

# Bay Area Association of School Psychologists (BAASP)

## *Leadership Roles and Responsibilities*

### **President & President-Elect:**

The BAASP president is responsible for the following:

- Arrange BAASP 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 BAASP binder and bring to CASP convention for affiliate table
- Coordinate with steering to develop Professional Development trainings/workshops (typically 2-3 per year)
- Determine who will be contact person for each speaker
- 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 BAASP contact person
- Maintains PayPal account

### **Secretary:**

The secretary is responsible for the following:

- Take minutes at BAASP 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

### **Past-President:**

To assist the President and in cases of a tie vote, breaks the tie. This person is not voted in. This role goes to the president after he/she has served their two-year term.

# Appointed by the Board

## **Membership Chair:**

The membership chair is responsible for the following:

- Maintain updated BAASP 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 BAASP website  
(<https://baaschoolpsychology.wixsite.com/website>)

## **CEU Coordinator:**

Coordinates with CASP in order to determine number of CEU's available for each training session.

- Takes attendance at trainings
- Submits training paperwork to CASP after training is completed.

## **Newsletter**

Small team to create and distribute newsletters quarterly.

## **Student Representative**

Currently enrolled student wanting to learn more about the affiliate

## **County Representative**

A representative from each county to discuss ideas from each county. *Alameda, Contra Costa, San Francisco.*