



National Career Development Association
c/o Creative Management Alliance

10820 East 45th Street, Suite 210

Tulsa, OK 74146

tel: (918) 663-7060

fax: (918) 663-7058

toll free: (866) 367-6232

www.ncda.org



**NCDA
COMMITTEES**



National Career Development Association (NCDA) ***Committees & Related Service Activities***

Enhance your professional development and make a contribution to the work of your professional association. NCDA committees, commissions, councils, and other special task groups carry out activities related to membership services and association priorities. Chairpersons report to the NCDA Board through a board liaison and provide annual plans, budget requests, progress reports, and other items as requested. While some committees and councils are limited in membership, or require an application, there are numerous opportunities for service in a variety of areas. This document briefly describes committees, councils, and special task groups that seek representation from the NCDA membership, including graduate students. To volunteer for one of the areas listed, contact the appropriate Chair, listed on the NCDA Web site, www.ncda.org or call NCDA headquarters at 1-866-367-6232.

Special Councils

Career Development Facilitator (CDF) Advisory Council

The CDF Advisory Council is responsible for oversight of the CDF training program. The council makes recommendations to the NCDA Board of Directors about all aspects of CDF including curriculum edits and updates, instructor registry and structure of training hierarchy (e.g., qualifications and requirements for master trainers, instructors, associated fees, etc.), international concerns, training management, and ensuring the future growth of the program. The council includes members from the master trainers, instructors, GCDFs, as well as a geographic representation. Council members rotate every two years with new members selected through an application process.

Publications Development Council

The Council coordinates the development of a high quality publications program that meets member needs, advances the field of career development, and increases the number of publications generating income for NCDA activities. This council consists of 4-5 members who are selected through an application process. Responsibilities of the Council include:

- Reviewing and editing NCDA guidelines for selection of new publications and resale products; differentiating between major and minor publications
- Soliciting and reviewing proposals, selecting projects, coordinating with staff about contracts, reviewing manuscripts and providing feedback to authors, and forwarding materials to copy editors
- Receiving and reviewing resale items for potential distribution agreements
- Developing a publications calendar and projecting new release dates
- Developing a marketing plan for all publications, in consultation with the NCDA Marketing Coordinator
- Developing a vision for the council; setting long term revenue goals
- Working with the board liaison to select publications excerpts, table of contents, and chapters for use in the *Career Convergence Magazine*.
- Reporting to the NCDA Board of Directors and providing feedback about budgets for publications

Committees with Editors and Editorial Boards

Newsletter

The NCDA newsletter, *Career Developments*, is typically published four times each year to inform members of professional developments and Association activities. The newsletter editor is an NCDA member appointed to a three-year term by the president and approved by the board. The editor develops a publication schedule and communicates deadlines and other concerns to the board.

Journal

The *Career Development Quarterly* (CDQ) is the official journal of NCDA. The editor is responsible for editing and preparing four issues of the CDQ per year, preparing an annual report and budget statement for the NCDA Board, and for coordinating business functions of the CDQ with ACA officials including plans for expansion of subscriptions. The CDQ Editorial Board Members are recommended by the editor and approved by the board. They serve three-year terms, with one-third of the members appointed each year. The Editorial Board is responsible for editorial policy and content of the CDQ.

Web Magazine

NCDA maintains a web magazine entitled *Career Convergence*. The Website Magazine Editor, in coordination with associate and field editors, manages this magazine. The magazine is posted on the NCDA website and is available to the general public. All members are encouraged to apply for associate and field editor positions. Requirements for these can be found on the NCDA website, www.ncda.org.

Special Ad Hoc Committees/Commissions

Cultural Diversity Committee

The Cultural Diversity Committee was established to provide cross/multicultural competency-based standards, publications/ materials/tools and professional development or training for career development professionals serving diverse client populations and organizations. The committee also sponsors multicultural/diversity programs and addresses cultural diversity issues within NCDA as well as the career development profession.

NCDA-ACES Commission for Preparing Counselors for the 21st Century

The Commission has two major goals: improve Counselor Educator commitment to career development in Counselor Preparation and enhance the quality of career course content. The Commission continues to work with relevant divisions and sections of ACA to keep counselor preparation for career development/career counseling in their strategic plans and agendas.

Standing Committees/Councils/Groups

Awards Committee

The Awards Committee has responsibility for recommending policy on all competitive awards, except the Eminent Career Award, to the Board. It is responsible for publicizing and soliciting nominations for and selecting recipients of the Merit Award, the Outstanding Career Practitioner Award, and the Legislative Award. Any NCDA member may nominate a candidate for an award. The Awards Committee will also solicit and coordinate the nomination of NCDA members for ACA and other appropriate external awards.

Ethics Committee

The Ethics Committee is responsible for: (a) educating the membership as to the Association's ethical standards; (b) making suggestions to the NCDA Board for the modification or development of ethics-related documents and procedures; (c) responding to questions about ethical standards and the ethical behavior of NCDA members; and (d) investigating (if called upon by the ACA Ethics Committee or the NCDA Board) complaints of alleged violations of the ethical standards of ACA and NCDA and referring complaints to ACA for adjudication, if necessary.

Government Relations Committee

This Committee is responsible for: (a) sensitizing NCDA members to current and pending school and educational issues that warrant legislative action; (b) promoting, developing, and monitoring federal legislation relevant to career development services; (c) providing state division presidents with information necessary to act locally upon national legislation, appropriations, and related matters; and (d) extending the professional contacts of NCDA/ACA members to persons outside the profession who are equally concerned with legislation affecting career development services.

International Committee

This Committee was formed to unite counselors worldwide who have expressed interest and concern about international policies and practices in career development. A primary force behind this committee has been the impetus provided by such groups as the International Association of Educational and Vocational Guidance (IAEVG) and the International Roundtable for the Advancement of Counseling (IRTAC). NCDA representatives to these Associations will be members of this committee. This committee is a means to link the work and the professional members of these and other similar groups through the medium of regular correspondence. The International Committee is also in charge of the International Award each year.

Marketing Committee

The Marketing Committee, in consultation with the NCDA Marketing Coordinator, is responsible for developing effective marketing plans for NCDA publications and making recommendations to the board. This committee is also responsible for recommending changes in *The Media Handbook*.

Media Committee (see Publications Development Council)

Membership Committee

The Membership Committee is responsible for the development of a national membership campaign reflecting and supporting the significance of NCDA within the professional counseling field. The committee is responsible for developing a comprehensive membership development plan reflecting strategies for a membership recruitment program, development of membership materials, and dissemination of information highlighting the purpose, activities, publications, and benefits of NCDA membership. The chairperson provides division and international affiliate leaders with membership materials and obtains input to determine needs, other distribution options, and ideas to revise the continued membership campaign efforts.

Mentoring

The primary goal of the Mentoring program is to match experienced career professionals with people new to the field of career development. Several objectives have been identified:

- to provide service to members and to attract and retain new professionals to the organization
- to assist new professionals in their professional growth

The committee coordinates the matching of mentors and mentees and evaluating the program.

National Career Development (NCD) Month Committee

This Committee coordinates a national kit of materials reflecting the importance of career development as a practical resource for professionals in promoting the concept of career development. Each year the committee, in consultation with the president, recommends a theme for NCD Month as part of the nationwide observance of career development. The committee designs the kit, obtains materials for the kit, coordinates activities with the national poster and poetry contests, disseminates kits nationwide, and assists with the publicity activities at professional association conferences.

Professional Development Committee

The Professional Development Committee develops and/or reviews learning packages from NCDA media productions and assists in the planning and coordination of NCDA professional development activities such as conferences and workshops. The committee also conducts periodic surveys of members' professional development needs.

Professional Standards Committee

This committee supports NCDA's efforts to protect the various publics served by the career counseling profession through: (a) monitoring professional standards and areas in need of standards development; (b) communicating to the board and membership changes in standards and ethics of other organizations with interests common to NCDA such as the National Board for Certified Counselors (NBCC) and the Accreditation of Counseling and Related Educational Programs (CACREP); (c) developing professional standards statements; and (d) communicating to CACREP, NBCC, and other bodies designated by the NCDA Board, suggestions for amending their ethics and/or standards statements as agreed upon by the NCDA Board.

Public Relations Committee

This committee creates, promotes, and distributes pertinent and timely information to inform the public about career development and NCDA. The focus of the national campaign is to promote a positive identity of the Association in a comprehensive and systematic manner. The committee provides the following services: (a) sustains and enhances an active two-way communication with ACA/NCDA members, other professional associations, state branches, and other organizations within states; (b) develops and disseminates news releases, articles, and correspondence publicizing NCDA professional activities and related newsworthy events; (c) assists in marketing NCDA publications and services; (d) conducts public relations training for NCDA chairpersons and state divisions; and (e) coordinates, with the assistance of the executive director and the Media, National Career Development Month and Membership Committees, the NCDA display at the ACA Convention, if applicable.

Research Committee

The Research Committee provides oversight to any NCDA research projects and coordinates the research grant awards. Such oversight may include coordinating of samples, surveys, etc.; screening research proposals for NCDA grants; suggesting research topics for NCDA members; and identifying career research needs. In addition, the Research Committee may solicit sponsors for various research grants. Grant donations may be named to recognize an outstanding former or present member of the Association, who in the donor's judgment made a major contribution to the association or the body of knowledge of career development.