

CCDA Board Leadership Roles

The officers of the CCDA shall be the President, the President-Elect, immediate Past-President, the Secretary, the Treasurer, and the Regional Coordinator. The Treasurer and Secretary shall be elected on alternate years by the membership for a two year term. The Regional Coordinator, Committee Chairpersons and Special Interest Chairpersons are appointed for a one-year term by the CCDA President.

ELECTED POSITIONS

President: CCDA officer (2nd of 3-year commitment)

- The officer serves as leader of the CCDA Board and presides over a minimum of four board meetings per year. This commitment also includes serving as President-Elect and Past-President. Total board term is three years.
- The President shall be the chief elected officer of the State Association. He or she shall:
 - Preside at all State meetings of the Association.
 - Be Chairperson and preside at meetings of the Executive Board.
 - Appoint chairpersons and members of all committees, except as otherwise specified in the Bylaws, and shall be an ex-officio member of all committees, except the Nominating Committee. The Chairpersons shall have voting privileges on the CCDA Executive Board.
- In this role, the President attends all CCDA meetings and represents CCDA at relevant meetings of affiliated organizations. The CCDA President also provides assistance by:
 - advancing, fostering, and promoting the practice of career development and career education by stimulating, promoting, and conducting research.
 - overseeing and assisting the Regional Coordinator and appointed chairs.
 - creating and fostering partnerships with other professional organizations.
- The President writes and submits the bi-annual or quarterly President's Message for publication of the CCDA News.
- The President also serves as the Awards Chair.

Awards Chair:

The CCDA Awards Chair oversees annual awards designation process, forming a selection committee, following awards selection process and criteria verification, and has the Executive Director order award certificates and the Grutter and Swan award plaques, and arranges for the presentation of all CCDA awards at the annual CCDA Membership Meeting (usually held at a CCDA Regional conference).

Past-President: CCDA officer (3rd of 3-year commitment)

- This officer position also includes serving as President-Elect and President. Total board term is three years.
- The immediate Past-President shall serve as the Chairperson of the nominating committee for CCDA elected positions.

- The Past-President is 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:
 - promoting professionalism and ethical conduct in the career development profession
 - serving as an effective voice for career development and its practitioners in the State
 - supporting professional development of career development service providers
 - advancing, fostering, and promoting the practice of career development and career education by stimulating, promoting, and conducting research
 - overseeing/assisting Legislative/Public Policy Chair
 - creating and fostering partnerships with other professional organizations.

Professional Development/Program Chair in coordination with Executive Director:

To provide overall leadership and direction for proposal selection and coordination of CCDA sponsored conference programs and professional development activities. Duties include sending out a request for proposals, receiving requests, gathering a subcommittee to assist with evaluating requests, making recommendations of programs to be presented to conference planning committees and be part of the selection process.

President-Elect/Membership Chair: CCDA officer, elected position (1st of 3-year commitment)

- The President-Elect position is the first of 3-year commitment, serving as President-Elect for one year, then President for one year, then Past-President for one year
- Attends all CCDA Board meetings throughout the year.
- Serves as Membership Chair and/or supports membership growth and communications efforts.

Membership Chair:

The CCDA Membership Chair shall be responsible for correspondence and membership packets to new and renewed members, as well as proactive outreach to inactive members who have chosen not to renew their membership, responsible for maintaining a membership table at the California Career Conference, NCDCA Conference, and other regional conferences as needed. Also, the Membership Chair is responsible for initiating efforts to increase the number of new CCDA members through revision of recruitment materials and publicity.

Secretary/Historian: CCDA officer, elected position (2 year term, elected alternate year from Treasurer)

- The Secretary shall keep minutes of all meetings at which the Association officers preside.
- Records meeting minutes during the CCDA Board meetings. The Secretary sends rough draft of minutes to the CCDA Board Members after the meeting for review and any update before the next board meeting. Minutes are then approved at next Board meeting and can then be archived on the web site.

- Assists the Communications Committee with promoting CCDA events and membership at events and using multiple media platforms, and assist Communications/Member Services Chair as needed in editing publications.

Treasurer/Finance Chair: CCDA officer, elected (2 year term, usually elected alternate year from Secretary)

The Treasurer shall represent the State Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Board, and shall be under such mandate as determined by the Executive Board.

- Ensures the accuracy and integrity of the financial statements of the Association.

Specifically the Treasurer will:

- Collaborate with the President in preparation of annual budget.
- Prepare the Annual Budget for approval by the CCDA Board.
- Approve all CCDA expenditures with Board input.
- Process all CCDA expenditures and income.
- Monitor expenditures to ensure adherence to budget.
- Present CCDA's Financial Report at Board meetings and notify the Board of any financial concerns.
- Manage separate account of CCDA funds with Executive Director.

APPOINTED POSITIONS

Communications Chair/Member Services: appointed (2-year term)

The Communications Chair is a two-year term appointed by the President

Monitor CCDA email and respond to member issues as well as other correspondence:

- Develop and/or gather, edit and send materials for posting for related website content. Brainstorm and plan with President and marketing chair newsletter topics and web content development to reflect current needs and interests of readership. Collaborate with President for quarterly submissions of President's Message, and Legislative/Public Policy for CCDA News.
- Work with Executive Director to secure Activity/Event announcements and Activity/Event reports for prompt event calendaring and post-event news posting.
- Maintain, update and communicate basic editorial guidelines.
- Maintain continually updated COMMUNICATIONS doc with administrative instructions, contacts, domain and access details to run website and membership.
- Chair Communications subcommittee that is responsible for publications such as newsletter, journal and webinars. May delegate each of these tasks to specific individuals.
- Attend all CCDA Board meetings.

Member Services:

The Member Services role is part of Communications because much of it is supporting member renewals assistance, as well as admin login and processing of check-pai members. The Member Services person also responds to member calls and email questions. The Member Services role also promotes member benefits by coordinating with the Membership Chair, Marketing/PR Chair, and Regional Coordinator. Member Services also involves helping to develop and promote value-added programs, webinars and web-posted resources for members and coordinating members receiving CEUs from NCDCA for our programs.

Marketing/Public Awareness Chair: appointed (1-year term)

- Develop CCDA marketing plan.
- Promote CCDA externally, educate and inform the public and career professionals about the field of career development.
- Promote National Career Development Month (November)in California) and the National Poetry and Poster Contest entries
- Encourage coordination of events at the local level in conjunction with Regional Coordinators. Support local chapters in promoting their events.
- Write, edit, and produce press releases, public service announcements, newsletter and newspaper articles and marketing materials as needed with marketing subcommittee which includes social media sub-committee.
- Make recommendations to CCDA Executive Board, which enhances the public awareness of career development issues, trends and professional services.

- Target audiences as needed that can include professionals and/or potential clients in:
 - High schools, middle schools, elementary schools
 - Community colleges
 - Universities
 - Government agencies
 - Non-profit agencies
 - Private practice
 - Corporations, small business
 - Outplacement agencies
 - Career coaches and like organizations
 - Unemployed
 - General public

Legislative/Public Policy Chair: appointed (2-year term)

- 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.
- Serve as Licensing Liaison to ensure CCDA representation at regular CCCL meetings

Disability Chair: appointed (1-year term)

Advise and guide the Board and career professionals on:

- Advocate for those with disabilities.
- Inform us about disability friendly employers.
- Teach about Disability Awareness
- Promote and educate on different disability related topics including: self-determination, self-efficacy, and self-advocacy skills. different disabilities, interviewing with a disability,

invisible versus visible disabilities, disclosing a disability, Disability Etiquette Tips and guidelines, etc.

- Write a monthly disability update for CCDA and submit it to the web content designer
- Compose a disability section of the CCDA newsletter and submit to the communications chair
- Ensure all conferences, webinars, conference calls, and materials are disability accessible and compliant
- Be a liaison between the CCDA and the NRCA, ARCA, NRA, DOR, EDD, VA, CaVA and CRCC
- Be alert of the national certifications and update the CCDA of any changes
- Help advise on necessary accommodations in the higher education and workplace fields
- Provide and advise on accessibility issues regarding people with disabilities including the Website and newsletter
- Update a list of Disability Resources and continually update
 - Organizations
 - City/County
 - Nonprofit
 - Agencies
 - Federal
 - State
 - Councils
 - Committees

Diversity Chair: appointed (1-year term)

- Enhance the understanding of and appreciation of the complex career development needs of diverse populations and historically marginalized groups.
- Contribute to the professional growth of culturally competent and sensitive career counselors.
- Advocate for systemic changes that lead to the elimination or reduction of barriers impacting the career development of.
- Provide assistance in ensuring diverse leadership in CCDA.

Graduate Student Representative: appointed (1-year term)

- With the assistance of a project team, the graduate student representative will be responsible for the entire state of California or may create regional reps.
- This person will 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.
- The graduate student representative will work with the Regional Coordinator to help ensure that CCDA, as an organization meets graduate students' needs and helps identify new programs that would help graduate students in the field of career counseling, e.g. new certificate programs such as at CSULA.
- Participate and support events planned by CCDA.

- Promote graduate student participation in CCDA events by speaking in Graduate programs.
- Engage in monthly conference calls with board members.

Board Consultant: appointed (Member at Large, 1-year term):

- Provides guidance and consulting to CCDA Board using their past knowledge and experience as a career professional.
- Attendance at CCDA Board meetings subject to member's availability or upon request.

REV. 3.26.18