

Description of Country/Area Council Chair and Country/Area Council Representatives to the Board

The Country/Area Council shall assure that information about career services in each member country/area is provided to the public and that information about the Association's activities are disseminated to career professionals within member countries/areas.

Country/Area Representatives are responsible for:

- Disseminating information about APCDA to APCDA members or potential members from their country/area
- Providing reports about career planning activities within their country/area at Council meetings and for the newsletter
- Communicating APCDA event information to others within the country/area
- Translating APCDA event materials to the local language as appropriate.

Country/Area Representatives will be copied on all correspondence within a country/area.

The responsibilities of the **Country/Area Council Chair** are:

- Participate in Board meetings and provide a report of the activities of the countries/areas to the Board
- Convene a meeting of the Country/Area Council at least quarterly. At each meeting, the countries/areas will report their accomplishments, future plans, and concerns to the Country/Area Council. Note that countries/areas are expected to report on their own country/area at least once a year and may wish to schedule their reports to anticipate major career development events within their own country/area.
- Assure that each country/area is actively engaged and providing APCDA information to its constituency.
- Discuss special projects which countries/areas have adopted and find ways for these projects to be supported by the association.
- Discuss concerns raised by the council and resolved these concerns or, if necessary, referred them to the Board.

Meetings will be recorded for the benefit of those who are unable to attend in person. Note: It is hoped that the recorded meeting can become a popular tool for members to find out what is happening within our member countries/areas.

The responsibilities of the **Committee Council Representatives to the Board** are:

- Participate in the meetings of the Board and the Country/Area Council.
- Discuss with the Country/Area Council Chair which reports and concerns will be shared with the Board.
- Represent the Country/Area Council at Board meetings if the Country/Area Council Chair is unavailable.