

State Committee Members & Elected Candidate Positions	Term requirements	Minimum “estimated” meetings (dates and times can be found on the leadership calendar posted on the WSSRA website www.wssra.org)
Awards Committee	3 years	• Meeting in April (virtual) • Convention rehearsal meeting in May (virtual) • Attend Convention in June
Rules & Resolutions Committee	3 years	• Attend Convention in June
Nominating & Review Committee	3 years	• Attend Convention in June
Health Services Committee	1 year	• Leadership training session during Convention in June • Meeting in the Fall (virtual) • Council of Committees meeting in the spring (virtual)
Membership Committee	1 year	• Leadership training session during Convention in June • Meeting in the Fall (virtual) • Council of Committees meeting in the spring (virtual)
Retirement Planning Committee	1 year	• Leadership training session during Convention in June • Meeting in the Fall (virtual) • Council of Committees meeting in the spring (virtual)
Finance Committee	3 years	• Meeting in August (hybrid – but highly encouraged to attend in person) • Meeting in April (hybrid) • Occasional meetings to discuss investments (virtual)
Convention Planning Committee	1 year	• Meeting in the fall (virtual) • Meeting in the spring (virtual) • Attend Convention in June
Legislative Committee	1 year	• Leadership training session during Convention in June • Meetings during Legislative Session (January-March) ▪ 1 set of in-person Legislative meetings ▪ 1 set of virtual Legislative meetings • Optional Friday virtual checkins
District Representatives on the WSSRA Executive Board	3 years	• Board Meeting on Wednesday at Convention in June • Board Meeting in August (hybrid – but highly encouraged to attend in person) • Scholarship Committee meeting in November (hybrid) • Board Meeting in November (hybrid) • Board Meeting in February (hybrid) • Scholarship Committee meeting in April (hybrid) • Board Meeting in April (hybrid) • Committee meetings if you are a board liaison to a committee • Board Meeting on Monday at Convention in June

		• Liaison between ED, CC, assigned committees and units • Attend at least one meeting for each unit represented • Attend ALL meetings of the District Coordinating Council you represent/ • Oversee Scholarship selection with CC volunteers-ensuring guidelines are followed
WSSRA President Elect	3 years • President elect • President • Past State President	• Board Meeting on Wednesday at Convention in June • Finance Committee meeting in August as President elect and President (hybrid – but highly encouraged to attend in person) • Board Meeting in August (hybrid – but highly encouraged to attend in person) • Board Meeting in November (hybrid) • Board Meeting in February (hybrid) • Council of Committees Meetings in Spring (virtual) • Board Meeting in April (hybrid) • Finance Committee meeting in April as President elect and President (hybrid) • Budget committee Meeting in April as President elect and President (hybrid) • Awards Committee meeting in April as Past President • Convention rehearsals in May (virtual) • Unit and/or Coordinating Council meetings that you choose to attend • Committee meetings that you choose to attend • Board Meeting on Monday at Convention in June
WSSRA Board Treasurer	1 year	• Lead Treasurer training session at Convention in June • Work with ED and Membership Coordinator to ensure dues are collected • Work with ED and Fiscal Officer to ensure all accounts are paid on time, accounts balance, internal/external audits are conducted, and financial controls are used • Sign (as 2nd signatory) on payments over \$12,000.00 • Board Meetings (2) at Convention in June • Present the proposed budget at Delegate Assembly • Present Treasurer’s Report at each Executive Board Meeting • Finance Committee meeting in August (hybrid – but highly encouraged to attend in person) • Board Meeting in August (hybrid – but highly encouraged to attend in person) • Board Meeting in November (hybrid)

		• Board Meeting in February (hybrid) • Finance Committee meeting in April (hybrid) • Budget Committee meeting in April (hybrid) • Board Meeting in April (hybrid)
WSSRA Board Secretary	1 year	• Lead Secretary training session at Convention in June • Assist Pres & ED in creating Executive Board agendas, draft minutes, record motions, action items, and take roll • Keep official records of WSSRA governing documents • Assist ED & Office with notice of Executive Board Meeting dates • Board Meeting on Wednesday at Convention in June • Board Meeting in August (hybrid – but highly encouraged to attend in person) • Board Meeting in November (hybrid) • Board Meeting in February (hybrid) • Board Meeting in April (hybrid) • Board Meeting on Monday at Convention in June
WSSRA Board Historian	1 year	• Board Meeting on Wednesday at Convention in June • Board Meeting in August (hybrid – but highly encouraged to attend in person) • Board Meeting in November (hybrid) • Board Meeting in February (hybrid) • Board Meeting in April (hybrid) • Board Meeting on Monday at Convention in June
WSSR Foundation Trustee	5 years • Trustee • Secretary • Treasurer • Vice President • President	• Meeting on Tuesday during Convention in June • Meeting in August (hybrid – but highly encouraged to attend in person) • Meeting in April (hybrid) • Attend Convention in June
WSSR PAC	5 years • Representative • Secretary • Vice President • President	• Meeting in August (virtual) • Meeting in Spring (virtual) • Meeting during Convention in June (in person)
WSSR-PAC Treasurer	5 years	• Weekly Deposits/PDC Filings-4-5 hours weekly average • Yearly Books-8 Hours New Year's Day • August Candidates/Checks-4 to 25 hours one week • Meeting in August (virtual) • Meeting in Spring (virtual) • Meetings/LCRF's during Convention in June (in person) • Details available upon request from current Treasurer