



VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

WASEA's Vice President of Conferences & Awards 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).

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 and webinars.
- 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.
- 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.
 - 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.