Committee Member and Committee Chair Job Description

The committees are an important part of APCDA. Committees advance the essential work of APCDA. Without the work of our committees, APCDA would stagnate. 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/committees/ The Committee year begins and ends at the annual conference. Committees are expected to report their progress at the conference each year and to identify new members to replace those who are no longer active.

Committee membership helps you to connect to other members. Due to the wide geographic region that APCDA serves, joining a committee is the best way to become acquainted with each other. Serving on a committee provides the energy and vitality that keeps APCDA moving forward. After working on a committee long enough to learn the purpose and function of that committee, moving up to the role of Co-Chair is a great way to build your leadership skills. These skills are invaluable in the workplace and committee leadership helps you to prove to your employer that you can handle higher-level job responsibilities.

According to the Bylaws:

The Committee Co-Chairs shall:

(1) Attend meetings of the Committee Council in person or online and fulfill the functions and responsibilities of that body.
(2) Serve as the chair for their committee.
(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. Identify a group of volunteer committee members and lead 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.
5. Communicate with Committee Council Chair quarterly as to progress and concerns. Report issues that need to be discussed at Board meetings. Committee Council Chair will report to the Board Meeting.
6. Write and submit an annual report to the Committee Council Chair before the annual conference.
7. Chair group meeting at Conference to encourage newcomers to participate.
8. Communicate the activities of your group through the APCDA Newsletter. Write at least one article each year.
9. Identify a Co-Chair and train the Co-Chair to schedule meetings. Arrange for the Co-Chair to take over as chair when your term is over or you need to step down.
10. Transfer files and relevant historical records to the person who takes over your responsibilities and the Committee Council Chair.
11. Conduct an orientation on the group's goals, objectives and plan of work for new members.

Terms and Appointment of Co-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 a Co-Chair who can help move the projects forward if you become too busy. The Co-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 APCDA President.

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

APCDA Committees

Awards & Scholarships Committee is responsible for finding ways to inform those who might benefit from the availability of awards and scholarships. Students (or recent graduates) and local leaders are eligible for scholarships to attend the conference, and these groups need tib a made aware of this opportunity. Members need encouragement to nominate a worthy award recipient or to self-nominate.

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.

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.