

## **KCCA PRESIDENT'S TIMELINE**

- July 1            Assume Duties. It is helpful to get an updated KCCA membership list from the Executive Director and create a list serve so that you can be in contact with KCCA members.
- Attend summer board meeting. (Expenses paid by KCA.) Prior to the board meeting, you will be asked to submit a report on KCCA activities for the board book.
- August            Newsletter article (ask someone from the KCCA membership to write an article on a college-related issue of interest.)
- October           KCCA can submit a nominee for Counselor of the Year. Poll the KCCA membership to see if there is anyone they would like to nominate. Follow up on submitting the application, either yourself or delegate someone to do this.
- November        Call for programs – KCCA may want to submit programs for the convention. E-mail KCCA members to remind.
- Attend fall board meeting. This is usually held in conjunction with the KSDE conference at Emporia, so no expenses will be paid. Prior to the board meeting, you will be asked to submit a report on KCCA activities for the board book.
- Newsletter article (Ask someone from the KCCA membership to write an article on a college counselor issue of interest.)
- Jan/Feb           Find candidate for president-elect.  
Request that KCA treasurer complete financial reporting form that is given to the KCA Executive Director – get a copy for KCCA records
- March            Attend spring board meeting which is held the day before the annual KCA conference....no expenses will be paid. Prior to the board meeting, you will be asked to submit a report on KCCA activities for the board book.
- Hold business meeting for KCCA at KCA convention
- Prior to meeting, request copy of financial status and copy to distribute at meeting
  - Copy and distribute minutes of previous business meeting
  - Hold election for president elect.
  - Can request someone to volunteer to work on the Counselor of the Year nominee.
- Newsletter article on a college campus issue of interest (include new leadership roster.)
- Submit new leadership roster to Media Chair for posting to website
- Optional:        In some years, a one-day drive-in conference has been organized to raise money for the division. Membership can decide how this money is to be used.