SUBMISSION OF PROPOSED MOTION

Motion number: 10.2020.1

Subject: WCA Executive Assistants Team

Intent: Rights and duties of the WCA Executive Assistants Team

Submitted by: Board of Directors

Date: January 31, 2020

Motion

The WCA Executive Assistants Team is an Advisory Committee of the WCA.

- 1. The WCA Executive Assistants Team is responsible for assisting the Board of Directors with administrative tasks.
- 2. The WCA Executive Assistants Team has the following rights and duties:
 - 2.1 Tracking and organizing the Board's tasks and projects.
 - 2.2 Maintaining WCA Policies, Bylaws, and Motions under direction of the WCA Board.
 - 2.3 Monitoring Staff nominations, promotions, and demotions.
 - 2.4 Monitoring timeliness of Delegate report and result submissions.
 - 2.5 Administering user email accounts:
 - 2.5.1 Creating accounts for new Staff members.
 - 2.5.2 Suspending accounts for former Staff members.
 - 2.5.3 Deleting accounts when required.
 - 2.6 Performing background checks for nominated Delegates.
 - 2.7 Drafting emails and announcements on behalf of the Board of Directors.
 - 2.8 Monitoring and reviewing annual updates for Regional Organizations.
 - 2.9 Publishing a monthly digest of updates within the organization.
 - 2.10 Assisting the Board of Directors with other miscellaneous tasks.