

President
Career Counselors' Consortium Northeast

The Career Counselors' Consortium, Northeast (CCC) promotes the professional development of career counselors and advocates for the profession by providing an open forum for communication and training, and an opportunity to connect locally and regionally. We achieve this by offering cutting-edge programming on relevant topics that advance learning, professional development, and best practices for career counselors and those interested in the profession.

Board Responsibilities:

- Serve on the board and contribute to strategic planning throughout the year.
- Regularly attend board meetings (4-5 per year) and participate in important related conference calls and email communication (as needed).
- Actively participate and be a presence at CCC programming events (including, but not limited to, the four General Meetings).
- Liaise with other career development organizations and the public, representing CCC.
- Volunteer for and accept assignments and complete them thoroughly and on time.
- Prepare for meetings, and review and comment on minutes and financial reports.
- Build collegial working relationships among board and committee members that contribute to consensus.
- Participate in the board's annual evaluation and planning efforts (typically in June).
- As needed, assist in fundraising and member recruitment efforts for the organization.

President Responsibilities:

- Serve as the "face of CCC" to members and in the career development community.
- Schedule and set agendas for board meetings; final review of meeting minutes.
- Communicate with and manage Executive Committee and other committee chairs, as needed.
- Act as a resource for the Executive Committee and committees and facilitate decisions and action items, as needed.
- Work closely with Administrator (pay bills, answer member questions/emails as needed, answer questions regarding website or other administrative issues).
- Have name and address on bank account, state forms, and other organizational forms (along with Treasurer and VP).
- Collaborate with PDS Coordinator as needed.
- Make any "executive" decisions, as needed, working with VP and Committee Chairs as appropriate.
- Respond to inquiries and/or resolve concerns expressed by CCC members that may be escalated by the Administrator or members of the BOD.

Qualifications:

- Demonstrated commitment to the career development field; current CCC member preferred.
- Prior leadership experience and commitment to staying on as Past President post-term.

- **Reliable** – does what they say they will do.
- **Open Communication** – willing to connect on a regular basis to stay on top of things.
- **Organized** – able to plan effectively, organize information, and create systems.
- **Detail Oriented** – able to handle small but necessary details.
- **Problem Solving** – able to respond to situations with effective solutions.

Job Type:

Part-Time, Volunteer, One-Year Term followed by one year as Past President (refer to by-laws).

Compensation and Benefits:

This is a volunteer position, therefore there is no monetary compensation. You will be compensated with up to a two-year membership (value \$180) after full completion of two years on the BOD.