



The Role of the NWCA First Vice President

Constitutional Duties

1. Oversee preparations for the annual convention;
2. Prepare the program for the annual convention; and
3. Assume duties of the president in their absence or at their request

Additional Duties

1. Secure Division Chairs for each division in the fall.
 - A. Contact division chairs and instruct them to recruit and secure paper and panel reviewers.
 - B. Division chairs also need to secure potential panel chairs and respondents.
2. Establish a time line for paper/panel submissions deadlines.
3. Notify the membership in the fall of the conference dates, deadlines, etc. (Possibly late September and late November as bookends to the Fall newsletter information that goes out in late October/early November)
4. Contact resort representative in the fall to confirm dates, activities, rooms, reservation details, etc.
5. Prepare a "Notes from the Conference Planner" letter for the Fall newsletter by early October. Send to program manager.
6. Prepare the conference call for papers for the Fall newsletter by early October complete with all Division Chair names and contact information. Determine the deadline for early registration in conjunction with the NWCA Secretary/Treasurer to include in the call for papers.
7. Prepare the preregistration form for the Fall newsletter by early October complete with preregistration deadline dates.
8. January:
 - A. Confirm with all division chairs that they have reviews lined up for February 1 deadline. Also, make sure division chairs have some panel chairs and reviewers lined up so when accepted papers arrive they can begin making panels.
 - B. Work with hotel representative/contact and provide a list of all executive committee member names for room upgrades. (EC members may reserves the lowest priced room, but then receive a Lakeview suite at the same rate.) When EC members make their hotel reservations, the hotel should automatically upgrade their room.
 - C. Provide hotel reservation telephone number for newsletter editor for January newsletter.
9. January/February:
 - A. Order convention gift for attendees. Discuss ideas with executive committee to clear type of item, costs, etc. Different companies can be used for this.
 - B. Check in with division chairs in February to make sure all is well and see if there are any problems they need help with.

10. March:
 - A. Gently remind Chairs of the March 1 deadline a day or two in advance.
 - B. Gently prod and goad late chairs.
 - C. Make a schematic of the available rooms for the conference and begin planning panels.
 - D. Make sure Division Chairs are all aware of the need to include paper author names and school affiliations, titles for each panel, and chairs and respondents for each panel.

Notes

1. Make sure your division chairs understand the paneling process – i.e. chairs, respondents, etc. I got too many panels without titles, chairs, or respondents.
2. Need better deadlines to accommodate the conditional acceptance papers.
3. Chairs need to honor the deadlines!!!