



Job Description for Country/Area Representatives

In order for us to stay informed about the countries/areas of our members, and to assure that a local person is available to answer questions about our association, we have asked one member in each of the member countries/areas to serve as our Country/Area Representative. This position lasts for two years, beginning on October 1. It may be renewed once (for a total of 4 years).

The best candidates for this position are active in local organizations and have a strong network of contacts within the career services field. We expect our representatives to provide information about all career-related associations and activities in your country/area. We are seeking people who enjoy staying informed about local activities and are happy to provide information about these activities.

According to our Bylaws:

The Country/Area Representatives shall:

- A. Provide input to and from the Country/Area Council within their countries/areas they represent
- B. Serve as advocates for local and regional issues
- C. Encourage the utilization of APCDA programs and resources
- D. Translate selected APCDA materials into the local language where appropriate
- E. Encourage people within the Country/Area to become members
- F. Carry out other duties and responsibilities as specified by the Country/Area Council, Board, and the Policies and Procedures Manual

Country/Area Representatives serve on the Country/Area Council of APCDA. 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.

According to our Policies Manual, your duties in this position include:

1. Attend and participate in Country/Area Council meetings quarterly. We will meet face-to-face once a year at our annual conference and we hope you will be able to attend. We also intend to meet by conference call three additional times each year. In addition, we will keep you informed of the decisions of the APCDA Officers and Board by email and ask that you respond with questions or comments.
2. When a person from your Country/Area contacts us, we will copy you on our response to them and ask you to also respond, encouraging them to participate in APCDA. While the APCDA Officers and staff reserve the right to communicate directly with anyone in any Country/Area, it is our intention to copy you on correspondence within your Country/Area and to keep you informed of any decisions that may affect your Country/Area.



3. When we develop materials, such as conference or event flyers, we ask that you share them with others in your Country/Area. If you are able to translate some of the materials into your local language, this is also appreciated, and we are happy to post these translations on our website.
4. We publish news weekly and ask that you find contributors from your Country/Area as you are able. The minimum expected contribution is 2 times per year. People around the world are very curious about career services in your Country/Area and the articles you write will help them to be better informed. We also invite you to provide announcements of local events as well as summary articles about past events or services offered locally.
5. Your Country/Area will have a webpage on our website where we will publish the information you provide. We require your permission to post your photo, name, workplace, and your APCDA email address. Your APCDA email address will be [Country/Area]@AsiaPacificCDA.org, which will forward messages to your preferred email address.
6. You are required to be an active member of APCDA.

If, at any time, you are no longer able to accept responsibility for these duties, please notify info@AsiaPacificCDA.org so we can seek a replacement.