

Committee Chair Job Description

The committees are an important part of APCDA. They do the work that moves APCDA forward. Each Committee has a goal and tasks that must be completed on a timely basis. Each Committee is described below and on our website at: <http://asiapacificcda.org/page-1862257>.

According to the Bylaws:

The Committee Chairs shall:

- (1) Attend meetings of the Committee Council in person or via telecon and fulfill the functions and responsibilities of that body.
- (2) Serve as chairs for committees.
- (3) Carry out other duties and responsibilities as specified in the Policy and Procedures Manual

According to the Policy and Procedures Manual, Duties of the Chair:

1. Constitute a group of volunteers and coordinate a group meeting at least every two months and during the annual conference.
2. Develop goals, objectives and plan of work. Send to the Committee Council Chair within 30 days of the end of the annual conference.
3. Receive communication from Committee Council Chair as to approval of the goals, objectives and plan of work.
4. Carry out plan of work. Communicate with Committee Council Chair periodically as to progress and problems. Report issues that need to be discussed at Board meetings. Committee Council Chair will report to the Board Meeting.
5. Write and submit an annual report to the Committee Council Chair.
6. Chair group meeting at Conference to discuss plan of work for next year.
7. Communicate the activities of your group through the APCDA Newsletter. Coordinate with the newsletter editor to write at least one article each year.
8. Identify an Assistant Chair and train the Assistant Chair to schedule meetings. Arrange for the Assistant Chair to take over as chair when your term is over.
9. Transfer files and relevant historical records to the person who takes over your responsibilities and the Committee Council Chair.
10. Conduct an orientation on the group's goals, objectives and plan of work for new members.

Appointment of Chairs

Committee Chairs are expected to serve for 2 years, then either renew (once) or turn over that role to someone else. We recommend that Committee Chairs find an Assistant Chair who can help move the projects forward if you become too busy. The Assistant Chair will have the knowledge to take charge of the committee when the primary chair is ready to retire from the position of chair. If assistance is needed in finding a replacement, Chairs should ask the Committee Council Chair. All appointments of new Chairs must be approved but the President.

No member of the Association may serve as chair of more than one committee. Each member of a committee must hold APCDA membership and remain in good standing. Members may serve as long as they wish on the same committee.

APCDA Committees

Bylaws and Policies Committee is responsible for drafting proposed wording for bylaws and policy changes. It drafts amendments to the Bylaws and reviews the final wording of amendments presented by the membership at the Annual Meeting to ensure their consistency with the style and substance of the Bylaws. It also drafts revisions to the Policies and Procedures Manual to address issues that arise over time.

Membership Committee is responsible for promoting membership in APCDA, welcoming new members, and supporting continuing members. It will review procedures for processing applications via the website software and

recommend improvements. Promoting membership may include outreach to new groups of members, identifying new member benefits or marketing existing member benefits, or providing presentations to groups of potential members.

Newsletter Committee is responsible for soliciting articles from Chairs and members for each issue of the newsletter. It will edit and format these articles to follow the newsletter format. It will make recommendations to the Board related to improvements in the newsletter.

Nominations and Elections Committee is responsible for identifying a slate of candidates which includes at least 2 candidates for each open elective position. It will canvass members for names of suitable nominees. A member may be nominated by any member of good standing or may self-nominate. It will be responsible for assuring that the nominations and elections procedures are followed in accord with the Bylaws. The Chair of the Nominations and Elections Committee will be the Past President.

Program Committee is responsible for planning and executing professional development activities for members of APCDA. It will identify topics that are important to the membership, venues that are accessible to the membership, and schedule events at times when members can attend. It should be the goal of the Professional Development Committee to schedule a minimum of one conference and one other event each year.

Public Relations Committee is responsible for developing a strategy to build awareness of APCDA in our region and the world. It is responsible for composing informational materials and announcements about APCDA events and services; assuring that our presence on Social Media is current and vibrant; recommending policies relating to the publications of the Association to the Board; and recommending changes in the media policies, marketing plans, and proposals for new publications or products to the Board.

Research Committee is responsible for conducting research projects for the benefit of APCDA using APCDA members. It will identify such projects and bring them before the Board for approval. It will identify qualified members to conduct this research and publish the results of the research through APCDA.

Work Groups and Task Forces

Note: Both Work Groups and Task Forces are temporary, and goal driven. Work groups are formed as needed to achieve association goals, while task forces are called by the current President to address a specific issue during that President's term of office.

Glossary Project Work Group is responsible for developing a glossary that includes definitions of common career planning terms upon which our members can agree. It is also responsible for pursuing the development of a comparable glossary in various member languages. As our field grows and terminology changes, the glossary is likely to grow and change to fit current circumstances.

LOR Taskforce: The Local Organizations Relationships Taskforce shall identify ways that APCDA can work together with local organizations, where local organizations are defined as organizations of any type that provide training for career development practitioners or tools for career development practitioners. These relationships may include joint memberships, sponsoring of local events, credentialing of career practitioner training programs, and other relationships that may arise. The responsibility of the LOR Taskforce is first to decide how to recognize quality partners, then to define the types of relationships which may be approved. This taskforce was appointed by Carla Siojo but will care-over for another year because it needs more time to complete this work.

Journal Editorial Board

While the Journal Editorial Board has full autonomy in its running of the Journal (it is different from any of the above types of groups), the Journal Editorial Board also offers volunteer opportunities to those in the research community. More information about the Journal Editorial Board is available on our website under Resources → Journal.