

## **WPSA ASSOCIATE DIRECTOR: JOB DESCRIPTION**

### **Convention Program Planning:**

- Maintains and operates the software database managing program
- Creates, maintains and updates program manuals for program chair and section chairs
- Trains program chairs and section chairs on the use of the program development software system
- Assists section chairs with the preparation and maintenance of their panels
- E-mails acceptance/rejection letters to participants
- E-mails reminders of special notices such as preregistrations and hotel information
- Maintains database and mails invitations to exhibitors
- Receives and accounts for all contracts and fees paid by exhibitors
- Maintains database for program development
- Maintains database for preregistrations and processing all credit card charges for preregistrations and processes onsite registrations
- Maintains historical records for registrations
- Updates and maintains meeting program on the Web
- Provides database information to All Academic
- Serves as liaison for participants and All Academic
- Completes layout of the final program
- Contracts for production of the program cover
- Contracts for final printing of the program with printer
- Makes final arrangements for exhibitors' booths
- Schedules panels according to time slots, beginning Thursday (the first day of the meeting) and ending Saturday (the last day of the meeting) via the WPSA's scheduling program
- Serves as liaison with local arrangements chair for pre-meeting workshops
- Works with hotel coordinator in confirming use of all rooms, audio visual needs and catering

### **Financial Accounting:**

- Maintains, disburses and balances checking accounts, savings accounts and investments accounts of the organization
- Prepares annual reports for the Treasurer of the organization including financial accounting, budget, listing of expenditures and assets, comparisons of financial accountings and any and all reports requested by the Treasurer, Executive Director or Executive Council
- Creates and prepares proposed budget for annual meeting
- Confirms all expenditures made regarding conventions
- Maintains fees collected for registrations, exhibitor fees and prepares final financial report for annual meeting
- Maintains membership financial records

### **Tax Preparation:**

- Prepares and files quarterly tax returns
- Maintains tax forms for employees
- Prepares and files annual tax returns with the Internal Revenue Service and the State of California

- Prepares annual reports required by the Office of the Attorney General for the State of California
- Prepares end of the year tax reports for Social Security Administration, Internal Revenue Service and the Employment Development Department

**Membership:**

- Assist in the creation of a web-based database system for members; maintains the system and updates it as necessary
- Processes all membership credit card payments and maintains the accounting records
- Provides reports on membership as requested
- Formats and provides mailing lists to Sage Publishing for the mailing of the Political Quarterly
- Confirms and provides payment to Sage for membership fees

**Administrative:**

- Creates, maintains and updates website for WPSA
- Supervises IT staff, student assistants and volunteers
- Contracts for graphic designs, printing and software programmers
- Selects meeting sites, makes hotel selection and contracts with the hotel with the Executive Director
- Assembles, prints and mail all mailings of the WPSA
- E-mails membership of upcoming events, special notices and meeting details as required
- Promotes WPSA meeting at the APSA annual meeting
- Contracts with insurance company for the Director and Officer insurance
- Respond to inquiries regarding WPSA