



## Wisconsin Educators of Business & Information Technology

### Organization Liaison

Eligibility: Active member of WEBIT  
NBEA member for the three years prior to election

Term of Office: Two years (Limited to two consecutive terms)

Responsibilities:

1. Attend all WEBIT Executive Board meetings.
2. Attend WEBIT Convention and other WEBIT events.
3. Serve as liaison between WEBIT and partner organizations.
4. Serve as liaison between WEBIT and NCBEA.
  - a. Represent WEBIT at NCBEA Board Meeting.
  - b. Attend the NCBEA Convention and business meeting.
  - c. Represent WEBIT at NCBEA Convention, with reimbursable expenses not to exceed \$300 for out-of-state travel.
5. Serve as a member of the NCBEA Administrative Board.
  - a. Promote NCBEA and NBEA membership and attendance at conventions.
  - b. Participate in NCBEA activities when possible.
  - c. Request reimbursement for NBEA membership recruitment from the NCBEA treasurer when NCBEA Board authorizes such reimbursement.
  - d. Encourage nominations of candidates from NBEA offices and positions.
  - e. Prepare a written state report to be presented at the NCBEA Administrative Board meeting.
  - f. Submit written NCBEA reports to be presented at state association executive board meetings.
  - g. Submit NCBEA news items to the state association newsletter in the fall.
  - h. Prepare an updated directory of your state Executive Board, including NBEA membership director and newsletter editor, to be given to the president of NCBEA.



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- i. Provide copies or an online link of your state association's convection program(s) to the NCBEA Board as soon as the programs become available.
  - j. Assist in the orientation of the NCBEA student representative when that person is from the representative's state.
  - k. Assist with the sponsoring of NCBEA and NBEA conventions held within your state.
  - l. Submit a newsletter article on state business education activities as directed in the NCBEA program of work.
  - m. Submit a curriculum article to the newsletter editor as directed in the NCBEA program of work.
  - n. Maintain a file of materials pertaining to the activities of the office, to be forwarded to the incoming state representative.
  - o. Work with the Award Chairperson to get the necessary application information, forms, and deadlines for the NCBEA and NBEA awards to WEBIT's outstanding educators.
6. Provide WEBIT with legislative updates and action items.
- a. Utilize email directory of all WEBIT members and urge them to take appropriate action on issues affecting business and information technology education.
  - b. Submit timely news items and/or update reminders for inclusion in the monthly newsletter to keep the membership informed of legislation pertinent to the purposes of the association.
  - c. Communicate with the network resources to keep informed about national issues affecting business and information technology education.
  - d. Communicate with the Wisconsin DPI Consultants and other state and national organizations to keep informed about issues in the state government affixing business and information technology education.
  - e. Report bi-annually to the WEBIT Executive Board and annually at the annual meeting.
  - f. WEBIT shall reimburse for pre approved expenses accrued in this position.
7. Provide orientation for incoming Organization Liaison Coordinator.