Job Descriptions

Each STTACC Executive Board member has multiple responsibilities. For each, they are outlined in this section.

Responsibilities of the President

1. Plan, organize and conduct all board meetings, including arranging the time and place of the meeting, submitting the agenda, arranging for morning refreshments, determining lunch location, chairing and maintaining copies of all materials distributed at meetings in the shared electronic filing system

2. Have ultimate responsibility for the success of the Annual Conference. Work closely with the Conference Coordinator and Conference Committee in all aspects of planning and executing the Conference

3. Represent STTACC and member entities on State committees, as necessary

4. Maintain communication with member entities, including staff development committees, college presidents, personnel officers, administrators, as well as other entities involved in the development and training of classified employees

5. Visit staff development committees, administrators and staff, as time and budget allow to network with member entities about classified staff training programs

6. Maintain and foster open communication among all STTACC officers and membership

7. Write grants, as necessary, with the Treasurer, for the funding of special projects

8. Promote STTACC membership and maintain contact with non-member colleges

9. Function as a resource for all member entities in order to provide sources and information about training and development programs

10. Compose articles for STTACC Chat as necessary

11. Serve as the chair for the STTACC Exemplary Award Committee

12. Create and present all Exemplary Award Nominees with a certificate of appreciation at the Annual Conference

13. Create and present each outgoing Board Member with a certificate of appreciation for their service and dedication to the STTACC Committee at the Annual Conference

14. Assign the update and maintenance of the STTACC Board Member Handbook to a Board member at the Annual Conference, to be updated within two weeks after the Conference

15. Coordinate and hold a meeting immediately following the Annual Conference to provide training and direction to the newly appointed Board and furnish new board members a copy of the current STTACC Bylaws and Handbook

16. Serve as Past President on the STTACC Board

17. The incoming President will:

    a. Provide new incoming board member information to the Technology Coordinator and Communication Coordinator to update the STTACC website and social media within five business days after the Annual Conference

Responsibilities of the Past President

1. Within two weeks of the Annual Conference ending and assuming the position of Past President, coordinate with the Conference Coordinator to provide each Conference attendee a certificate of attendance

2. Transition from the "President" position

3. Will stand in and direct the board meeting in the event both the President AND President Elect cannot attend

4. Serve as transition advisor to President and STTACC Board regarding historical elements of STTACC

5. Guide new President regarding responsibilities and be available for questions

6. Attend all STTACC Board meetings

7. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the Conference

Responsibilities of the President-Elect

1. Provide continuity to the Board and to STTACC

2. Serve as Chair of the Elections Committee and work with Region Coordinators in the application process

3. Serve as an advisor to the Conference Committee, thus ensuring knowledge of the Annual Conference process, including maintaining a Conference Binder and ensuring all the documents are in the shared electronic filing system

4. Perform any duties, and serve on any sub-committee, as assigned by the President

5. Assume the duties of the President in the event the current President be unable to complete his/her term for any reason

6. Attend all STTACC Board meetings

7. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the Conference

8. The exiting President-Elect will:

   a. Provide the incoming President-Elect access to the STTACC electronic file system

   b. Procure a gift for the outgoing President with funds collected from the outgoing board, typically $5.00 from each board member, to cover the cost

Responsibilities of the Secretary

1. Attend all STTACC Board meetings and Annual Conference in order to take, transcribe accurate minutes then post the minutes in the shared electronic filing system in a timely manner.

2. Assist the President in the creation and distribution of printed information and correspondence in connection with STTACC business

3. Maintain and store historical documents (agendas, minutes, etc.) in the shared electronic filing system

4. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the Conference

5. Assist the Treasurer with correspondence, membership, billings, and reports, as needed

6. Perform any duties and serve on any sub-committee designated by the President

7. Prepare Annual Conference Business Meeting minutes and send via email to all conference attendee's within 2 weeks after the conference.

8. The exiting Secretary will:

   a. Provide the incoming Secretary access to the STTACC electronic file system

Responsibilities of the Treasurer

1. Keep the records of all financial transactions related to STTACC business

2. Maintain the checking account and present current financial reports at all Board meetings

3. Perform the annual billing for membership dues, including sending statements to all member entities for money due, informative letters about STTACC membership, and letters to non-member entities encouraging their participation in STTACC

4. Work closely with the President in seeking grant funding for STTACC

5. Prepare the annual budget and present for adoption at the Annual Conference

6. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the conference

7. Perform any duties and serve on any sub-committee designated by the President

8. Provide documentation and maintain current financial records in the shared electronic filing system

9. The exiting Treasurer will:

    a. Provide the new Treasurer access to the STTACC electronic file system

    b. Attend the first Board meeting following the end of his/her term in order to facilitate transition to the newly elected treasurer

    c. Provide all necessary documents to the Financial Review Committee and be available to answer any questions the committee may have

10. The incoming Treasurer will provide the Technology Coordinator and Communication Coordinator the new mailing information to update the website and social media.

Responsibilities of the Technology Coordinator

- All of the following may be a collaboration with the Communication Coordinator

1. Maintain the STTACC website including the STTACC Chat blog, updating Board members and College Contact information (these efforts may be a collaboration with the Communication Coordinator)

2. Maintain the email lists and settings as needed

3. Coordinate all virtual meetings to include scheduling and providing Zoom link and password information, as well as calendar invitations to the Board

4. Serve as contact for other college webmasters and link the STTACC web site to other institutions.

5. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the Conference

6. Perform any duties and serve on any sub-committee designated by the President

7. The exiting Technology Coordinator will:

    a. Provide the new Technology Coordinator access to the STTACC electronic file system

    b. Provide the new Technology Coordinator rights and directions on how to edit the STTACC website

The responsibilities of the Communication Coordinator

- All of the following may be a collaboration with the Technology Coordinator

1. Publish STTACC Chat (the official STTACC blog) at least quarterly

    a. Must include a recap of the Annual Conference after the conference each year

2. Contact entities and Region Coordinators to solicit blog posts for STTACC Chat.

3. Regularly update social media.

4. Market STTACC and provide support to Region Coordinators and member college personnel, including regular updates and information from Board meetings to be shared with classified staff at member colleges.

5. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the conference.

6. Attend all STTACC board meetings and provide updates regarding the website, STTACC Chat, social media, marketing efforts and communication.

7. Provide STTACC information to all Board members at meetings.

8. Perform any duties and serve on any sub-committee designated by the President.

9. The exiting Communication Coordinator will:

    a. Provide the incoming Communication Coordinator access to the STTACC electronic file system and social media accounts.

Responsibilities of the Region Coordinator

1. Act as liaison between STTACC and classified staff training committees and/or College Contacts at all colleges within their region by forwarding information provided by STTACC Board members; these emails may be personalized

2. Attend all STTACC Board meetings and the Annual Conference, collect and report on the progress of staff development within their region colleges

3. Maintain communication among the Region Coordinators and other officers to help strengthen and vitalize the network of all Washington State community and technical colleges; may host quarterly meetings

4. Maintain a current list of College Contacts in the shared electronic filing system and notify the Communication Coordinator, Technology Coordinator and President as changes occur

5. Maintain contact and communication with, and provide information to, all classified staff training committees at all colleges and/or College Contacts within their region at least once a month; may host quarterly meetings

6. Promote, encourage, and mentor interaction between classified staff within their region

7. Promote membership in STTACC by maintaining contact with non-member entities in their region

8. Assist in planning and presenting at the Annual Conference, including attending and acting as an official host of the Conference

9. Perform any duties and serve on any sub-committee designated by the President

10. The exiting Region Coordinators will:

    a. Send an email to the College Contacts within their region to introduce the new Region Coordinator

    b. Provide the new Region Coordinator access to the STTACC electronic file system

11. The incoming Region Coordinator will:

    a. Email all College Contacts and;

        • introduce himself/herself

        • establish if all College Contact information is correct

        • confirm classified training committee status

        • provide due dates of STTACC chat articles and board meeting updates if available

        • stress the importance of having administrator support

        • provide College Contact job responsibilities as listed in the STTACC Handbook

Responsibilities of the College Contact

Each member college should have at least one designated College Contact. However, a team of two is also acceptable.

1. Provide accurate and current contact information to the Region Coordinator
2. Forward emails from the Region Coordinator and/or STTACC board, to classified staff at his/her college within two business days of receipt; cc the college president, administrator of human resources and the Region Coordinator; these emails may be personalized
3. Compile and/or collect articles for STTACC Chat and submit to the Region Coordinator by the submission due dates
4. The exiting College Contact will:
   a. Provide new College Contact procedural and contact information
5. The incoming College Contact will:
   a. Send an email introduction to the classified staff at his/her college and inform them that he/she will be the new College Contact for STTACC and will be requesting articles and newsworthy information related to the college and classified staff for the STTACC Chat blog; cc the college president, administrator of human resources and the Region Coordinator

Responsibilities of the Conference Coordinator

 Due to COVID-19, there are modifications to this section for the 2020-2021 academic year.
1. Follow the guide for hosting a STTACC Annual Conference. This is found in the STTACC Dropbox
2. Be sure to utilize the STTACC Board for other information to plan and carry out this event.
3. Prepare and present written reports on the Annual Conference at each STTACC board meeting during the year
4. Prepare and present a proposed Annual Conference budget to the Executive Board for approval
5. The exiting Conference Coordinator will:
   a. Submit a formal report to the STTACC Board on the planning and execution of the Conference
   b. Provide a final expense report to the Board by the first board meeting (fall quarter), returning excess funds to the Treasurer or request additional funds should the Conference go over budget or if unable to close out the Conference
   c. Provide the new Conference Coordinator access to the STTACC electronic file system
6. The incoming Conference Coordinator will:
   a. Submit a member list of the planning committee