

Job Descriptions

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WRAP Job Description

Position: Activity Issues

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Activity Issues Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Activity Issues Chair must be a WRAP member in good standing in accordance with the By-Laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Activity Issues Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit article for each newsletter about what is being worked on in this committee.
- Set up, arrange for meeting space, attend and conduct Activity Issues meetings.
- All requests for Activity Issues assistance should be brought to the WRAP Board for approval and committee research.

Approved: June 19, 2009

Reviewed and Updated: Martha Bechard 12/21/10, 11/28/11

WRAP Job Description

Position: Awards

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties after the annual conference following board approval. Under the WRAP President and WRAP Board, the Awards Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Awards Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications: -

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Awards Committee and to remind to submit nominations.
- Maintain Policy & Procedure Manual.
- Maintain a working time line.
- Respond to members who are interested in joining Awards Committee.
- Maintain and update application forms as necessary and distribute to regional groups and post on website.
- Formulate a committee of members to review completed nominations for selection of award winners.
- Attend WRAP Conference and announce the nominees and winners at the Awards Banquet.
- Place an award article in the WRAP newsletter/website.
- Contact awards nominees for Activity Professional Level I and II and winners of other categories to invite them to the Award Banquet.
- Provide WRAP winners NAAP nomination forms.
- Provide Public Relations Chair pictures and information related to award winners.

- Send winners names and article to their local newspaper and their facility.

Approved: 4/17/09

WRAP Job Description

Position: Conference

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties after the annual conference following board approval. Under the WRAP President and WRAP Board, the Conference Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Conference Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Collect budget information from Conference Working Chairs to prepare Annual budget.
- Prepare annual budget for approval by WRAP Board.
- Gather information from Working Chairs for use in writing April newsletter article and other newsletters as needed.
- Submit April newsletter article to promote the Conference Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Recruit five chairpersons for the Annual conference: Speakers, Vendors, Local Arrangements, Registration and Cultural Arts.
- Select location (city and motel) for the annual conference along with the Local Arrangements Chair.
- Sign hotel contract.
- Assist the chairpersons in their duties.
- Review and submit all bills and deposits to the Treasurer in a timely manner.
- Respond to WRAP members who complete committee interest form.

Approved: November 13, 2009, 5/2010

Reviewed and Updated: Shelley Payette 12/6/11

WRAP Job Description

Position: Cultural Arts Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Conference Chair

Definition:

- This is an appointed position by the WRAP Conference Chair. The term for this position has no time limit but is appointed yearly by the Conference chair. They will assume duties when appointed. Under the WRAP Conference Chair the Cultural Arts Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Cultural Arts Working Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Prepare annual report.
- Prepare and submit annual budget to Conference Chair for approval by WRAP Board.
- Submit information on Cultural Arts to Conference Chair for April newsletter and other newsletters as needed.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Write an article and/or inform WRAP members of upcoming Cultural Arts Contest in WRAP newsletter or postcards.
- Provide communication to Cultural Arts committee members in assisting with pre-conference needs, and assisting at conference for registration and during judging period.
- Maintain supplies for committee:
 - Ribbons and certificates for residents
 - Office supplies such as tape, pins, etc...
 - Award plaques
- Work with Conference Working Chairs in setting up area for items to be placed in. Tables and chairs needed for placing the items on. Most importantly reminding committee of need for judges and receiving their addresses to inform them about the contest.

- Keep records for future use or when questions arise.
- Organize the registration forms – insuring the proper items are met such as WRAP member and item is placed in proper category.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

WRAP Job Description

Position: Education

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Education Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Education Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Adhere to annual budget for the education committee.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit articles for “Wrapping it Up” newsletter as needed and for the April newsletter to promote the Education Committee.
- Store and distribute the WRAP Lending Library materials.
- Purchase new educational material for the WRAP Lending Library.
- Keep an updated list of educational material for the WRAP lending library and see that it is distributed to WRAP members.
- Keep a current list of MEPAP instructors in the State of WI.
- Provide and keep an updated listing of ongoing educational opportunities available to members on the WRAP website.
- Work with Membership chair to provide WRAP information and membership application to MEPAP instructors for their students.
- Work with Regional Representatives to keep an updated list of educational opportunities in each region on the WRAP website.

- Maintain information on Education page of the website with links to certification and credentialing.
- Serve as state contact to the National Certification Council for Activity Professionals (NCCAP).
- Respond to inquiries regarding educational opportunities, NCCAP certification/NAAP credentialing.
- Assist the Working Scholarship Chair in carrying out the duties and responsibilities of the scholarship position.
- All other duties as assigned.

Approved: June 19, 2009, 5/2010, 9/14/11

Reviewed and Updated: Patti Utesch 1/23/11

WRAP Job Description

Position: Government Relations

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Government Relations Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Government Relations Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow the bylaws of the WRAP organization.
- Attend WRAP Board Meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Maintain Policy and Procedure Manual.
- Maintain a working Time Line.
- Submit April newsletter articles to promote Government Relations Committee.
- Track Government Relations information and industry trends in LTC utilizing resources from the following organizations. WALA, RSA, WADSA, WAHSA, WHCA, DQA, CMS, NAAP
- Assure that the Government Relations Committee is represented at conferences, Legislative Updates & Assisted Living Forums and other committee or meetings as designated by the WRAP Board or Executive Board.
- Review information and write legislative and industry trend articles for WRAPping It Up newsletter and/or website as appropriate.
- Report accurate legislative information and report to WRAP board and membership.
- Chair committee to write position papers regarding legislative materials as directed by the WRAP Board and/or Executive Board.
- Provide Government Relations Update session at annual conference.

- Work with Special Interest Chair to register for above organization conferences to get discounts when available.
- Receive industry newsletters, emails, magazines and publications for review and to distribute Government Relations information to WRAP Board as needed.
- Maintain Policy & Procedure Manuel
- Respond to members who are interested in joining Government Relations Committee

Approved: November 14, 2008, February 21, 2009

Reviewed and Updated: Ingrid Constalie 1/14/12

WRAP Job Description

Position: Historian Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Secretary

Definition:

- This is an appointed position by the WRAP Secretary. The term for this position has no time limit but is appointed yearly by the Secretary. They will assume duties when appointed. Under the WRAP Secretary the Historian Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Historian must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Prepare annual report.
- Prepare and submit annual budget to Secretary for approval by WRAP Board.
- Submit information on Historian to Secretary for April newsletter and other newsletters as needed.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Take photographs of important events at the conference such as: Award winners, Board members as a group, groups hosting current conference, presenters of next year's conference, best of show awards and any other important events.
- Set up booth at annual conference.
- Maintain historian items in an organized manner.
- Keep an inventory of all accumulated supplies and keep equipment in good repair.
- Maintain Charter Member contact list and invite them to attend anniversary conferences.
- Keep historical list of WRAP Officers.
- Respond to WRAP members who complete committee interest form.

Approved: November 13, 2009, 3/2010

Reviewed and Updated: Shirley Duerst 2/28/11, 1/14/12

WRAP Job Description

Position: Local Arrangements Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Conference Chair

Definition:

- This is an appointed position by the WRAP Conference Chair. The term for this position has no time limit but is appointed yearly by the Conference chair. They will assume duties when appointed. Under the WRAP Conference Chair the Local Arrangements Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Local Arrangements Working Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Work with Conference Chair to prepare annual report.
- Prepare and submit annual budget to Conference Chair for approval by WRAP Board.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit information on Local Arrangements to Conference Chair for April newsletter and other newsletters as needed.
- Provide communication to Local Arrangements committee members in assisting with pre-conference needs, and assisting at conference.
- Work with other Conference Working Chairs in setting up areas for items to be placed in and for needs by their committee.
- Keep records for future use or when questions arise.
- Work with Conference Chair to set up contract for conference site.
- Work with conference site representatives for site set up, meals and all other conference needs.
- Develop conference evaluation form.
- Solicit for donations for attendee packets and door prizes as needed or voted on by Board.
- Develop welcome letter
- Assemble attendee packets for registration area.

- Request donation for silent auction and run event
- Run door prize event as Board requests.
- Work with other Conference Working Chairs and Conference Chair to set up schedule of events at conference.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

Reviewed and Updated: Shelley Payette 1/3/12

WRAP Job Description

Position: Membership

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Membership Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Membership Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Collect budget information from Nomination Working Chair to prepare Annual budget.
- Prepare annual budget for approval by WRAP Board.
- Collect newsletter article information from Nomination Working Chair for April newsletter and other newsletters as needed.
- Submit April newsletter article to promote the Membership Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working time line.
- Recruit Nomination Working Chair.
- Respond to members who are interested in joining Membership Committee.
- Keep an updated membership list of all active, associate and supportive WRAP members.
- Provide an updated membership list to all WRAP Board members at each state board meeting or upon request.
- Provide WRAP mailing labels as needed.
- Send out membership renewal notices.
- Send out welcome packet as memberships are received.
- Send membership checks to WRAP Treasurer.

- Write membership articles for the WRAP newsletter/website.
- Update and provide general membership and supportive membership forms.
- Provide a list to committee chairs of members that volunteered to help with their committee
- Provide a list to regional representatives of new and renewed members to WRAP that don't list a regional group.

Approved: 4/17/09, 3/2010

Reviewed and Updated: Cindy Lotzer 12/8/2010

WRAP Job Description

Position: Newsletter

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Newsletter Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Newsletter Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Newsletter Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working time line.
- Proof read annual report before it goes on the website.
- Respond to members who are interested in joining Newsletter Committee.
- Publishes WRAP Newsletter (WRAPping It Up), in April.
- Format WRAP newsletter on PDF file for website.
- Mail April promotional newsletter to WRAP membership and submit PDF file to be put on the website.
- Send notice to officers and Chair persons to submit professional articles for newsletter.
- Recruit paid advertising from vendors, supportive members etc...
- Maintain record of expenses and incomes for ads.
- Encourage membership to submit articles.
- Locate and maintain working relationship with printer.
- Collect articles and submit to printer.

- Proof read Newsletter prior to publishing. May also assign others to help with proofreading.

Approved: 4/17/09, 3/2010

WRAP Job Description

Position: Nominations Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Membership Chair

Definition:

- This is an appointed position by the WRAP Membership Chair. The term for this position has no time limit but is appointed yearly by the Membership Chair. They will assume duties when appointed. Under the WRAP Membership Chair the Nominations Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Nominations Working Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Prepare annual report.
- Prepare and submit annual budget to Membership Chair for approval by WRAP Board.
- Submit information on Nominations to the Membership Chair for April newsletter and other newsletters as needed.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Prepares for election of WRAP Officers.
- Notifies the WRAP Board, Regional Representatives and membership of the offices to be voted on and request they find and nominate qualified WRAP members.
- Accepts nominations and solicits nominations as needed to build a slate of nominees.
- The WRAP election is then held according to the Membership Policy and Procedure.
- Recognizes the new officers at conference according to Policy and Procedure.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

WRAP Job Description

Position: Professional Networking

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Professional Networking Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Professional Networking Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare Annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote Government Relations Committee.
- Maintain Policy and Procedure Manual
- Maintain a working Time Line.
- Assure WRAP representation at least annually with the following organizations:
 - WAHSA, WHCA, Person Direct Care, WALA, RSA, WADSA, AL, Alz. Association, DQA committees (Focus, CMP) and other groups as requested by the board or membership.
- Provide newsletter articles for WRAPping It Up newsletter/website when information needs to be shared.
- Receive, monitor and distribute the above organization newsletters for non governmental issues of interest to the WRAP Board.
- Assure WRAP representation at WRAP Board approved meetings and conferences.
- Assure written report on attended meetings and conferences for the WRAP Board, newsletter and website are completed.
- Coordinate with Public Relations and Government Relations Chairs to register for conferences to obtain any attendee discounts.

- Assist with presenting options for above organizations.
- Maintain Policy & Procedure Manuel.
- Respond to members who are interested in joining Special Interest Committee.

Approved: November 14, 2008, February 21, 2009

WRAP Job Description

Position: Public Relations

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Public Relations Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Public Relations Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

Follow bylaws of the WRAP organization.

- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Public Relations Committee.
- Maintain Policy and Procedure Manual
- Maintain working Time Line.
- Design WRAP annual Fall Conference poster.
- Obtain Proclamation from Office of Governor of the State of Wisconsin in observance of Activity Professionals Week for use during NAAP Week.
- Prepare and distribute NAP Week Postcard for Activity Professionals Week to assist Administrator's in recognizing Activity Professionals in their facilities.
- Design and submit advertising page promoting WRAP for inclusion in NAAP Annual Conference brochure.
- Secure vending spot and ensure a WRAP representative is there to maintain the vendor space at the following conferences:
 - Leading Age, RSA, WHCA, WALA, WADSA, Alzheimer's Association, and other groups as requested by the WRAP Board.
- Maintain informational materials on WRAP and regional organizations for distribution at conferences.

- Maintain display boards for use at conferences, utilizing photos, graphics and decorative materials related to theme.
- Submit articles to WRAPping It Up newsletter and website.
- Respond to members who are interested in joining the Public Relations Committee.

Approved: November 14, 2008, February 21, 2009

Reviewed and Updated: Colleen Keegan 1/18/2011, 1/23/12

WRAP Job Description

Position: President

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an elected position (in even years) by a majority ballot vote, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected officers shall assume their duties immediately after the Installation of officers held at the annual WRAP conference. Under the direction of the WRAP Board, the President is responsible for carrying out the duties of the office as listed below.

Qualifications:

- The President must be a WRAP member in good standing in accordance with the By-laws of WRAP.
- Must have served on the WRAP Board for two (2) years.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.
- Basic understanding of Federal and State Regulations.
- Good judgment and problem solving skills.
- Good understanding of Robert's Rules of Order.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the WRAP organization.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Serves as the official spokesperson of WRAP.
- Presides at all WRAP meetings.
- Is an ex-officio member of all committees except the nominating committee.
- Shall fulfill such other duties as may be assigned by the WRAP Board or the Executive Board.
- Serves on the Executive Board.
- Attends other organization conferences and meetings on behalf as WRAP as directed by the WRAP Board and President's Policy and Procedure.
- Attends and participates in the NAAP Conference and State Contact Breakfast.

- Write President's Message for all issues of WRAPping It UP newsletters.
- Write notes of all conference sessions attended on behalf of WRAP to be posted on members only section on website.
- Presides at the WRAP Annual Meeting.
- Develops the Regional Representatives Packet yearly to be distributed at the conference.
- Appoints Committee Chairs.
- Fills any vacancies to committee chair positions.
- Welcomes attendees to the WRAP conference.
- Conducts the Roll Call of Regions.
- Provides certificates of appreciation to all committee chairs, officers and regional representatives at the conference.
- Is available throughout the WRAP conference to answer member's questions.
- Has the authority and obligation to sign documents. Such as Cultural Arts Certificates, membership cards, appreciation certificates, contracts.
- Co-signs all general fund checks and certificates of deposit held by WRAP.
- Signs deposits and withdrawals in the event the Treasurer is not able to.
- Conducts internal audit of WRAP general fund at least 4 times per year.
- Facilitate annual board training and strategic planning.
- Serves on the Executive Committee

Approved: August 21, 2009

Reviewed and Updated: Cindy Tewalt 1/12/12

WRAP Job Description

Position: Registration Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Conference Chair

Definition:

- This is an appointed position by the WRAP Conference Chair. The term for this position has no time limit but is appointed yearly by the Conference chair. They will assume duties when appointed. Under the WRAP Conference Chair the Registration Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Registration Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Work with Conference Chair to prepare Annual Report.
- Prepare and submit annual budget to Conference Chair for approval by WRAP Board.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit information on Registration to Conference Chair for April newsletter and other newsletters as needed.
- Provide communication to Registration committee members in assisting with pre-conference needs, and assisting at conference.
- Maintain supplies for committee:
 - Ribbons
 - Office supplies such as tape, pins, etc...
 - Name tags
- Work with Conference Working Chairs in setting up area for items to be placed in.
- Keep records for future use or when questions arise.
- Work with Convention and Visitors bureau to get name tags made.
- Maintain contact with Membership Chair about active members as registrations come in.
- Work with Conference Chair and other Conference Working Chairs to get all information in brochure.

- Develop conference brochure and do mailing.
- Obtain mailing labels.
- Maintain all registration information and forward to the correct chairs as needed. Utilize spreadsheet as a communication tool.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

Reviewed and Updated:
Shelley Payette 2012

WRAP Job Description

Position: Scholarship Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Education Chair

Definition:

- This is an appointed position by the WRAP Education Chair. The term for this position has no time limit but is appointed yearly by the Education Chair. They assume duties when appointed. Under the Education Chair, the Scholarship Working Chair is responsible for carrying out the duties of the chair as listed below. This is a non-voting, working chair position.

Qualifications:

- The Scholarship Working Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Prepare annual report.
- Prepare and submit annual budget to Education Chair for approval by WRAP Board.
- Submit information on Scholarship to Education Chair for April newsletter and other newsletters as needed.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Maintain a selection committee of members of WRAP in good standing.
- Maintain and update application forms, as necessary.
- Announce winners at WRAP Annual Meeting and/or awards banquet.
- At the annual meeting, speak to WRAP attendees and promote the value of professionalism, continued education and contributions to the WRAP Scholarship Fund.
- Provide brochures and application to Public Relations Chair for display at conference.
- Monitor number and to whom educational scholarships are awarded too.
- Monitor number and to whom conference scholarships are awarded too.
- Notify all educational applicants of committee decision.
- Notify scholarship recipients of committee decision.
- Annually send educational scholarship information to related organizations, website and regional groups.

- Maintain history of scholarship recipients.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

Reviewed and Updated: Patti Utesch 1/23/11

WRAP Job Description

Position: Secretary

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an elected position (in odd years) by a majority ballot vote, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected officers shall assume their duties immediately after the installation of officers held at the annual WRAP conference. Under the direction of the WRAP Board, the Secretary is responsible for carrying out the duties of the office as listed below.

Qualifications:

- The Secretary must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.
- Basic understanding of Federal and State Regulations.
- Good judgment and problem solving skills.
- Good understanding of Robert's Rules of Order.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Collect budget information from Historian Working Chair to prepare annual budget.
- Prepare annual budget for approval by WRAP Board.
- Collect newsletter article information from Historian Working Chair for April newsletter and other newsletters as needed.
- Submit April newsletter article to promote the Secretary position.
- Maintain Secretary Policy & Procedure Manual.
- Maintain a working Time Line.
- Recruit Historian Working Chair.
- Make meeting arrangements for WRAP Board meetings as stated in the bylaws: location, date, time and room set up.
- Confirm with Conference Committee that they have set up the Annual Board Meeting at conference.

- Send notices of meetings to all WRAP Board members at least three (3) weeks prior to the meeting. Include: location, date, time, topics of discussion, RSVP instructions and future meeting dates.
- Take accurate WRAP Board minutes at regular meetings and Annual meeting minutes at the WRAP conference. Include attendance at meetings in all reports.
- Assist President to follow Roberts Rules of Order.
- Send draft meeting minutes for correction to Webmaster as soon after meetings as possible for placement on board page and email as attachment to all board members.
- Once minutes are approved send minutes to Webmaster to post on members page.
- Keep all records of the WRAP organization in order and accessible.
- Review records when requested for clarification, accuracy, etc...
- Provide copy of Annual WRAP meeting minutes to the Communication Chair to be included in the Annual Report.
- Keep an updated WRAP Board Member list that includes name, position, address, phone numbers, fax numbers, email address, years in position for all officers, committee chairs and regional representatives, maintain on website.
- Keep an updated membership list provided by the Membership Chair.
- Purchase necessary office supplies for the WRAP organization such as: envelopes, stationary, business cards etc...
- Provide action item list compiled by the Vice President following each meeting to all board members on board only page and email to board members.
- Responsible for carrying out bylaw voting and changes.
- Keeps all records such as bylaws, mission statement, vision statement, policy and procedures, job descriptions and time lines for all officers and chairs.
- Purchase necessary office supplies for Secretary position.
- Annually review the bylaws, mission statement and vision statements with the membership.
- Maintain conflict of interest statements and have board sign immediately following board approval.
- Maintain WRAP Representative statements that are updated annually.
- Facilitate board members in writing and annual review of their policies and procedures.
- Serves on the Executive Committee.

Approved: August 21, 2009, 3/2010

Reviewed and Updated: Shirley Duerst 2/28/11, 1/14/12

WRAP Job Description

Position: Speaker Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Conference Chair

Definition:

- This is an appointed position by the WRAP Conference Chair. The term for this position has no time limit but is appointed yearly by the Conference chair. They will assume duties when appointed. Under the WRAP Conference Chair the Speaker Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Speaker Working Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Work with Conference Chair to prepare Annual Report.
- Prepare and submit annual budget to Conference Chair for approval by WRAP Board.
- Submit information on speakers to the Conference Chair for the April newsletter and other newsletters as needed.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Provide communication to Speaker committee members in assisting with conference needs.
- Work with Conference Committee in setting up for speaker needs.
- Keep records for future use or when questions arise.
- Contact prospective conference speakers and have them sign contract.
- Develop with Conference Chair speaker schedule.
- Provide speaker times, bios, and other information to Registration Working Chair for conference brochure.
- Work within speaker budget.
- Develop speaker evaluation, send out and compile results.
- Ensure speakers have everything they need for their sessions.
- Make speaker packets for those doing introductions.

- Develop speaker evaluation, send out, compile results and give to Conference Chair to report to the WRAP Board.
- Request checks as needed for speakers from Treasurer.
- Respond to WRAP members who complete committee interest form.

Approved: 3/2010

Reviewed and Updated:
Shelley Payette 1/9/12

WRAP Job Description

Position: Strategic Planning

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms, (4 years) in the same office. Newly appointed chairs shall assume their duties after the annual conference following board approval. Under the WRAP President and WRAP Board, the Strategic Planning Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Strategic Planning Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

Ability to communicate effectively with others; verbally and in writing.
Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote WRAP's Strategic Plan Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit article for each newsletter about what is being worked on in this committee. Plan and lead Annual Strategic Planning Meeting with guidance from the President and promoting feedback from board members.
- Maintain WRAP's Strategic goals and review progress with designated responsible members.
- Assist in creating and maintaining a future business focus for the WRAP organization that supports WRAP's mission and membership needs while taking into account current economics, and the health care field's related issues and opportunities.
- Share obtained information related to goal accomplishments to appropriate chair for research and feedback.

Approved: 2/18/12

WRAP Job Description

Position: Treasurer

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an elected position (in even years) by a majority ballot vote, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected officers shall assume their duties immediately after the Installation of officers held at the annual WRAP conference. Under the direction of the WRAP Board, the Treasurer is responsible for carrying out the duties of the office as listed below.

Qualifications:

- The Treasurer must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.
- Basic understanding of Federal and State Regulations.
- Good judgment and problem solving skills.
- Good understanding of Robert's Rules of Order.
- Knowledge of basic cash accounting.
- Knowledge of computer programs used.
- Knowledge of financial guideline for State Nonprofit Organizations.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit in March newsletter article to promote the Treasurer's role in the WRAP Organization.
- Submit financial summaries for each newsletter.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Prepare WRAP Board report, including summary of all income/expenses and balance of accounts.
- Keep specific committees updated on their income/expenses.

- Begin establishing proper transfer of accounts as soon as the election results are announced in June to provide necessary time to establish new banking institution and transfer funds into accounts.
- Maintain the WRAP accounts in appropriate ledgers and computer programs.
 - General operating accounts, including savings and checking
 - Scholarship account
 - Conference Scholarship Account
 - Certificates of Deposit
 - Conference Account
 - All other accounts as assigned and approved by the WRAP Board
- Make deposits and payment of bills in a timely fashion.
- Reconcile all accounts on a monthly basis.
- Maintain and update credit cards as needed.
- Prepare papers for internal audit at least four times per year.
- Keep an ample supply of checks and deposit forms on hand.
- Order supplies as needed.
- Create year-end financial statements for distribution to WRAP Board.
- File appropriate taxes.
- Provide reimbursement and deposit forms.
- Distribute committee records at meetings.
- Create financial statement for Annual Conference.
- Maintain budget records
- Serves on the Executive Committee.

Approved: November 13, 2009

Reviewed and Updated: Rochelle Richardson 11/18/11

WRAP Job Description

Position: Vendor Working Chair

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP Conference Chair

Definition:

- This is an appointed position by the WRAP Conference Chair. The term for this position has no time limit but is appointed yearly by the Conference chair. They will assume duties when appointed. Under the WRAP Conference Chair the Vendor Working Chair is responsible for carrying out the duties listed below. This position is a non-voting, working chair position.

Qualifications:

- The Vendor Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings as able.
- Attend WRAP Annual Meeting.
- Work with Conference Chair to prepare annual report.
- Prepare and submit annual budget to Conference Chair for approval by WRAP Board.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit information on vendors to the conference chair for the April newsletter and other newsletters as needed.
- Develop, give to vendors, compile results of vendor evaluation form and give to Conference Chair to report to the WRAP Board.
- Provide communication to Vendor committee members in assisting with pre-conference needs, and assisting at conference for Vending set up, open vendor times and take down.
- Solicit for donations for door prizes as Board requests.
- Work with Conference Committee in setting up area for Vendors.
- Update Vendor Packets yearly.
- Send out Vendor Packets to potential WRAP Conference Vendors
- Take Vendor registrations.
- Set up Vendor Showcase
- Work with Conference Committee to set up time for Vendor Showcase and Vending times.

- Be available to answer questions and organize set up for vendor area during vendor set up time and vending times.
- Thank vendors.
- Respond to WRAP members who complete committee interest form.

Approved: 5/2010

Reviewed and Updated:
Shelley Payette 1/5/12

WRAP Job Description

Position: Vice President

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an elected position (in odd years) by a majority ballot vote, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected officers shall assume their duties immediately after the Installation of officers held at the annual WRAP conference. Under the direction of the WRAP Board, the Vice-President/State Contact is responsible for carrying out the duties of the office as listed below.

Qualifications:

- The Vice President/State Contact must be a WRAP member in good standing in accordance with the By-laws of WRAP. Must have served on the WRAP Board for two (2) years.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.
- Basic understanding of Federal and State Regulations.
- Good judgment and problem solving skills.
- Good understanding of Robert's Rules of Order.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Vice President/State Contact position.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Perform duties of the President in absence of the President and shall complete the term of Presidency if a vacancy occurs in that office.
- Serve as the State Contact to the National Association of Activity Professionals (NAAP) to exchange information with WRAP Board approval between WRAP and NAAP.
- Serve on the Executive Council.
- Attend the NAAP Conference and Mid-year Board Meeting of NAAP.
- Attend and participate in the State Contact Breakfast at the NAAP conference.
- Participate in the Parade of States at the NAAP conference.
- Secure and present a WRAP auction item to the NAAP conference.

- Set up, maintain and take down the NAAP display at the WRAP conference.
- Accept any recognition for any honors given to WRAP during the NAAP conference.
- Present for the WRAP Board approval NAAP sponsorship materials.
- Write articles for the WRAPing It UP newsletter.
- Serve on the NAAP Nominations Committee and pass information to WRAP members of openings on the NAAP Board and submit nominations to the NAAP Nomination Trustee.
- Read the NAAP News and share pertinent information with the WRAP Board.
- Pass on information sent by NAAP to the appropriate chair on the WRAP Board or to all members as needed.
- Keep a current list of NAAP State/Province Contacts.
- Keep a current list of NAAP members in WI.
- Forward information provided to the State Contact from NAAP to all NAAP members in WI.
- Records WRAP Board action items at scheduled meetings and gives to WRAP Secretary.
- Serves on the Executive Committee.

Approved: August 21, 2009

Reviewed and Updated: Melissa Dixon 1/9/12

WRAP Job Description

Position: Ways and Means

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Ways and Means Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Ways and Means Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

Follow bylaws of the WRAP organization.

- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Ways and Means Committee.
- Maintain Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit article for each newsletter about items for sale by Ways and Means
- Sell items at the annual conference.
- Order, store and transport saleable items to/from conference.
- Work closely with the Treasurer.
- Maintain supply of WRAP developed items for sale, fill orders and collect payment for them. Submit proceeds from sale items to WRAP Treasurer.
- Maintain 2 ring binders with WRAP developed items for sale and order forms for Public Relations Chair.
- Work with Website Chair to sell WRAP developed and Ways and Means items.
- Depository from any other committee for items not sold or picked up to be sold by Ways and Means.

Approved: August 21, 2009

Reviewed and Updated: Mike Boucher 11/22/10

WRAP Job Description

Position: Website

Organization: Wisconsin Representatives of Activity Professionals (WRAP)

Reports to: WRAP President and WRAP Board

Definition:

- This is an appointed position by the WRAP President with approval of the WRAP Board, who shall serve for a term of two (2) years or until their successor takes office and may not serve more than two (2) consecutive terms (4 years) in the same office. Newly elected chairs shall assume their duties at the November meeting following the board approval. Under the WRAP President and WRAP Board, the Website Chair is responsible for carrying out the duties of the chair as listed below.

Qualifications:

- The Website Chair must be a WRAP member in good standing in accordance with the By-laws of WRAP.

Job Specifications:

- Ability to communicate effectively with others, verbally and in writing.
- Good understanding of WRAP Board functions and purpose.

Primary and Essential Job Duties/Responsibilities:

- Follow bylaws of the WRAP organization.
- Attend WRAP Board meetings, including Annual Meeting.
- Prepare annual report.
- Prepare annual budget for approval by WRAP Board.
- Submit April newsletter article to promote the Website Committee.
- Maintain Website Policy & Procedure Manual.
- Maintain a working Time Line.
- Submit article for each newsletter about the website.
- Update WRAP Board Policy & Procedure Manual as corrections are submitted from the Secretary and approved by the President and post on the website on board page.
- Accept inquiries about advertising on the website, work with Treasurer as needed following Advertising on Website Policy and Procedure and post advertising on website.
- Insure all web links are in working order.
- Add information as approved by the President of WRAP.
- Solicit for new Activity Ideas and publish them on the website.
- Continue to keep updated on technology that will help WRAP grow as related to the website i.e.: Store front for selling WRAP merchandise, Pay Pal for payment sources of conferences, membership, etc.
- Post approved meeting minutes, committee reports and WRAPping It Up newsletter on website on member's page.

- Post draft WRAP Board and Annual meeting minutes from Secretary for correction on board page.
- Remove information from website as requested by submitter.

Approved: August 21, 2009

Reviewed and Updated: Kathi Roberts 11/28/10