

# 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.