

**Vice 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 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 a 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.

**Vice President Responsibilities:**

- Learn the job of President and plan to take on the role of the president after term ends.
- Help make "executive" decisions by serving as a sounding board for the President and other executive board members.
- Collaborate with President on President with strategic planning, meeting agendas, etc.
- Act in the absence of President (in emergency situations).
- Have name and address on bank account, state forms, and other organizational forms (along with Treasurer and President).

**Qualifications:**

- Demonstrated commitment to the career development field; candidates who are current CCC members preferred.
- **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 President (refer to bylaws).

**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 Board of Directors.