

MCDA President-Elect Job Description

Term of Office

- The President-Elect shall be elected annually and shall hold office for one year or until his or her successor is chosen.
- The President-Elect shall succeed to the Presidency for a one-year term and then to Past-Presidency for a one-year term.

Duties:

Elected officials are expected to attend board meetings and MCDA events. There are usually about six board meetings each year. Board members are expected to pay the student registration fees to MCDA events.

In addition:

The President-Elect shall:

- Perform the duties of the President in the absence or incapacity of the President.
- Serve as a member of the Executive Board.
- Carry out such other duties and responsibilities as may be assigned by the Executive Board.

The President shall:

- Exert leadership in the achievement of the purpose of MCDA.
- Preside at meetings of the Executive Board.
- Appoint chairpersons of all MCDA committees.
- Serve ex officio on all MCDA committees except the Nominations and Elections Committee.
- Organize the annual MCDA conference

The Immediate Past-President shall:

- Serve as a member of the Executive Board.
- Serve as Chairperson of the MCDA Nominations and Elections Committee.

Qualifications:

- Candidates are expected to have demonstrated leadership in the field of career counseling, exhibit good interpersonal skills, and have a reputation for following through on their commitments.
- Preference is given to those with experience on the Board of MCDA or a similar organization.

All nominations must include:

- A professional resume of the proposed nominee.
- A letter from the nominee stating his or her willingness and ability to serve.
- When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.

To assure your satisfaction with the "bio" used for the ballot, you are encouraged to submit a one paragraph description of your accomplishments in addition to the above materials.

The election process:

- The names and bios of all persons nominated for elective offices shall be distributed by the Nominations and Elections Committee to all certified members of the Association by mail or e-mail.
- All mail or e-mail ballots shall be returned to the Past-President in accordance.