

STTACC Executive Board – Position Descriptions

The following Executive Board positions are open for election at the annual STTACC Conference in August. President Elect is chair of nominating committee

1. President Elect – 1 year term as President Elect and 1 year term as President and additional 1 year term as Past President (Elected by member colleges):

- ❖ Provide continuity to the Executive Board and to STTACC.
- ❖ Serve as Chair of the Application Committee.
- ❖ Serve as the adviser to the Conference Committee.
- ❖ Administer the STTACC survey, as necessary.
- ❖ Perform other duties as assigned by the President.
- ❖ Assume the duties of President in the event that the President can no longer continue in his/her official capacity.
- ❖ Serve on any sub-committee designated by the President.

2. Recording Secretary – 1 year term (Elected by member colleges):

- ❖ Attend all STTACC business meetings and Annual Conference.
- ❖ Take and transcribe minutes of STTACC meetings and Conference. Distribute minutes to the Executive Board.
- ❖ Announce new STTACC officers to member colleges, their presidents, HR directors, training committees, and STTACC Executive Board members.
- ❖ Assist President with printed information and correspondence in connection with STTACC business.
- ❖ Assist Treasurer with correspondence, membership, billings, and reports as needed.
- ❖ Assist in planning Annual Conference. Act as an official Conference host/hostess.
- ❖ Serve on any sub-committee designated by the President.

3. Treasurer- 2 year term (Elected by member colleges):

- ❖ Keep records of all financial transactions related to STTACC business.
- ❖ Perform the annual billing for membership dues.
- ❖ Send statements to all member entities for monies due.
- ❖ Send informative letters about STTACC membership and send letters to non-member entities encouraging their participation in STTACC.
- ❖ Work with the President in seeking grant funding for STTACC. May write actual grant proposals and submit them to funding sources for consideration.
- ❖ Prepare a budget for the following year to be presented for adoption at the Annual Conference.
- ❖ Attend all STTACC business meetings and the Annual Conference. Prepare and present a current report on the financial status at meetings.

- ❖ Assist in planning and presenting the Annual Conference. Act as an official Conference host/hostess.
- ❖ Attend the first meeting following the end of his/her term to facilitate transition to the newly elected treasurer.
- ❖ Serve on any sub-committee designated by the President.

4. Communication Coordinator – 1 year term (Elected by member colleges):

- ❖ Publish and distribute the “STTACC CHAT,” the official STTACC newsletter.
- ❖ Solicit articles from each member college.
- ❖ Regularly maintain, monitor, and update the STTACC Facebook account.
- ❖ Be responsible for marketing STTACC. Promote membership in STTACC.
- ❖ Attend all STTACC business meetings. Prepare and present reports at these meetings on the status of:
 - The quarterly “STTACC CHAT.”
 - The social network media.
 - Marketing efforts.
 - Communications.
- ❖ Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

5. Webmaster – 1 year term (Appointed by Board from applicants):

- ❖ Maintain and update the STTACC Web site, including the posting of “STTACC CHAT”.
- ❖ Attend all STTACC business meetings and Annual Conference.
- ❖ Assist in planning the Annual Conference and act as an official host/hostess during the Conference.
- ❖ Serve as contact for other web masters.
- ❖ Serve on any sub-committee designated by the President
- ❖ Link STTACC website to other campuses.

6. Region Coordinators – 1 year term (Elected at Region Meetings):

- ❖ Contact and communicate with classified staff training committees within his/her region. Promote interaction
- ❖ Attend all STTACC business meetings and the Annual Conference. Prepare and present a report at the meetings on the progress of staff development within his/her region.
- ❖ Act as a liaison person between STTACC and college training committees.
- ❖ Maintain communication among the coordinators and all other STTACC officers.
- ❖ Serve on any sub-committee designated by the President.

- ❖ Promote membership in STTACC by maintaining contact with non-member colleges in his/her region.
- ❖ Assist in planning the Annual Conference and act as an official host/hostess.
- ❖ There are 5 Region Coordinators:
 - **Region A Coordinator** - Centralia College, Clark College, Grays Harbor College, Lower Columbia College, South Puget Sound Community College, and the State Board for Community and Technical Colleges (to include the Center for Information Services).
 - **Region B Coordinator** - Bellevue Community College, Cascadia Community College, Seattle Community Colleges (to include Seattle Community College District, North Seattle Community College, Seattle Central Community College, South Seattle Community College, Siegel Center District VI, and Seattle Vocational Institute), Lake Washington Technical College, Renton Technical.
 - **Region C Coordinator** - Edmonds Community College, Everett Community College, Peninsula College, Shoreline Community College, Skagit Valley College, Whatcom Community College, and Bellingham Technical College.
 - **Region D Coordinator** - Big Bend Community College, Columbia Basin College, Community Colleges of Spokane (to include District 17 Office, Institute for Extended Learning, Spokane Community College, and Spokane Falls Community College), Wenatchee Valley College, Walla Walla Community College, and Yakima Valley College.
 - **Region E Coordinator** - Bates Technical College, Clover Park Technical College, Green River Community College, Highline Community College, Olympic College, Pierce College, and Tacoma Community College.

For more details regarding the STTACC Executive Board [click here](#) for the STTACC Bylaws.