

# CCAC

## Credential Counselors and Analysts of California

### JOB DESCRIPTION

**JOB TITLE:** President

**RESPONSIBLE TO:** CCAC Membership at Large and Board of Directors as specified in the bylaws

**GENERAL SUMMARY:** Represent the interests of the membership as determined by the Board of Directors and serve as the primary spokesperson for the organization.

#### **PRINCIPAL DUTIES of the BOARD OF DIRECTORS:**

- Ensure that the business of CCAC is properly conducted and responsive to the needs of the membership
- Attend all Board meetings, establish policy, adopt an annual budget; approve all non-travel expenditures in an amount over \$1500.00 and all travel expenses over \$3000
- Establish committees as necessary
- Represent the position of CCAC on issues and ensure that the views of CCAC are communicated as necessary or desirable
- Require that the President and/or a designated representative of CCAC attend and report to the Board of Directors and the membership on meetings of the California Commission on Teacher Credentialing or any other state agency which may have authority that directly relates to credentialing
- Conduct conferences consistent with the purpose of the organization.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES AS PRESIDENT:**

The President shall be the chief executive officer of this corporation and shall, subject to control of the Board, generally supervise, direct and control the business and other officers of this corporation. The President shall have the general powers and duties of management usually vested in the office of President of a corporation and shall have such other powers and duties as may be prescribed by the Board or CCAC Bylaws.

The President shall:

- Present a positive and professional image when representing CCAC
- Prepare the agenda at the direction of and for the Board of Directors
- Preside at all meetings of the members and of the Board of Directors
- Serve as official spokesperson for CCAC
- Monitor the overall financial performance of CCAC

- Approve with the Vice President Programs and the Treasurer all orders or checks for disbursement of funds
- Supervise the maintenance of the corporation's archives

In addition, the President shall:

- In consultation with the Board of Directors, establish goals for the organization
- Ensure that the Board of Directors is aware of and fulfills their governance responsibilities by complying with applicable laws and bylaws
  - Help guide and mediate Board actions with respect to organizational priorities and governance concerns
  - Conduct Board business effectively and efficiently
  - Encourage all members to participate in discussions to arrive at decisions in an orderly, timely and democratic manner
  - Propose annual budget for approval of the Board of Directors
- Ensure that structures and procedures are in place for the effective recruitment and training of new Board of Directors members
- Resolve problems that reside in the field with the assistance of the Board of Directors
- Process policy changes and new practices
- Maintain a positive relationship with the Commission and other relevant organizations as well as attend monthly CTC meetings, representing CCAC and attend conferences or meetings as required
- Assign tasks and delegate responsibilities as described in the bylaws. *NOTE: The President may delegate specific duties to others as described in the bylaws, including leading a CCAC meeting; however, the accountability remains with the President*
- Perform other duties as need arises
- Be able to obtain appropriate bond

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. CCAC member in good standing
2. Understanding of credentialing issues, as well as the function of the California Commission on Teacher Credentialing, Commissioners, and staff, and how they interact with one another
3. Ability to interact with individuals from Institutions of Higher Education County/District Offices, and the California Commission on Teacher Credentialing
4. Able to travel and attend meetings as a representative of the entire membership

#### **EXPERIENCE**

Two years or more of previous experience serving on the Board of Directors and familiarity with parliamentary procedures is required. Experience planning the annual CCAC conference is highly desirable. Two years or more of service on CCAC Committees or five years of recent experience working in credentials.