

# OPEN BOARD SECRETARY POSITION!



Volunteers are the heart of our organization!  
Nominate yourself or a peer for a WCA board position today.

The **Wyoming Counseling Association (WCA)** is seeking a dedicated individual to join our Board of Directors as **Secretary**! 🌟 This is a virtual volunteer position, open to candidates from anywhere in Wyoming. 🌍

## **Role & Responsibilities:**

As Secretary, you will play a pivotal role in ensuring the smooth operation and communication of our board activities. Your responsibilities include:

- 1 **Meeting Documentation**: Accurately recording the proceedings of all WCA member and Executive Board meetings. 📝
- 2 **Awards Coordination**: Collecting nominations and ordering recognitions. 🏆
- 3 **Conference Support**: Recruiting volunteers and compiling post-conference evaluations. 📊
- 4 **Continuing Education**: Managing documentation and certificates for CE and PTSB credits. 🎓
- 5 **Public Relations**: Issuing press releases to keep the public informed. 🗞️
- 6 **Communications**: Contributing to the WCA website and newsletters. 💻

## **Why Join Our Board?**

As a WCA Board Member, you will:

- Collaborate with a dynamic and dedicated team of professionals 🤝
- Contribute to the advancement of counseling practices and the well-being of Wyoming residents 🗨️
- Network with fellow counselors and industry leaders 🌐
- Shape the future of mental health services in our state 💬

If you're organized, detail-oriented, and passionate about mental health, we want to hear from you! 💙

Interested in applying or nominating someone? Email us at [outreach@wyomingcounselingassociation.com](mailto:outreach@wyomingcounselingassociation.com) or reach out through our website contact page. 📧

Applications are being reviewed on a rolling basis, so we hope to hear from you soon!

🌟 **Join us in elevating the counseling profession and making a positive impact in Wyoming!** 🌟

📍 **Location**: Virtual (Anywhere in Wyoming)

📌 **Position**: Volunteer (Secretary, Board of Directors)

For more information, visit our website: [🌐 Wyomingcounselingassociation.com](http://Wyomingcounselingassociation.com)