

Local Chapter Policies, Guidelines and Expectations

The California Career Development Association maintains a network of local chapters established to support CCDA's mission of:

- Promoting professionalism and ethical conduct in the career development profession.
- Serving as an effective voice for career development and its practitioners in the state.
- Supporting professional development of career development service providers.
- Advancing, fostering, and conducting research.
- Creating and fostering Partnerships with other professional associations.

In support of this mission, CCDA local chapters are dedicated to fulfilling the following:

PURPOSE OF LOCAL CHAPTERS

To ensure meaningful benefit of CCDA's mission to individual members and facilitate responsiveness to professional development needs of members at the local level.

Goals of Local Chapters:

- To engage local involvement and promoting professionalism and excellence in career development practices, policies, and education throughout the state.
- To develop local programs for the professional and personal growth of career development practitioners.
- To provide networking opportunities and stimulate a collaborative environment for career development professionals.
- To support credentialing of career development professionals by offering opportunities to earn CEUs or NBCC hours toward licensure or certification.
- To promote public awareness of the career development profession by facilitating visibility and Outreach activities to local communities.

Local chapters work to attain these goals through four main focus areas:

1. Professional Development Activities and Events
2. Academic and Disciplinary Research
3. Advocacy and Public Awareness
4. Membership Growth, Involvement and Retention

Professional Development Activities and Events

Local chapters are expected to host both informal and more structured professional development activities and events that may include CCDA members and non-members. Examples include:

- 1.1. Activities and Gatherings to promote networking socializing and sharing of ideas
- 1.2. Local initiatives or projects to create mentoring opportunities for CCDA

- 1.3. Professional events such as workshops, meetings, and presentations for the purpose of staying current in the theory and practice of career development.
- 1.4. Professional development activities and events that provide an opportunity for members to earn CEUs.

Academic and Disciplinary Research

Local chapters are often in a unique position to participate in, Monitor and report on academic and disciplinary research relevant to the field of career development by:

- 2.1. Hosting study groups to review current literature and propose further study initiatives.
- 2.2. Coordinating with local academics to conduct or volunteer on research projects.
- 2.3. Gathering and sharing information on Research grants and eligibility criteria
- 2.4. Communicating CCDA Grant Awards criteria and encouraging local CCDA members to apply for both research and mini-grants when available.

Advocacy and Public Awareness

Local chapters can be a conduit to provide information to the general public on the role and contributions of career development professionals. Examples of local chapter level advocacy in public awareness in the community might include:

- 3.1. Collaborating with related professional organizations to provide information, education, and mentorship to Career Development professionals and interested individuals
- 3.2. Providing information to the professional Mental Health Community as well as the general public on the field of career development as a profession as well as mutually relevant conferences and training seminars
- 3.3. Working with Community agencies and nonprofits to support community service and provide pro bono (free or low-cost) services to individuals and groups who are unable to afford professional counseling.
- 3.4. Serving as advisory members to community agencies on career development topics and issues.
- 3.5. Participating in November Career Development month
- 3.6. Initiating continue community outreach to promote career development through exhibitor presence (booth displays, etc.) or presentations at appropriate public events or high foot-traffic spaces such as malls or public markets.
- 3.7. Contacting the local speakers Bureau to create opportunities to present on Career Development topics and issues
- 3.8. Disseminating educational information through multimedia sources such as press releases, brochures, public service announcements, audio and video presentations, and online, professional or social networking approved by the CCDA executive board
- 3.9. Including CCDA website link and published leadership contacts and directories and resource books such as Community directories, rotary listings, Etc wherever appropriate.

Membership Growth, Involvement and Retention

The local chapter leaders have the opportunity to excite and Inspire Career Development professionals as a work with and participate in their local communities local chapters have many opportunities to support and build CCDA interest and membership such as by:

- 4.1. Inviting interested individuals and potential members to local chapter meetings and professional networking socials
- 4.2. Communicating CCDA membership benefits and sharing professional development opportunities with members and non-members
- 4.3. Following up with potential members when CCDA interest is recognized
- 4.4. Encouraging involvement of counselor Educators and career development practitioners and Leadership of local chapters
- 4.5. Personally contacting counselor Educators and career development practitioners in each local area to provide them with CCDA membership information
- 4.6. Offering to speak to appropriate college and university classes on Career counseling/ Career Development issues
- 4.7. Encouraging member involvement and Leadership and recommendations for board members and awards recipients

IMPLEMENTATION

Chapter Leadership Structure

- 1.1. All members of CCDA who reside in the geographic area represented by a local chapter are members of that local chapter.
- 1.2. Local chapters are coordinated by one regional coordinator, appointed annually by the CCDA executive board.
- 1.3. Each local chapter is ultimately responsible for its own operational structure and management within the policy guidelines.
- 1.4. Each local chapter must have in its leadership a minimum of three positions:
Chapter Chair, with responsibility to 1) maintain with communication with CCDA executive board and serve as primary point of accountability for local chapter functioning; 2) serve as liaison to regional coordinator and ensure all activity/event planning forms, announcements, and reports are submitted to regional coordinator; 3) support and promote membership; 4) maintain CCDA professionalism and ethical standards at the local chapter level, and 5) identify and communicate to regional coordinator a successor for chapter chair position (as well as chapter secretary and chapter Treasurer positions if full leadership is transitioning) an insurer transfer a local chapter leadership materials with all local chapter records and petty cash before leaving post.

Chapter Secretary, with responsibility to 1) record and archive of local chapter meeting minutes; 2) maintain leadership material of local chapter records, correspondence, and member/prospective member contacts, 3) ensure forwarding to regional coordinator and CCDA Communications chair of all new or updated emails and contact information local chapter members or prospective members, 4) prepare activity event hard copy flyers for hand distribution after activity/event approval and calendaring; and 5) submit publishable written

summary of each local chapter activity/event to chapter chair for appropriate forwarding or website posting.

Chapter Treasurer, with responsibility to 1) manage, distribute, and report on petty cash held at the local level for local chapter activities and event planning purposes in accordance with the "Financial Responsibility" policies; and 2) assist Chapter Chair and ensure delivery of petty cash and accounting records to new Chapter Treasurer upon leadership transition.

An optional 4th position of Chapter Activity/Event Coordinator may be utilized if deemed necessary due to high volume of local chapter activities.

- 1.5. Local chapters may not be co-chaired. One member only will be accountable for each of the 3-chapter leader positions (Chapter Chair, Chapter Secretary, Chapter Treasurer). Local chapter leadership may coordinate steering committees as necessary to help with chapter activities and event planning.
- 1.6. No elections are held at the local chapter level. All local chapter leadership positions will be determined by volunteer or appointment with approval of the Regional Coordinator.
- 1.7. Local chapter level leadership position titles and terms are to be utilized and referred to in a consistent manner to avoid confusion with CCDA state-level leadership.
- 1.8. Local chapter leadership position titles are to be expressed as noted above: Chapter Chair, Chapter Secretary, Chapter Treasurer, and (optionally) Chapter Activity/Event Coordinator.
- 1.9. Local chapter leadership as a group is to be referred to as "Chapter Leadership Team," not as a "board" or "executive board."
- 1.10. Active members of CCDA who are members of a local chapter may hold leadership positions in the local chapter.
- 1.11. Local chapters may choose when to transition leadership, but chapter leaders are generally expected to serve a minimum of one year.
- 1.12. Local chapters are to report names of CCDA members assuming leadership roles as well as outline of proposed activities and events within 30 days of transition in chapter leadership.
- 1.13. New chapters may be established by active CCDA members only with the approval of the CCDA Executive Board. Active members interested in starting a new chapter should contact the Regional Coordinator.

Chapter Operations and Activity/Event Planning

- 2.1. Local chapters must maintain a minimum of two activities or events per year for the chapter to be considered active.
- 2.2. All local chapter activities and events must be approved in calendar by the Regional Chapter Coordinator.
- 2.3. Appropriate forms must be submitted at least 30 days in advance of local chapter activity or event 4 CEUs and or Advance funding to be approved.
- 2.4. All local chapter activities and events must be posted on the CCDA website and announced with CCDA online promotion website via the CCDA Communications Committee.
- 2.5. All local chapter activities and events must be followed by a google form submitted to the Communications Committee and Regional Coordinator, for chapter activity reporting on the CCDA website.

- 2.6. Expense reimbursement forms for local chapter activities or events costing more than \$500 must be submitted within 30 days of activity or event.

3.

Chapter Funds and Financial Responsibility

- 3.1. All local chapters will be primarily self-supporting with the goal of local fee-based or donation-based activities and events to break even on cost, not to build Surplus in Revenue.
- 3.2. Local chapter activity/event planning expenses are paid for with local chapter petty cash that is sustained by participant fees for professional development events and donations for informal activities.
- 3.3. Advance funding may be made available to local chapters through approval by CCDA Executive Board for activity/event expenses that will exceed \$500. All funds advanced shall be repaid to CCDA when within 30 days of the activity event for which they are advanced.
- 3.4. Petty cash held for activity/event planning is not to exceed \$500 for any single local chapter. Funds in excess of \$500 shall be submitted to CCDA at the conclusion of each fiscal year to ensure proper budgeting, responsible cash handling, and continued support of CCDA activities/events.
- 3.5. All petty cash held by an outgoing chapter leadership team is to be passed to the incoming chapter leadership team to support continued support of local activity, event planning.
- 3.6. Due to federal tax laws for professional associations, no local chapter may have a separate bank account in its name. All money collected or dispersed in excess of petty cash flow must go through the CCDA treasurer.
- 3.7. There will be no collection of CCDA membership dues at the local chapter level. Membership dues are to be handled through the CCDA website or through direct contact with CCDA Membership Chair or Communications chair.
- 3.8. Local chapters, as a body, are not eligible to receive research or mini- grant awards. Local chapters are encouraged, however, to host professional activities and events that will support research and professional achievement in the field of career development.

4.

Chapter Communication and Media Protocol

- 4.1. All local chapter e-blast in Communications and activity event announcements are to be handled through CCDA website via the Communications Committee and CCDA Virtual Assistant. This is essential to maintain integral data for members and prospective members, and to prevent redundant over blasting communication.
- 4.2. All chapters must submit local membership lists and lists serves to the CCDA Community Development Committee, or directly to the Regional Coordinator.
- 4.3. Local chapters may utilize social networking websites such as LinkedIn and Facebook to enhance professional collaboration. The establishing of CCDA networking groups on such sites must be approved by the CCDA Executive Board.
- 4.4. Local chapters may not maintain their own websites but may request website space and limited administrative rights to post approved material on CCDA's website.
- 4.5. Local chapters do not produce separate newsletters but are expected to provide regular reporting of activities and events for inclusion in the CCDA news.

- 4.6. Local chapters can produce and distribute CCDA activity/event flyers and career development information with approval of the Regional Coordinator and Communications Committee.
- 4.7. CCDA brochures approved by the CCDA board may be distributed at the local chapter level.
- 4.8. Media interviews requested of CCDA Representatives must be directed to CCDA's Communications Chair for handling by a member of the Executive Board. However, media interviews about local chapter activities any event or general career development topics may be handled locally by chapter leaders, provided that statements made or views expressed are not made on behalf of the Association as a whole. All interviews granted should be followed by notification of CCDA's Communications Chair and Regional Coordinator with interview details and contact information for timely highlighting of media coverage on CCDA website.