

Sonoma County Association of School Psychologists (SCASP)

Leadership Roles and Responsibilities

President:

The SCASP president is responsible for the following:

- Arrange SCASP steering committee meetings (typically every 6-8 weeks, depending on scheduled workshops and need, we usually have our first meeting very early in the year and then an end of the year gathering at a winery)
- Provide an agenda at steering committee meetings (solicit ideas from steering committee members, email works well)
- Presides over steering committee meetings
- Communicate with CASP as is necessary (e.g. ensure affiliate updates are provided for CASP Today, deadlines 9/1, 12/1, 3/1, 6/1)
- Attend Affiliate Leadership Day (Sacramento, usually around September/October)
- Maintain SCASP binder and bring to CASP convention for affiliate table
- Coordinate with steering to develop Professional Development trainings/workshops (typically 4 per year)
- Determine who will be contact person for each speaker (*contact person negotiates honorarium typically between \$250-\$300 per 1/2 day and secures payment from treasurer)
- Introduce speaker at trainings or arrange for contact person to do so
- Send thank you letter to speaker on behalf of the organization

Treasurer:

The treasurer is responsible for the following:

- Update steering with financial statement quarterly
- Maintains checking account
- Provides check for payment of honorarium to the SCASP contact person

Secretary:

The secretary is responsible for the following:

- Take minutes at SCASP steering committee meetings and emails minutes to steering committee members after meeting
- Creates, or arranges for, flyers to be created for inservices (6 weeks prior to inservice)
- Mails flyers (usually 4-6 weeks prior to inservice)
- Creates steering committee contact sheet each year and provide copy to steering committee members

Membership Chair:

The membership chair is responsible for the following:

- Maintain updated SCASP membership email/contact list, provide to steering at meetings
- Maintains membership dues (and communicates with treasurer regarding financial issues)
- Coordinate recruitment of new members
- Answer questions of members (legal and ethical)
- Provide support to new school psychologists

Webmaster:

The Webmaster is responsible for the following:

- Regularly maintain and update SCASP website (www.scasp.org)