Florida Career Development Association (FCDA) 2020 Vacancies and Descriptions

President-Elect

Provides assistance with leadership for the organization and supports the President, Board and Committees with implementation of the mission and programs. Performs presidential responsibilities when the President is not available. Assists President with presidential and other specified duties. Works closely with President to develop and implement succession plans for Board and Committee Chair positions. Assists in the recruitment of committee chairs. Performs other responsibilities as assigned by the President. Document tasks for ease of transition for successors. Attends all Board meetings.

The President-elect shall be an active member of FCA, FCDA, and NCDA in good standing.

Note: Individuals nominating themselves for this board position must have served on the FCDA board prior to the nomination. This is a 3-year leadership term consisting of 1 Year Term as President-Elect, 1 year term as President, then 1 year term as Past President. (July 1st – June 30th).

Communications/Social Media Chair

The Communications/Social Media Chair must be an active FCA and FCDA member in good status.

They serve as a member of the Executive Board and provide direction and oversight for organization’s communication/social media efforts to ensure communication with FCDA members. Their role includes marketing FCDA to members, prospective members, and the public. They create a monthly newsletter to maintain an informed organization, work with web developer and FCA in maintaining the FCDA website with pertinent articles, events, and member information. This includes gathering information, presentations, etc. from members to share on the website. The Communications/Social Media Chair brainstorms new ways to market FCDA, including social media, written materials, marketing through FCA and other related organizations. This is a 2-year leadership term (July 1st – June 30th).

Membership Chair

The Membership Chair must be an active FCA and FCDA member in good status.

They will serve as a member of the Executive Board and are responsible for all initiatives involving the solicitation and maintenance of the active membership. They will develop a comprehensive list of prospective members and maintain active correspondence with members through welcome letters, monthly highlights, elections ballots and announcements.

The Membership Chair will also send e-mail messages periodically, inviting them to special events of the association. In addition, the membership chair maintains the master FCDA membership list in an Excel spreadsheet program and follows-up with member inquiries on membership and contacts non-renewing members through FCDA email. This is a 2-year leadership term (July 1st – June 30th).