

# CCAC

## Credential Counselors and Analysts of California

### JOB DESCRIPTION

- JOB TITLE:** Vice-President Membership
- RESPONSIBLE TO:** CCAC Membership at Large, the Board of Directors as specified in the bylaws, and the CCAC President
- GENERAL SUMMARY:** With the assistance and concurrence of the Executive Committee, the Vice-President Membership promotes membership in CCAC

#### **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 VICE PRESIDENT MEMBERSHIP:**

- Responsible for coordinating the membership recruiting activities of CCAC
  - Provide information on membership to prospective member in IHE and county/district offices
  - Present benefits of membership in settings such as regional meetings, spring workshops, and the fall CCAC conference
- In the absence of the President, serve as president following the procedure as stated in the bylaws and policy
- Send reminder notices to members of membership renewal deadlines
- Create and maintain current membership records of CCAC. Provide up to date membership information to list serve manager. Provide copies of records to

Secretary at close of each year and as necessary to other Directors throughout the year.

- Work with Board of Directors and membership to ensure membership information is used in an appropriate manner
- Articulate organizational position when requested to so by the President
- Be available to support, assist and help educate other analysts when requested
- Perform related duties as assigned, or as the situation dictates
- Present a positive and professional image when representing CCAC

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES AS VICE-PRESIDENT MEMBERSHIP:**

- Ability to work with database to provide membership information to the Board of Directors and list serve manager
- CCAC member in good standing
- Understanding of credentialing issues, as well as the function of the Commission on Teacher Credentialing, Commissioners, and staff, and how they interact with one another
- Ability to interact with individuals from IHEs, County/District Offices, and the Commission on Teacher Credentialing
- Able to travel and attend meetings
- Able to work independently on assigned projects

**EXPERIENCE:**

Two years or more of service on CCAC Committees or five years experience working in credentials preferred.