



COMMITTEES

Maryland Career
Development Association

Getting Involved in MCDA



Enhance your professional development and make a contribution to the work of your professional association. MCDA committees carry out activities related to membership services and association priorities. Chairpersons report to the MCDA Officers and provide annual plans, budget requests, and progress reports of their committee. Chairpersons are asked to serve a two year term.

The purpose of this brochure is to provide an overview of MCDA committees. Members can volunteer in the areas described by contacting the Chairperson as listed on the MCDA website at www.mdcareers.org.

Benefits of Getting Involved:

- Expand your network and work with career development professionals from various agencies in Maryland.
- Build your professional and leadership skills.
- Learn more about career development and valuable resources.
- Have FUN!

Committee Listing

STANDING COMMITTEES:

- Awards Committee
- Credentialing Committee
- Membership Committee
- Mentoring/Student Outreach Committee
- National Career Development Month Committee
- Newsletter Committee
- Nominations Committee
- Programming Committee
- Public Relations Committee
- Website Committee

SPECIAL COMMITTEES:

- By-laws Committee
- Conference Planning Committee
- Ethics Committee
- Legislative Committee

MCDCA Committees

Awards Committee:

Publicizes and solicits nominations for and selects recipients of the Outstanding Career Professional Award, Lifetime Contribution Award, Organization Career Planning Award, Innovative Use of Technology Award, Diversity Career Programming Award and Corporate Sponsorship Award.

Bylaws Committee:

Drafts proposals for amendments to MCDCA Bylaws including the final wording of amendments passed by the membership to insure consistency with the style and substance.

Conference Planning Committee:

Plans the annual MCDCA Conference, under the leadership of the President.

Credentialing Committee:

Oversees the process of granting Clock Hours related to Continuing Education Units to participants of professional development opportunities. Includes reviewing professional development activities sponsored by MCDCA, developing CEU forms and assuring that attendance is taken at the events.

Ethics Committee:

Educates the membership as to the Association's ethical standards. Suggests to the Board modification or development of ethics-related behavior of MCDCA members.

Legislative Committee:

Stays abreast of current and pending legislative issues on the state level that are relevant to career development services. Provides the Board with information necessary to act locally upon legislation. Extends MCDCA contacts with employers, government officials and others associated with career development matters.

Get Involved

Membership Committee:

Develops a comprehensive membership development plan reflecting strategies for membership recruitment. Responsible for developing membership materials and dissemination of information highlighting the benefits of membership with MCDA.

Mentoring/Student Outreach Committee:

Attracts new professionals to the organization and assists new professionals in their professional growth. Recruits and represents student members. Filters mentor requests to the national mentor committee members.

National Career Development Month Committee:

Coordinates the state-wide celebration of National Career Development Month, Week and Day which promotes the concept of career development in Maryland. Annually encourages the membership to develop programs as part of the nationwide observance of career development.

Newsletter Committee:

Maintains the MCDA electronic newsletter to provide announcements and relevant articles to the membership. Solicits articles from membership and edits all content.

Nominations Committee:

Led by the current Past-President to identify qualified candidates for all open positions. Oversees election process including receiving nominations, developing ballots and announcing winners to membership.

Programming Committee:

Develops ideas for events and/or speakers and presents them to the Board for approval. Identifies facilities where the events can be offered and coordinates the logistics of events, including refreshments, equipment/tables/seating, handouts, nametags, CEU forms, and raffle prizes, if any.

MCDA Committees

Public Relations Committee:

Prepares flyers, emails, and other publicity for events of the Association. Establishes and maintains relationships with other organizations. Also, maintains a presence on LinkedIn, FaceBook, Twitter, and other social medias sites as appropriate

Website Committee:

Maintains MCDA website including maintenance, updates and design. Ensures that all information on the website is up-to-date. Also support all MCDA events through website announcements, form creation and monitoring. Serves as a liaison for MCDA with website vendor.

For committee contact information, refer to the MCDA website at www.MDcareers.org.



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