

# 2021-2022 CCDA Board Roles

## Executive Board

President (Elected position; 3yr commitment - serves 1yr as President-Elect, then President, then Past-President)

- President-Elect
  - Perform the duties of the president in the absence or incapacity of the president
  - Serve as a member of the Executive Committee
  - Plan the CCDA conference for the following year
  - Plans the direction of emphasis of his/her forthcoming presidential term of office with the assistance of the board
- President
  - Responsible for managing the governance of the Association
  - Exert leadership in the achievement of the purposes of CCDA
  - Preside at Annual Membership Meeting and all Executive Committee meetings, and serve on Nominations & Elections Committee
  - Appoint chairpersons of all vacancies to CCDA standing committees, and special interest groups, and other committees (subject to confirmation of the board)
  - Be empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the board
- Past-President
  - Serve as a member of the Executive Committee
  - Serve as chairperson of the Nominations & Elections Committee
  - A back-up to the President in whatever way needed to insure that CCDA is a viable organization that offers exceptional service to its members and is committed to its mission

Treasurer / Finance Chair (Elected position; 2yr commitment)

- Serve as a member of the Executive Committee
- Serves as the Chief Financial Officer of the Association
- Follows accepted procedures for handling the funds of the Association; assists in the preparation of budgets for CCDA, its committees, and publications; and makes recommendations to the board for needed modifications in procedures for managing fiscal affairs
- Budget management & fiscal reporting

Secretary / Historian (Elected position; 2yr commitment)

- Serve as a member of the Executive Committee
- With the assistance of CCDA Virtual Assistant, manages all CCDA Board Documents (Bylaws, Policy & Procedures Manual, Chapter Leaders' Handbook, ALL committee agendas & minutes)
- With the assistance of CCDA Virtual Assistant, manages registration for all CCDA events

# General Board

## Regional Chapter & Constituency Coordinator(s)

- Typically more than one person, split into different regions/groups
- Act as human information center for all that is going on in CCDA Chapters and Constituency Groups. Act as liaison between CCDA members and the Board
- Promote CCDA events and membership at local chapter & constituency group meetings
- Assist new Leadership Teams activate or reactivate local chapters & constituency groups
- Help coordinate and develop meetings for new local chapters & constituency groups
- Organize annual meeting, generally by teleconference, of all Chapter Chairs & Constituency Chairs for idea exchanges and brainstorming for chapter events

## Communications Chair

- Lead the Communications Committee to manage strategy for all organization messaging, social media, and website content
- Strategically promote CCDA content on social media & implement plan to increase followers and engagement
- Ensure all CCDA content is consistent and free of errors
- With Communications Committee, develop CCDA quarterly newsletters

## Social Media Chair

- Serve on Communications Committee
- Develop graphics/promotional material for CCDA events
- Develop engaging/informative posts for social media platforms
- Coordinate the posting and promotion CCDA content on social media
- With Communications Committee, develop CCDA quarterly newsletters

## Technology Chair

- With Communications Committee, develop content and update website as necessary
- Webmaster: revamp, edit, and update CCDA website
- Assist in technological challenges regarding Wild Apricot web platform (for example, if members have difficulty registering for events, Technology Chair will assist them)
- Collaborate and consult with board members regarding the use of technology, and identify best practices of technology within the field of career development

## Member Services Chair

- With assistance of Member Services Committee, ensure members' needs are met and strategically plan to increase membership
- Develop and promote value-added programs, webinars and web-posted resources for members and coordinating members receiving CEUs from NCDA for our programs

## Legislative/Public Policy Chair

- Peruse legislation introduced or amended each year to identify bills that might concern CCDA.
- Analyze pending California legislation of interest and recommend action if appropriate to support, oppose, or seek amendment in accord with that framework. Provide summary to the Board

- Maintain liaison with pertinent State agencies that impact CCDA's Mission, Purpose, Bylaws, etc; e.g., Department of Education, Employment Development Department, Community College Chancellor's Office, Department of Social Services, University of California system, California State University system, Department of Rehabilitation, and California Workforce Investment Board. Inform CCDA Board and general membership of policies and activities of such agencies that relate to CCDA and recommend CCDA positions and actions as appropriate.
- Examine legislative or public policy happenings from around the state that are relevant from agencies/organizations such as: ACA, DOR, EDD, CaVET, VA, CCCO, DOE, UC, CSU, DSS, DDS, CWIB, and SILC.
- Communicate with State policy makers—e.g., legislators, the Governor, or agency officials—on behalf of CCDA concerning our positions on bills or other policy matters.
- Write legislative/public policy update for website and submit to website content designer
- Compose legislative/public policy section for the newsletter and submit to the communications chair (Summarize the legislation and disseminate to board members)

### Assessments & Data Chair

- Manage all organization assessments and analyze data to report back on trends to Member Services & Executive Committee (this can be trends in event satisfaction, member needs, membership numbers, etc.)
- Collaborate with other board members to ensure all aspects of CCDA are being assessed and informed by data
- Develop assessments for use following CCDA events, conference, etc.

### Community Partnerships & Collaboration Chair

- Serve as a liaison to CCDA for community events, organizations, and committees to represent CCDA and promote partnerships
- Identify and form partnerships with similar organizations (e.g. MPACE, California Placement Association, CLPCC, etc.)
- Assist in the planning and coordinating of volunteer opportunities for our members to get involved in community service

### Graduate Program Representative

- Identify all graduate programs in career counseling in the state of California and connect with those programs (via email or letter) to make them aware of CCDA
- Promote graduate student participation in CCDA events by speaking in Graduate programs

### Board Consultant / Volunteer (Option for less than 1yr commitment)

- Provides guidance and consulting to CCDA Board using their past knowledge and experience
- Can bring in special initiatives and talents of interest, serves as a "miscellaneous" position based on individual interest and association needs

# Local Leadership

## Regional Chapters - Chair, Secretary, & Treasurer

- Local groups of career professionals who host events in their region, open to all CCDA members. Any region is welcome to form a chapter, must have a Chair, Secretary, & Treasurer

## Constituency Groups - Chair, Secretary, & Treasurer

- Similar to Regional Chapters, but rather than being organized by region, they develop events to serve members based on similar interests/professional niches
  - School Career Counselors & Specialists
  - Higher Education Career Counselors & Specialists
  - Private Practice, Business/Industry, Agencies
  - Counselor Educators & Researchers
  - Graduate Students

More detailed list of board roles available here (some information is out-of-date, if in doubt, ask CCDA President-Elect):

<http://www.ccdaweb.org/resources/Documents/2019%20-%20CCDA%20Board%20Member%20Roles.pdf>