

Writing Program Administration—Graduate Student Organization (WPA-GO)
Constitution and Bylaws
(Ratified by CWPA President Susan Miller-Cochran, 3 September 2015)

I. MISSION

WPA-GO (Writing Program Administrators--Graduate Organization) works with the CWPA (Council of Writing Program Administrators) to support graduate student WPA preparation and strengthen connections between graduate students and professional WPAs by providing for its constituents the following:

1. Awards, funding, grants for conference travel and organizational service;
2. Mentoring with scholar-professionals across various institutions;
3. Networking with other graduate students across various institutions and organizations;
4. Professional development experience in organizational administration and service at the national level.

II. MEMBERSHIP

A. Eligibility

Any person who wishes to join WPA-GO may do so; however, WPA-GO encourages soliciting membership particularly from persons who have stake in writing instruction. All graduate and post-doc members of CWPA are welcomed to join WPA-GO and are encouraged to participate.

B. Dues

There are no membership dues for WPA-GO; however, members are highly encouraged to pay membership dues to CWPA in order to be eligible for the full range of member benefits offered by WPA-GO (e.g., travel grants). Please see the CWPA website for current graduate student membership dues.

C. Joining WPA-GO

There are multiple ways to officially join WPA-GO and receive WPA-GO updates:

- Complete an online membership form (link provided on WPA-GO webpage).
- Join the GWPA-L listserv by sending an email with “Join” in the subject line to wpago1@gmail.com.
 - Once a member, people are also encouraged to “follow” WPA-GO on Facebook and other social media platforms.

III. GOVERNANCE

A. The Council of Writing Program Administration’s Graduate Committee (GC)

WPA-GO is administered by the Council of Writing Program Administration’s Graduate Committee, a committee within the CWPA that serves at the behest of the CWPA President. Two to three graduate student Chairs oversee the GC.

B. CWPA Graduate Committee/WPA-GO Chairs

The GC Chair positions are limited to a two-year term, cycling from Vice Chair to Chair, in order to provide additional graduate students with the opportunity to chair the organization. The Vice Chair term begins immediately following the CWPA Conference of the year of their election and end immediately

following the CWPA Conference of the year their term ends. The Vice Chair then immediately cycles into the Chair position. If the Chair is not graduating at the end of their term, they may serve a third year as Past Chair to provide the WPA-GO with better continuity.

The Chairs are responsible for coordinating all activities of the organization. The Chairs may designate others to take on these responsibilities as needed. Vice Chairs are nominated by incumbent Chairs after they have consulted the rest of the GC Members and Ex-Officio GC Members. The incumbent Vice Chair is then appointed by the President of the CWPA. A Chair may be expelled from office by a majority vote of the GC or by the President of the CWPA. If a Chair is expelled or withdraws voluntarily, incumbent Chairs nominate a new Chair to be appointed by the President of the CWPA from among the GC.

1. All Chairs are responsible for
 - a. Maintaining the WPA-GO email list.
 - b. Collaborating with GC committee co-chairs to recruit and appoint WPA-GO graduate student committee members and with the CWPA President and committee chairs to recruit graduate liaisons.
 - c. Identifying faculty mentors, with the assistance of the CWPA President, who will serve as mentors to the GC and provide input on WPA-GO initiatives.
 - d. Overseeing the duties of and synergy between all WPA-GO committees, task forces, and graduate liaisons.
 - e. Conferring with the CWPA President and/or WPA-GO faculty mentors on new initiatives and special projects as necessary.
 - f. CCCC responsibilities:
 - i. Working with local conference planning committees for events and promotional materials.
 - ii. When prompted by the CWPA President, signing up at the CWPA exhibit table.
 - iii. Announcing WPA-GO news and updates at the CWPA breakfast.
 - iv. Conducting the semi-annual GC meeting, including setting the agenda.
 - g. CWPA conference responsibilities:
 - i. Working with local conference planning committees for events and promotional materials.
 - ii. Conducting the semi-annual GC meeting, including setting the agenda.
 - iii. Facilitating the annual Graduate Student General Meeting should one be scheduled.
 - iv. Deciding on recipient for Service Award with consultation from GC members.
2. The Chair is responsible for:
 - a. Preparing and soliciting assistance from the Vice Chair and Past Chair toward their Chair term.
 - b. Serving as the Graduate Committee Representative on the CWPA Executive Board (EB).
 - c. Reading and responding to the CWPA EB email listserv as needed.
 - d. Consulting with GC Members and Ex-Officio GC Members on Chair and Vice Chair initiatives to provide transparency in projects.
 - e. Calling extraordinary meetings of the GC either live or by any practical media should it be necessary to conduct the business of the organization outside of regular

meetings. The Chair must provide sufficient notice of such a meeting so that committee members can arrange to attend.

- f. CCCC and CWPA conference responsibilities:
 - i. Soliciting news and announcements from GC committees and task forces to produce WPA-GO's semi-annual newsletter at CCCC and CWPA.
 - ii. Soliciting semi-annual reports from GC committees, task forces, and graduate liaisons to compile into the Graduate Committee Report for the CWPA President and Executive Board.
 - iii. Submitting the EB report to the President and Vice President of the CWPA Executive Board.
 - iv. Attending the semi-annual CWPA EB meetings and reporting on the GC's EB Report to the CWPA EB.
 - v. Reporting back to the GC on the results of any motions or discussions that took place regarding the GC EB Report.
 - vi. Creating the WPA-GO newsletter with any relevant updates and announcements pertinent to the conference(s).
 - vii. Writing thank you notes (email and/or handwritten) to sponsors of GO socials, travel grants, guest speakers, and any other relevant recipients.
 - viii. CWPA ONLY: Schedules and holds SIG meeting for GO members (tentatively scheduled before the GO social).

3. The Vice Chair is responsible for:

- a. Assisting the Chair as needed.
- b. Serving as the Graduate Committee Representative on the CWPA Executive Board (EB).
- c. Chairing one (1) Graduate Committee and serving as a member on two (2) additional Committees.
- d. In agreement with the Chair, being responsible for any of the above tasks that will prepare the Vice Chair for his/her Chair term.

4. The Past Chair is responsible for:

- a. Advising the Chair as needed.
- b. Advising the Treasurer as needed.
- c. Acts as the Graduate Liaison to the CWPA *WPA Journal* board.
- d. In agreement with the Chair, being responsible for any of the above tasks, as well as special projects that persist from the Past Chair's term as Chair.

C. Graduate Committee Members

GC Members serve on the GC for up to a total of two years (or through the CWPA Conference of the year of the member's graduation, or after the completion of the member's post-doc assignment, whichever comes first), except members confirmed as Vice Chair, who may serve a third year before or after their terms to provide organizational continuity. GC member terms begin immediately following the CWPA Conference of the year of their election and end immediately following the CWPA Conference of the year their term ends.

1. All Graduate Committee Members (Chair, Vice Chair, GC Members, Ex Officio GC Members) are responsible for:

- a. Promoting WPA-GO at their home institutions, at conferences, and online by sharing important notices and promotional materials.
 - b. Consulting with Chair and Vice Chair on decisions including appointment of incoming Vice Chair, recipient of Service Award (CWPA), and other initiatives as presented by the Chair and Vice Chair.
 - c. Completing annual academic year (AY) calendars in September to detail individual committee goals and plans.
 - d. CCCC and CWPA responsibilities
 - i. Attending all GC semi-annual meetings at CCCC and CWPA (at a time determined by the GC Chairs through a polling of convenient times) from the CWPA Conference of the year of their election through to the one of the year that their terms end. GC members who miss more than two meetings over the course of their term or who, in general, do not fulfill their expected duties as outlined below may be asked by the Chairs or the CWPA President to resign.
 - ii. Reporting semi-annually in advance of CCCC and CWPA Committee Reports to the GC Chair and Vice Chair.
 - iii. Representing WPA-GO at the CCCC general Graduate Student SIG.
 - iv. Representing WPA-GO at the CWPA GO-specific SIG, should one be scheduled.
2. **GC Members** are elected by the WPA-GO graduate student membership through elections organized each winter/spring by the GC Elections Committee. In accordance with WPA-GO's mission of wide and fair representation, only one voting representative from each academic institution shall hold a seat on the Graduate Committee at a time. Depending on the election cycle's number and diversity of nominations, this clause may be overruled by the GC Chair in conference with the Vice Chair, Past Chair, and Elections Committee chairs. GC members have a term limit of two years (unless a GC member is elected to Vice Chair and has the availability in his/her program to serve following years as Chair and/or Past Chair). Non-Chairing, executive GC members are responsible for:
- a. Chairing at least one (1), possibly two (2) GC committee(s) per year as needed and participating in one (1) or more of the committees listed below, as well as others that may be created.
 - b. Soliciting membership participation on committees throughout the year.
 - c. Ensuring WPA-GO's prioritization of demographic, institutional, and intellectual diversity as defined by WPA-GO's Diversity & Outreach Committee.
 - d. Promoting WPA-GO at their home institutions, at conferences, and online by sharing important notices and promotional materials.
 - e. Proposing goals/agendas in the AY Calendar at the beginning of each year for the committee(s) they chair.
 - f. Producing and managing committee-related promotional materials for distribution at CCCC and CWPA conferences.
3. **Ex Officio GC Members** are appointed by the Chair in consultation with the Vice Chair, Past Chair, and GC Members. These are one-year terms with the possibility of a two-year term pending (1) availability of Ex Officio GC Member and (2) recommendation by Chair and Vice Chair. As ex-officio members, these individuals will be a part of all GO meetings but are not afforded voting privileges.

- a. The **Master's Degree Representative** is responsible for:
 - i. Representing WPA-related issues and concerns pertaining to the graduate student experience at the Master's Degree level in all CWPA GC and WPA-GO activities.
 - ii. Overseeing and providing feedback on WPA-GO documents (e.g., AY calendars, committee and final EB reports; calls for elections and travel grants, criteria for evaluating election materials and travel grant applications) for Master's Degree-seeking constituencies.
 - iii. Becoming an active member of the WPA-GO Diversity and Outreach Committee and the Resources Task Force.
 - iv. It is suggested that the Master's Degree rep be in his/her second year of his/her Master's program.
- b. The **Secretary** is responsible for:
 - i. Recording WPA-GO semi-annual meeting minutes for GC distribution and ensuring that meeting items are conducted by due process.
 - ii. Coordinating the CWPA conference WPA-GO booth GC rotation schedule.
 - iii. Coordinating with treasurer to manage and organize book donations from publishers.
- c. The **Treasurer** is responsible for:
 - i. Planning and managing the WPA-GO budget.
 - ii. Coordinating with the CWPA President and Treasurer and the GC Chair, Vice Chair, and Past Chair to identify publishers, local conference planning committees, and other sponsors for WPA-GO events, travel grants, etc.
 - iii. Serve on CCCC Local Planning Committee, and CWPA Local Planning Committee to facilitate social funding.
 - iv. Coordinating with secretary to manage and organize book donations from publishers.
 - v. Maintain open communication lines with Travel Award Committee and R/WG Committees per funding and awards.

D. CWPA Faculty Mentors

The Graduate Committee shall seek the guidance of at least three faculty mentors in WPA-GO activities, especially as they pertain to new initiatives and initiatives that significantly affect the CWPA parent organization. The GC Chairs shall solicit and confirm these faculty mentors in their roles. The faculty mentors are the following:

1. One faculty mentor from the CWPA Executive Board.
It is strongly recommended that this faculty mentor not be the currently serving CWPA President due to the extensive responsibilities of this post. It is recommended that this faculty mentor be the currently serving CWPA Past President or Vice President, as these individuals also maintain a holistic view of the parent organization. If neither of these individuals is willing or able to maintain a faculty mentor role, the GC Chairs may choose to approach other members of the CWPA Executive Board.
2. One faculty mentor from the CWPA Mentoring Project.
One faculty member of the CWPA Mentoring Project serves as a mentor and liaison with WPA-GO activities such as the Mentoring Project Blog, the CWPA Conference Mentoring Sessions, and other special projects as necessary.

3. One or more faculty mentors from past CWPA Graduate Committee Chairs.
The immediate Past Chair of the Graduate Committee shall serve in this capacity to allow for effective organizational continuity. If the immediate Past Chair is still a graduate student at the end of their term, the previous Past Chair shall serve in this capacity, and so on. This faculty mentor serves until the next Past Chair completes their degree, at which point they take over this position. If more than one Past Chair completes their degrees in the same academic year, they shall serve in this position concurrently.

E. CWPA Graduate Committee Subcommittees/WPA-GO Committees

The following subcommittees are chaired by members of the GC. All sub-committee chairs report to the GC Chair and Vice Chair, who then report to the President of CWPA. WPA-GO members not serving on the GC should be recruited as needed to help achieve the subcommittees' various goals and to encourage wider participation in the administration of WPA-GO. Each year a call will be sent out asking WPA-GO members to volunteer for the WPA-GC sub-committees. Addition of, dissolution of, or changes to standing committees may be made by a majority vote of the Graduate Committee.

GC members who are in chair positions serve as chair for one year. If the GC member is remaining on the GC for another year, and he/she would like to continue chairing the same committee, he/she may nominate him/herself for the position, pending approval from the Chair and Vice Chair.

1. Travel Grants Committee

This committee honors graduate student scholarship in WPA and related fields with conference travel grants as well as graduate student service to WPA-GO with service awards. In accordance with WPA-GO's mission to reach out to as much of its constituency, Graduate Committee members are ineligible to apply for travel grants. WPA-GO Awards/Grants Committee members not serving on the CWPA Graduate Committee are eligible as long as they are not serving on the committee for that specific travel grant. The committee is responsible for:

- a. Soliciting annual WPA-GO Distinguished Service Award nominees from GC Chairs and other committee and task force chairs.
- b. Compiling the Service Award nominees and descriptions to be distributed to and deliberated by the GC.
- c. CCCC and CWPA conference responsibilities:
 - i. Preparing and distributing criteria and the Call for Applications via the CWPA website, the GWPA-L, the WPA-L, and the WPA-GO Facebook page, as well as in other appropriate forums to publicize in diverse ways.
 - ii. Establishing rubric and instructions, then compiling with applications into blind review packets to be distributed to committee readers.
 - iii. Along with the committee membership, reading and ranking applications according to the criteria established.
 - iv. Contacting all applicants of the results.
 - v. Announcing travel grant winners to the CWPA website, the GWPA-L, the WPA-L, and the WPA-GO Facebook page and other social media platforms.
 - vi. Preparing award certificates.
 - vii. CWPA ONLY: Coordinating with chair of R/W Group Committee to divide award funds as necessary, with counsel from Chair and Vice Chair.

2. **Elections Committee**

- a. This committee conducts the annual CWPA Graduate Committee elections. This committee is responsible for: Drafting and announcing the call for nominations on CWPA website, the GWPA-L, the WPA-L, and the WPA-GO Facebook page.
- b. Establishing rubric and instructions, then compiling with nominations into packets to be distributed to committee readers.
- c. Along with the committee membership, reading and ranking nominations according to the criteria established.
- d. Compile/confirm nomination results with GC Chairs.
- e. Contacting candidates to confirm interest.
- f. Conducting and announcing elections on CWPA website, the GWPA-L, the WPA-L, and the WPA-GO Facebook page and other social media platforms.

3. **Diversity & Outreach Committee**

This committee strives for attention to diversity issues in all GO proceedings, documents, and events. It also strives for the inclusion of graduate student participation in the CWPA and the WPA field at large by connecting with various academic institutions and conferences both in the U.S. and internationally. This committee is responsible for:

- a. Overseeing and providing feedback on WPA-GO documents (e.g., AY calendars, committee and final EB reports; calls for elections and travel grants, criteria for evaluating election materials and travel grant applications) with regard to these documents' attention to diversity and outreach issues.
- b. Proactively promoting and soliciting CWPA and WPA-GO graduate student participation at alternative conferences (other than CCCC and CWPA).
- c. Creating outreach initiatives to include graduate students doing Rhetoric/Composition and WPA work outside of the U.S.
- d. Creating outreach initiatives to include graduate students of underrepresented academic institutions.
- e. Creating outreach initiatives to include graduate students of underrepresented demographics.
- f. Proposing new initiatives and special projects to do the above effectively to GC Chairs in conjunction with concurrent and relevant projects of other GO committees.

4. **Mentoring Events Committee**

This committee focuses on 1-on-1 and small-group mentoring through conference events: Mentoring at C's (M@C's) at CCCC and Breakfast Buddies at CWPA. This committee is responsible for:

- a. Working with the Digital Presence Committee to facilitate online/distance mentoring opportunities.
- b. CCCC responsibilities:
 - viii. Soliciting feedback from previous year's M@C's mentors/mentees.
 - ix. Distributing call for M@C's mentors/mentees on the GWPA-L, the WPA-L, the WPA-GO Facebook page.
 - x. Match and introduce via email M@C's mentor-mentee pairings.
 - xi. Confer with GO Chairs on logistics of M@C's event.

- xii. Prepare signup table and/or sheet for M@C's event.
- xiii. Conduct M@C's event, taking care to make sure that each mentor/mentee pairing makes contact.
- xiv. Taking and posting pictures on WPA-GO Facebook page and other social media platforms
- c. CWPA conference responsibilities:
 - xv. Soliciting feedback from previous year's Breakfast Buddies event participants.
 - xvi. Confer with GO Chairs on RWG speakers/facilitators.
 - xvii. Distributing call for BB mentors/mentees and RWG participants on the GWPA-L, the WPA-L, the WPA-GO Facebook page.
 - xviii. Match and introduce via email BB mentor-mentee pairings.
 - xix. Group and notify via email RWG facilitation groups.
 - xx. Confer with GO Chairs on logistics of BB events.
 - xxi. Prepare signup table and/or sheet for BB events.
 - xxii. Conduct mentoring events, taking care to make sure that each BB mentor/mentee pairing makes contact.
 - xxiii. Taking and posting pictures on WPA-GO Facebook page and other social media platforms

5. **Mentoring Projects Committee**

This committee focuses on large group professional development through [the online mentoring program and other mentoring initiatives](#). This committee is responsible for:

- a. [Identifying the professional development needs/interests of the active WPA-GO membership.](#)
- b. [Choose a member to act as graduate liaison to the CWPA Mentoring Projects Committee.](#) (For AY 2015-2016, it will be the chair of the Mentoring Projects Committee; thereafter, the chair may remain the graduate liaison or appoint a committee member to the position.
- c. [Working with the CWPA Mentoring Project members to maintain the WPA-GO online mentoring program.](#)
- d. [Creating the mentor/mentee and/or peer mentor survey for interested GO members and mentors.](#)
- e. [Matching mentor/mentee or peer mentor pairings.](#)
- f. [Seek out new possibilities and initiatives and investigate new projects TBD.](#)

6. **Mentoring Strands Committee**

This committee focuses on large group professional development through the Mentoring Strand sessions during the CWPA conference. This committee is responsible for:

- a. Soliciting Mentoring Project Blog participants.
- b. For CWPA:
 - i. Conferring with and liaising among GC Chairs and Mentoring Projects committee chair.
 - ii. Analyzing and considering feedback from previous year's Mentoring Strand sessions.
 - iii. Soliciting and selecting Mentoring Strand session panel speakers.
 - iv. Conferring with Mentoring Strand session speakers on panel descriptions to propose to CWPA conference.

- v. Notifying CWPA conference panel status with Mentoring session speakers.
- vi. Attending all Mentoring strand sessions and soliciting feedback/distributing feedback forms.

7. **Research/Writing Group Committee**

This committee focuses on 1-on-1 and small-group mentoring through the Research/Writing Group (RWG). This committee is responsible for:

- a. Soliciting feedback from previous year's RWG event participants.
- b. Confer with GO Chairs on RWG speakers/facilitators.
- c. Distributing call for RWG participants on the GWPA-L, the WPA-L, the WPA-GO Facebook page and other social media platforms.
- d. Group and notify via email RWG facilitation groups.
- e. Confer with GO Chairs on logistics of RWG events.
- f. Prepare signup table and/or sheet for RWG events.
- g. Conduct mentoring events, taking care to make sure that each RWG facilitation group makes contact.
- h. Taking and posting pictures on WPA-GO Facebook page and other social media platforms.
- i. Coordinating with chair of R/W Group Committee to divide award funds as necessary, with counsel from Chair and Vice Chair.

8. **Digital Presence Committee**

This committee oversees the WPA-GO's presence on social media platforms. While all GC members (and their corresponding committees) have access to the Facebook page for posting events, photos, and reminders, the Digital Presence Committee tackles additional social media and digital presence venues and issues. This committee is responsible for:

- a. Establishing a Twitter account for WPA-GO.
- b. Conferring with GC Chairs and Mentoring Events committee to expand M@C's and Breakfast Buddies initiatives to include online/distance mentoring pairings and connections.
- c. Assist committees on advertising for WPA-GO initiatives (elections, travel grants, R/WG grants, socials) on social media venues.
- d. Choose a member to act as graduate liaison to the CWPA Digital WPA Committee. (For AY 2015-2016, it will be the chair of the Digital Presence; thereafter, the chair may remain the graduate liaison or appoint a committee member to the position.
- e. Recruit a member to account for accessibility issues in the GO's digital presence.
- f. Organizing social media teams at conferences to cover the following:
 - i. Travel award winner presentations (CCCC, CWPA)
 - ii. GO Social
 - iii. Research/Writing Group (CWPA)
 - iv. Mentoring Strand presentations (CWPA)

9. **CCCC Local Committee**

This committee plans social mixers where faculty and graduate students make new connections at CCCC. It will be chaired by a WPA-GO member (not a GC member) who is local to the particular CCCC location. At least one GC member will serve on the committee and act as liaison between CCCC Local Committee chair and the WPA-GO. This committee is responsible for:

- a. Confer with GC Chairs to assist with WPA-GO social event if needed.

- b. Researching potential venues and catering negotiations, then compiling a list of costs, logistics, feasibility, and other details for GC Chairs.
- c. Securing venue, catering, and payment details.
- d. Announcing and promoting social event on the GWPA-L, the WPA-L, the WPA-GO Facebook page and other social media platforms.
- e. Preparing event flyers.
- f. Coordinating social event sign-in table GC rotation schedule.
- g. Collecting contact info from new members at events.
- h. Collaborating with the rest of the GC on membership recruitment at social event.
- i. Taking and posting pictures on WPA-GO Facebook page and other social media platforms.

10. **CWPA Local Committee**

This committee plans social mixers where faculty and graduate students make new connections at CWPA. It will be chaired by a WPA-GO member (not a GC member) who is local to the particular CWPA location. At least one GC member will serve on the committee and act as liaison between CWPA Local Committee chair and the WPA-GO. This committee is responsible for:

- a. Conferring with GC Chairs to assist with WPA-GO social event if needed.
- b. Researching potential venues and catering negotiations, then compiling a list of costs, logistics, feasibility, and other details for GC Chairs.
- c. Securing venue, catering, and payment details.
- d. Announcing and promoting social event on the GWPA-L, the WPA-L, the WPA-GO Facebook page and other social media platforms.
- e. Preparing event flyers.
- f. Coordinating social event sign-in table GC rotation schedule.
- g. Collecting contact info from new members at events.
- h. Collaborating with the rest of the GC on membership recruitment at social event.
- i. Taking and posting pictures on WPA-GO Facebook page and other social media platforms.

F. Task forces

Ad hoc task forces for special projects and specific objectives may be added or dissolved by the Graduate Committee Chairs as necessary.

- 1. gWPA Survey/Census Task Force
- 2. Digital Story Task Force (will take over the blog/video project)
 - a. Creating MPB publishing schedule.
 - b. Receiving, editing, and ensuring the timeliness of MPB entries.
 - c. Announcing and promoting the MPB on the CWPA website, GWPA-L, the WPA-L and WPA-GO Facebook page.
- 3. Resources Task Force

IV. GRADUATE LIAISONS

Graduate student shall serve on certain CWPA committees at the behest of the CWPA President or CWPA committee chairs and at the pleasure and approval of the President. Each graduate liaison shall

represent the needs and interests of the WPA-GO's graduate student constituency and report to both their respective committee chairs and the Graduate Committee Co-Chairs.

Specific CWPA committee member lists and descriptions can be found at <http://wpacouncil.org/committee-assignments>.

A. Best Book Award

This representative is responsible for:

- a. With committee members, soliciting nominees for annual CWPA award, reading short list of nominated texts, and choosing a winner.
- b. Serving as the liaison between the Best Book Award Committee and the GC.
- c. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

B. Digital WPA Committee

This representative is responsible for:

- a. Chairing the WPA-GO Digital Presence Committee.
- b. With committee members, advising the CWPA on organizational digital policies and practices and drafting language on WPA practices and trends for the Executive Board to consider.
- c. Serving as the liaison between the Digital WPA Committee and the GC.
- d. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

C. Disability & Accessibility Committee

This representative is responsible for:

- a. With committee members, advising CWPA on making writing programs and the organization's conference more accessible and inclusive.
- b. Serving as the liaison between the Disability & Accessibility Committee and the GC.
- c. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

D. Diversity Committee (CWPA)

This representative is responsible for:

- a. Chairing the WPA-GO Diversity & Outreach Committee.
- b. With committee members, advising CWPA on issues related to diversity.
- c. Serving as the liaison between the Diversity Committee and the GC.
- d. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

E. Kenneth Bruffee Award

This representative is responsible for:

- a. With committee members, choosing the best article published each year in the *WPA: Writing Program Administration* journal.
- b. Serving as the liaison between the Bruffee Award Committee and the GC.
- c. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

F. Labor Committee

This representative is responsible for:

- a. With committee members, working on compiling labor resources for CWPA members and networking with other organizations on labor issues.
- b. Serving as the liaison between the Labor Award Committee and the GC.
- c. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

G. Mentoring Projects Committee

This representative is responsible for:

- a. With committee members, assigning mentors to new WPAs at their request and sponsoring Mentoring Strand sessions at the CWPA conference.
- b. Serving as the liaison between the Mentoring Projects Committee and the GC.
- c. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

H. *WPA: Writing Program Administration* Journal Board Representative.

This representative is responsible for:

- a. Creating policy and advising on specific actions.
- b. Reviewing manuscripts.
- c. Attending the CCCC and CWPA conference board meetings.
- d. Promoting the journal and recruiting for manuscripts.
- e. Serving as the liaison between the WPA Journal and the GC.
- f. Creating EB reports to send to GO Chair and Vice Chair before both CCCC and CWPA conferences.

V. AMENDMENTS

Changes can be made to the above by approval of a majority vote of the Graduate Committee and with the approval of the CWPA President.