

## Description of APCDA Presidential Positions

The Mission of APCDA is to provide an international forum for sharing career development ideas and experience in the Asia Pacific region with global perspectives. The purpose of APCDA is to promote career development of all people over the life span.

This is a 3-year commitment, beginning with President-Elect. Ideally, the President-Elect should have previous board experience. This responsibility begins in the President-Elect term, which lasts one year. The President-Elect shall automatically assume the office of President the following year for a one-year term. The President shall automatically assume the position of Past-President the following year for a one-year term. The President shall be ineligible to serve again as President-Elect or President for a period of three years following service as President.

The President-Elect has these specific responsibilities

1. Perform the duties of the president in the absence or incapacity of the president
2. Serve as an Officer
3. Serve ex-officio on all APCDA committees
4. Attend the Officer and Board meetings
5. Plan the conference for the following year in which he/she will be President
6. Carry out such other duties and responsibilities as may be assigned by the board.

The President has these specific responsibilities:

1. Exert leadership in the achievement of the purposes of APCDA
2. Preside at the Annual Conference
3. Preside over meetings of the Board of Directors, Officers, and Annual Membership Meeting
4. Make appointments to fill all vacancies in APCDA governance structure
5. Serve as a member of the Nominations and Elections Committee
6. Be empowered to enter the Association into contracts, grants, and other binding agreements upon approval of the Officers
7. Prepare an agenda for each Officers and Board of Directors meeting.

The Past President has these specific responsibilities:

1. Serve as director of the Nominations and Elections Committee
2. Chair a committee of the president, president-elect, past-president and executive director to appoint Committee Directors to APCDA standing committees.

As Officers, the 3 presidential roles have the following duties and benefits:

1. The Officers make most of the decisions of the Association and meet monthly via Internet/voice communication. They normally meet prior to Board meetings to make decisions and set the agenda.
2. Officers receive frequent email requests for decisions and advice on matters that have no developed policy
3. Officers receive free registration to the annual conference and free hotel. They are expected to pay their own travel and meals. In return, they "staff" the running of the conference, performing various duties as needed.

Nomination Procedure:

1. Members may be nominated for office in one of three ways:
  - a. The Nominations and Elections committee shall canvass members for names of suitable nominees.

- b. A member may be nominated for any elective office by any member of good standing. The nomination shall be in writing to the Director of the Nominations and Elections Committee.
  - c. Members may nominate themselves for any position for which they believe they are qualified.
2. All nominations submitted to the Nominations and Elections Committee must include:
- a. A professional resume of the proposed nominee as specified in the Policy and Procedures Manual.
  - b. A letter from the nominee stating his or her willingness and ability to serve. When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.
  - c. The resume of the nominee

Note: If you are employed by an organization, it is recommended that you submit a letter from your employer stating support. This is not required, but recommended.