

## WPA-GO Vice Chair

(an Executive Board member position on the Graduate Committee)

**\*\*Deadline EXTENDED to October 31, 2020\*\***



We invite applications for the position of Vice Chair in the Writing Program Administrators Graduate Organization (WPA-GO) for the 2020-2021 academic year to become Chair of WPA-GO for the 2021-2022 academic year. The position will become effective October 15, 2020. The Vice Chair position is a member of the Executive Board of the Graduate Committee.

WPA-GO works with the Council of Writing Program Administrators (CWPA) to support graduate student WPA preparation and to strengthen connections between graduate students and professional WPAs. The Vice Chair position is an important role that contributes greatly to many of the initiatives coordinated by the organization, including assisting the Chair in organizing and facilitating Graduate Committee meetings, serving as the Graduate Committee representative on the CWPA Executive Board, and serving on WPA-GO committees.

This year, the Vice Chair will assist the Chair in accomplishing the following goals:

- a. Establish liaison positions with CWPA and other graduate student organizations.
- b. Support committees in developing and executing community-building and relationship-building programs/activities that connect graduate students nationwide.
- c. Create easy-to-use organizational systems for GO documents, records, meeting notes, and communications that can seamlessly be passed down from Chair to Chair.
- d. Expand ways that WPA-GO attracts and recruits diverse members and provides meaningful experiences to learn about WPA best practices and scholarship.
- e. Advance and promote your own goals for the organization!

According to the WPA-GO Bylaws, the Vice Chair is specifically responsible for:

- a. Assisting the Chair as needed.

- b. Serving as the Graduate Committee Representative on the CWPA Executive Board (EB).
- c. Chairing one (1) Graduate Committee and serving as a member on two (2) additional Committees.
- d. In agreement with the Chair, being responsible for any tasks that will prepare the Vice Chair for their Chair term.

The GC Chair positions are typically a *two-year term*, cycling from Vice Chair to Chair, in order to provide additional graduate students with the opportunity to chair the organization. The Vice Chair term typically begins immediately following the CWPA Conference of the year of their election and ends immediately following the CWPA Conference of the year their term ends; however, the special nature of this year's election changes that term to October 2020 to July 2021. The Vice Chair then immediately cycles into the Chair position. If the Chair is not graduating at the end of their term, they may serve a third year as Past Chair to provide WPA-GO with continuity.

The Chairs are responsible for coordinating all activities of the organization. The Chairs may designate others to take on these responsibilities as needed. Normally, Vice Chairs are nominated by incumbent Chairs after they have consulted the rest of the GC Members. This year, however, we are opening nominations up to the WPA-GO membership as a whole. The incumbent Vice Chair is then appointed by the President of the CWPA.

All Graduate Committee Members (Chair, Vice Chair, GC Members, Executive Board GC Members) are responsible for:

- a. Promoting WPA-GO at their home institutions, at conferences, and online by sharing important notices and promotional materials.
- b. Consulting with Chair and Vice Chair on decisions including appointment of incoming Vice Chair, recipient of Service Award (CWPA), and other initiatives as presented by the Chair and Vice Chair.
- c. Detailing individual committee goals and plans for the academic year (AY) as necessary or as requested by GC members.
- d. CCCC and CWPA responsibilities:
  - i. Attending all GC semi-annual meetings at CCCC and CWPA (at a time determined by the GC Chairs through a polling of convenient times) from the CWPA Conference of the year of their election through to the one of the year that their terms end. GC members who miss more than two meetings over the course

of their term or who, in general, do not fulfill their expected duties as outlined below may be asked by the Chairs or the CWPA President to resign.

- ii. Reporting semi-annually in advance of CCCC and CWPA EB Reports to the GC Chair and Vice Chair.
- iii. Representing WPA-GO at the CCCC general Graduate Student SIG, should one be scheduled.
- iv. Representing WPA-GO at the CWPA GO-specific SIG, should one be scheduled.

**Past WPA experience is NOT REQUIRED to become Vice Chair of WPA-GO. In fact, serving as Vice Chair is a great way to gain WPA experience, network and learn from both grad student WPAs and professional WPAs, and gain a grasp of the field. In fact, many who serve on the WPA-GO Graduate Committee go on to serve on the CWPA Executive Board. *Self-nominations are strongly encouraged. Graduate students from nondominant communities are strongly encouraged to apply.***

#### **Eligibility:**

- Applicants must be a graduate student in good standing at their institution.
- Applicants must be able to commit at least *two years* to WPA-GO, as they will serve one (1) year as Vice Chair and one (1) year as Chair. Should the incoming Vice Chair remain a graduate student at the end of service, they have the additional opportunity to serve one (1) year as Past Chair.
- Applicants must be able to attend CWPA's Executive Board (EB) meetings at CCCC and CWPA (due to WPA-GO's presence on the CWPA EB). These are usually held the day before the conferences officially begin. Exceptions may be made for extraordinary circumstances.

#### **Selection Criteria:**

- Election to Executive Board positions is still an internal voting process due to time constraints this year; however, we hope to open it to the general membership within the next two years.
- The position of Vice Chair is a *significant* time commitment. The Vice Chair must be prepared to devote at least eight (8) hours per month to WPA-GO duties weekly during slow times, and more hours during busy times (e.g., planning for CCCC and CWPA conferences). This workload will increase when the Vice Chair cycles into the Chair position the following year.

- Applicants for Vice Chair should possess excellent communication, organization, and time management skills. Ideally, they have previous leadership experience, which can include but is not limited to teaching, facilitating workshops, participating in committee work in GO and/or other organizations, volunteering, tutoring, etc.

**To apply for the WPA-GO Vice Chair position, please submit the following to [wpago1@gmail.com](mailto:wpago1@gmail.com) by 11:59pm CST on October 31, 2020:**

- a. Name, institution, program, year in program/ how many years you have left.
- b. Brief bio and statement (to be submitted as a Word document or Google doc).
  - i. Brief Bio: In no more than 200 words, please share your educational background, interests, and aspirations. You are also encouraged to include your race, gender, class, ability, migrant status, and/or sexuality. We ask for this information to aid our efforts to build an identity-conscious and equitable organization; your information will not be shared beyond the Graduate Committee without your express permission.
  - ii. Statement: In no more than 500 words, please describe how and why you are qualified for this position, including how you will leverage your previous experience, strengths, and identity to amplify underrepresented voices in WPA-GO. Your statement should detail your ideas for your tenure as Vice Chair and how those ideas address CWPA's pledge to "foster inclusion more generally; promote research into student diversities; promote policies that increase diversity in our membership and in the population of people who administer writing programs; and explicitly act against the structures that cause injustice today."
- c. Photo/ headshot (submit as attachment).

*You will receive email confirmation from the WPA-GO Chair that your materials have been received.*

Next Steps:

All of your submitted application materials (your name, bio, statement, and photo) will go into a survey ballot with other applicants to be voted on by the current graduate Committee members. You will be notified via email of the status of your application after voting is completed. If you are appointed to the Vice Chair position, you will have one week to accept or decline the appointment.

**If you have questions about this position, please email Gabbi Kelenyi, Chair ([kelenyi@wisc.edu](mailto:kelenyi@wisc.edu)) or Amanda Presswood, Past Chair ([alp17c@my.fsu.edu](mailto:alp17c@my.fsu.edu)).**