

Programming Co-Chair 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.

Programming Committee Mission:

To develop engaging programming for CCC by:

- Supporting the professional development of a range of practitioners in the career counseling field
- Addressing the needs of diverse client/student populations in their vocational development
- Paying attention to the shifting terrain of the global economic environment

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 4 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.

Programming Co-Chair Responsibilities:

- Liaise with the PDS Coordinator in planning the 4 General Meetings, including brainstorming and/or collaboration regarding speaker outreach for CCC programming events.
- Coordinate and lead committee meetings in person (about 4-5 per year).
- Initiate and conduct conference calls to follow up with members of the programming committee (about 8-10 per year).
- Assign roles to committee members and follow up to ensure they are being executed.
- Serve as the point person for General Meetings for CCC (there are typically 4 General Meetings each year).
- Update the checklist for all of the areas of responsibility for the programming committee.

- Follow up with speakers regarding topics and logistics for all meetings; Liaise with speakers on day of programming.
- Work with Administrator and Marketing Committee to manage and disseminate information and evaluations, operational tasks, room set-up, etc.
- Make copies of materials needed for the speakers, including handouts, name tents, etc.
- Solicit board members' assistance with tasks to be carried out during General Meetings.
- Review and interpret survey results from the General Meetings and report them to the Board.

Qualifications:

- Demonstrated commitment to the career development field; candidates who are current CCC members preferred.
- Prior experience planning, coordinating and executing programming and events.
- **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, A term of three years will be recommended for all non Officer BOD members.

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-year term.