
City:	State:	Zip Code:
Phone #:	Email:	

Please return this Nomination Form by March XX, XXXX to the WASEA Nominations Committee Chair:  
**Peter Parker, SpiderMan@superheroes.com.**

# Western Association of Student Employment Administrators

## Sample Announcement for Election of Officers

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WASEA members have an important professional responsibility to participate actively in the voting process of their Association. Please vote for one person in each of the following positions:

- President Elect
- Secretary
- Vice President of Finance
- Vice President of Marketing & Membership
- Vice President of Professional Development
- Vice President of Conferences & Awards

### Voting Process

Review the responsibilities of the position and the biography included for each nominee. Vote for one person for each position on the ballot. Email or fax the ballot to **Willy Wonka by March 20, 2012** His address and fax number are on the ballot.

### Responsibilities of Officers

#### President-Elect

The President-Elect shall assist the President and the Executive Board as directed, prepare for the coming term as President, perform all of the responsibilities of the President in his/her absence, disability, or at the request of the President and will be responsible for the following:

- BYLAWS/POLICIES & PROCEDURES
  - Responsibilities include the following:
  - Review the bylaws of the Association and recommend any amendments to the Executive Board.
  - Changes to the bylaws must be approved by a vote of the membership.
  - If changes to the bylaws are needed, develop a ballot to be emailed to the membership. A thirty (30)-day notice to the membership is required before a change can be approved.
  - Review Policy and Procedures Manual annually.
  - Recommend any changes to the Executive Board.
  - Document all changes made by inserting a revision date in the footnotes.
  - Update appendices with current details for elections, SEOTY, awards, travel and expense forms, etc.

#### Secretary

The Secretary is the scribe of the Association and the custodian of its records, and shall work closely with the President regarding the administrative operation of the Association. The Secretary will be responsible for the following:

- MINUTES OF THE MEETINGS
  - Record and keep in permanent form the minutes of all board and business meetings of the Association.
  - Distribute a draft of the minutes to all Board Members within one week of the meeting for proofing and corrections.
  - Make corrections to the minutes and, prior to the meeting, email the final copy of the minutes to each Board Member for final approval at the meeting.
  - Distribute a copy of the previous year's business meeting minutes to the members attending the business meeting at the conference. The previous year's minutes need to be approved by the membership attending the business meeting at the conference.
  - Keep a permanent copy of all minutes of the Association's meetings and committee reports in an electronic format to be passed on to the incoming Secretary and Historian.

## **Vice President of Finance**

The Vice President of Finance is the finance officer who shall work closely with the Finance Committee regarding the financial operation of the Association. Although the Association's year is based on a July 1 through June 30 fiscal year, the financial reports are based on a calendar year for tax purposes. The budget will be based on the Association's fiscal year. The Vice President of Finance will be responsible for the following:

- **FINANCES**
  - In January review with the President the year-end report in preparation for the audit of the income and expenses of the year prior to submitting records to a CPA for filing taxes.
  - In July of each year, coordinate with the Finance Committee to develop a budget proposal for consideration and approval by the Board at the first meeting of the fiscal year.
  - At the beginning of every quarter, coordinate with the Finance Committee to monitor and review all income and expenses, and to sign and approve all payment requests not covered in the approved budget for that quarter.
  - Maintain the official financial books of the Association in coordination of QuickBooks.
  - All payments made to the Association for memberships, conference fees, any training, or any other payments made to the Association must be submitted to the Vice President of Finance and deposited into the appropriate account within three business days of receipt.
  - Any payments or donations made to the Association must be made directly to the Vice President of Finance. No other Association member is authorized to receive payment under any circumstance.
- **REPORTS**
  - Distribute a current financial statement to Board Members prior to each conference call, and prior to the business meeting and board meeting held at the regional conference.
  - Publish a current financial report in three WASEA newsletters per year (July, October, and February)

## **Vice President of Marketing & Membership**

Shall be responsible for the; Association's marketing efforts and membership development; and chair of the Nomination Committee. The Vice President of Marketing & Membership will be responsible for the following:

- **MEMBERSHIP DRIVE**
  - Initiate the annual membership drive.
  - Maintain the membership database and official membership list in conjunction with Memberclicks.
  - Work with the Vice President of Finance to arrange for billing and collection of membership dues.
- **MARKETING**
  - Coordinate membership development activities and implementation of outreach efforts for the recruitment of a broad range of members that will enhance the professional development experiences of all members of the Association, and increase sponsorship.
  - Prepare brochure or other items used in broad or targeted recruitment.
  - Build membership of the Association by developing contacts to support membership development activities.
  - Work with the Executive Board to assist with the annual membership renewal, notification of lapsed memberships, and to act on information available in membership records to recruit new members.

## **Vice President of Professional Development**

The Vice President of Professional Development will oversee the development, design, and implementation of all professional development programming and have responsibility for achieving results. Their responsibilities will include:

- Oversight of the Regional SEE Training Coordinator.

- The implementation of additional training and professional development initiatives.
- Will be responsible for the recruitment of candidates for SEE Trainer training and will submit all nominees to the Executive Board for selection for attendance at NSEA's Train the Trainer program.
- Present an annual SEE Training report at the business meeting and Executive Board meeting at the regional conference.

### **Vice President of Conferences & Awards**

Responsibilities will include but are not limited to: Coordination of regional conferences, coordination of the State Liaison program, coordinator of the Student Employee of the Year Program, and coordinator of the WASEA Awards Program. The Vice President of Conference & Awards shall be responsible for the following programs and responsibilities:

- **CONFERENCE RESPONSIBILITIES**
  - Will plan publicize and execute the regional conference.
  - Conduct site visits to recommend the site for the conference to the Executive Board for their approval.
  - Oversee the work of the conference committees to ensure their coordination and success.
  - Develop a conference planning committee with members and others interested.
  - Develop a conference budget to establish a conference fee structure to encourage the generation of revenue for the association.
  - Conduct an evaluation of the conference involving conference participants and report the results to the board.
  - Recommend changes to the board that will enhance the success and viability of the next regional conference.
  - Work with the President and the Vice President of Finance to review and sign the contract for the hotel or facilities for the regional conference.
- **AWARDS RESPONSIBILITIES**
  - **ANNUAL WASEA SEOTY PROGRAM**
    - Disseminate SEOTY letters, Nomination Forms, and information on the selection process including deadlines to all institutions who are paid members of WASEA and to all NSEA members within the WASEA region who are not WASEA members in November.
    - Oversee the process of nominating students by appointing a State Liaison.
    - Institutions select their institutional winners and submit the winner's Nomination Form electronically to their State Liaison to select the state winner.
    - State Liaisons form a selection committee to select the state winner. In some cases, a State Liaison may request the Awards Director to assist in forming a selection committee to select the state winner.
    - State Liaisons will electronically notify each institution who nominated a student with the results of the state winner selection.
    - The State Liaisons will email the nomination form for their state winner to the Awards Director. The Awards Director forms a selection committee, which should include as many Board Members as possible, to select the WASEA regional winner.
    - Email the regional winner's Nomination Form to the NSEA Awards Chair for the selection of the national SEOTY.
    - Notify the WASEA member from the state and regional winners' institutions. Announcement of the winners is not made public until the winner's institutions are able to hold their awards ceremony on campus, usually after National Student Employment Week.
    - The WASEA President will visit or will appoint a Board Member and/or the State Liaison to visit the regional winner's campus to present the regional winner's award whichever is more cost effective for WASEA.
    - Direct the Secretary/Treasurer to process the order for all plaques and prepare checks for the state and regional winners. Upon receipt of the plaques and checks, he or she will then send these to the

WASEA member who nominated the winners. State SEOTY winners receive a plaque and a \$50 check. The regional SEOTY winner receives a plaque and a \$100 check. These should be distributed to nominating institutions in time for the awards to be presented during National Student Employment Week.

- Work with the webmaster to update WASEA website to include information about the SEOTY winners after National Student Employment Week.
- Instruct the Secretary/Treasurer to complete an NSEA Payment Request Form, including all of the expenses incurred in the SEOTY selection, which shall be forwarded together with copies of receipts to the NSEA Office Manager. NSEA will reimburse the region up to \$500 for SEOTY expenses.
- See Appendix C for SEOTY calendar, details, forms, etc.
- STATE LIAISONS JOB DESCRIPTION
  - Each state in the WASEA region has one State Liaison, with the exception of California, which has two. The State Liaisons will be responsible for the following responsibilities:
  - Collect Student Employee of the Year nominations from eligible institutions in their state, and establish a committee to select a state winner. The liaison then forwards the name of the state winner to the Awards Director by a date set by NSEA. If a State Liaison prefers, he/she may work with the Awards Director to establish a committee to select the state's winner.
  - As newsworthy developments occur in student employment or WASEA membership in the liaison's state, send the news to the WASEA Newsletter Editor.
- WASEA SPECIAL AWARDS
  - WASEA has three awards presented to members at the conference, and one special award honoring outstanding contributions presented only upon Executive Board approval, as described in section 6.0 WASEA Special Awards.
- REPORTS/NEWSLETTERS
  - Report on the SEOTY and Awards programs at each board meeting (July, October, February), and the business and board meetings at the regional conference.

### **President-Elect**

#### **Valerie Marsh, University of Montana, Missoula, MT**

Valerie is the Home Office Manager for Career Services and has been the Student Employment Coordinator since June 2002. Her office went live with an online Student Employment website job posting and application system in July 2002. She developed an online temporary job posting and notification system. She has attended two NSEA conferences and a WASEA conference. Valerie has served on the WASEA Board this past year as the Awards Director. She is dedicated to helping WASEA grow.

Valerie has worked at The University of Montana in varying departments since 1992: Financial Aid, EOP (TRIO Program), and the Counseling Center. She received her AA degree with high honors from The University of Montana in June 2002. She lives and works in Missoula.

### **Secretary**

#### **Melissa Hamilton, Lewis and Clark College, Portland, OR**

Melissa attended her first WASEA conference in Phoenix, Arizona, within the first month of becoming the Student Employment Coordinator at Lewis and Clark College in Portland, Oregon. That was almost three years ago, and she has been a loyal fan of WASEA ever since. Having worked in many areas of higher education since 1983, Melissa has definitely found her niche in the student employment arena. Melissa was born in Burbank, California, and still considers herself a Valley Girl.

### **Vice President of Finance**

#### **Janie Hinkle, Reed College, Portland, OR**

Janie Hinkle Clayton (nicknamed Janie Payroll by the students at Reed College) has been a member of the payroll community for more than 20 years. She has held a variety of positions within the business world from office clerk to Home Office Manager and finally to her favorite, payroll specialist. Janie learned her skills on-the-job doing multi-state payrolls in the construction field, both in union and non-union shops.

Janie is presently employed at Reed College in Portland, Oregon, as the student payroll specialist, and has been there since the summer of 1993. Her responsibilities at Reed include, but are not limited to, maintaining the payroll for approximately 800 students both domestic and international. She also keeps track of work-study balances, helps international students find jobs on campus and obtain social security cards, and coordinates the annual job fair. Janie is the college's resource concerning U.S. and international regulations relating to student payroll matters.

In 1998 Janie was awarded Reed College's highest staff recognition honor the "Reed College Award of Excellence" for her dedication to the students, both socially and academically. Janie has three grown children and lives with her husband in Portland.