**Co-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, regionally and now nationally. 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.

**Co-President Responsibilities:**

*The following roles and responsibilities should be shared between the co-presidents:*

● Serve as the “face of CCC” to members and in the career development community.

● Schedule and set agendas for board meetings (4/year); final review of meeting minutes.

● Communicate with and manage Board of Directors (BOD)

● Act as a resource for the BOD and facilitate decisions and action items, as needed.

● Work closely with Membership Consultant and Treasurer, who in turn handle membership, accounts payable, website updates, etc. (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 (if applicable)).

● Make any “executive” decisions, as needed, working with board members as

appropriate.

● Respond to inquiries and/or resolve concerns expressed by CCC members that may be

escalated by the Membership Consultant or members of the BOD.

**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.

● Liaise with other career development organizations and the public, representing CCC.

● 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.

**Qualifications:**

● Demonstrated commitment to the career development field; current or past CCC member

preferred but not required.

● Prior leadership experience of some kind is helpful.

● **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, Two-Year Term and commitment to successful recruitment, transition and training for the successor.

**Compensation and Benefits:**

This is a volunteer position, therefore there is no monetary compensation.

Membership to the CCC is free while in this position, plus an additional free year after you complete your service for each year you serve. The president and co-president is also encouraged to attend as many events as possible free of charge during their tenure.

**Please email your resume to** info@careercounselorsne.org**.**

**In the email, indicate that you are interested in the co-president role and how you can contribute to the CCC.**