# National Career Development Association



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**National Career Development Association**

**Leadership Academy**

**Action Learning Project Summary**

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**Board Mentor:** Spencer Niles

**Leadership Academy Class:** 2017

**Project Title:** Exploring Ways to Maximize the Effectiveness of NCDA Committees

**Project Description:**

A second-year co-chair of the NCDA International Student Services Committee, I have been part of this group since its inception as a task force, and then I had an opportunity to help the group converted into an official NCDA committee. My experience with this group encouraged me to learn about a few areas relating to NCDA committees. They have become goals of my projects:

* Understanding how committees are currently operating, what committee members are experiencing, and how to improve committee operations so that they will best contribute to the NCDA Board and members as well as support NCDA’s long-term goals.
* Exploring how to encourage more NCDA members to be involved in committee activities. I believe that committees offer a great way to interact with other members, support the organization, and increase relevant skills and knowledge. Their involvement in committee activities will eventually contribute to membership retention.
* Identifying a model to increase the effectiveness and impact of NCDA committees.

To facilitate this project under the guidance from NCDA President-Elect-Elect Spencer (Skip) Niles, I conducted an online survey. It was followed by individual phone conversations with some of the survey respondents who volunteered to offer their insights about NCDA committees.

Survey: The survey, using SurveyMonkey (online survey form), was distributed to all NCDA members through the NCDA headquarters. The data was collected from February 8 to February 20, 2017. Four hundred seventy one (471) responses were received during this period. Of 471 respondents, 33 had follow-up conversations with me over the phone. Each phone conversation lasted anywhere between 10 minutes and 45 minutes. The distribution of respondent categories is shown below.

|  |  |  |
| --- | --- | --- |
|  | **Online Survey** | **Follow-up by Phone** |
| **Committee Chairs/ Co-Chairs** | 11 (2.3%) | 8 (24.2%) |
| **Committee Members** | 67 (14.2%) | 5 (15.2%) |
| **Board Members** | 6 (1.3%) | 3 (9.1%) |
| **Members with No Committee** | 387 (82.2%) | 17 (51.5%) |
| **Total** | 471 (100%) | 33 (100%) |

Survey questions were differently asked based on the above categories of NCDA members. All respondents were also invited to provide comments and suggestions at the end of the survey. The survey information has been included at the end of this report as an appendix.

The summary of the survey questions asked:

|  |  |
| --- | --- |
| **Respondent Type** | **Survey Questions** |
| **Committee Chairs/ Co-Chairs** | * Challenges and rewarding aspects of being a committee leader * Reasons NCDA members should get involved in committees * How knowledgeable about the short/long term goals of NCDA * Relationship with Board Liaisons |
| **Committee Members** | * Reasons to be involved in a current committee * Committee activities or aspects they most and least enjoy * How knowledgeable about the short/long term goals of NCDA |
| **Board Members** | * How effectively current committees are supporting the short/long term goals of NCDA * Importance of NCDA committees * Reasons NCDA members should get involved in committees |
| **NCDA Members with No Committee Involvement** | * Whether they were previously involved in any NCDA committees   + If they were, reasons for not continuing * Reasons for not being involved in NCDA committees * If they were to consider joining NCDA committees, what motivates them |

**Summary/Conclusion:**

NCDA committees are greatly valued by the NCDA Board and members and play an important role in supporting the NCDA community. In addition to contributing to NCDA’s mission and goals, they also provide a platform where members can:

1. contribute to others in the career development field
   1. 63.6% of committee chairs/co-chairs
   2. 32.3% of committee members
   3. 18.6% of non-committee members
2. interact with each other and network
   1. 27.3% of committee chairs/co-chairs
   2. 30.8% of committee members
   3. 25.5% of non-committee members
3. learn new skills and knowledge as well as best practices
   1. 3.1% of committee members
   2. 33% of non-committee members
4. pursue their passion and interests that are not addressed in their primary workplace.
   1. multiple responses from phone conversations

*\*Data is from the survey. Chairs/co-chairs and committee members indicated these aspects as the most important reasons to be part of NCDA committees. Non-committee members indicated these aspects as the most important motivation to get involved in committees in the future. They were all asked to indicate only one most important aspect.*

My follow-up conversations with current committee chairs and members also revealed that NCDA committees are operating with different styles, different activity levels, committee membership types, different membership selection processes, chair v. co-chairs, varied committee leadership terms and selection processes, and stated or unstated goals, to name a few. For example, some committees have members who are mostly active and committed because they were nominated or selected through the selection processes. Other committees reported that they found it challenging to engage all members equally; some members were just names with no particular involvement while others on the same committee are very dedicated and active and spent much more time on committee activities. Most committees did not use the selection process when recruiting new committee members. One of the committees I interviewed had motivated members but had not been able to operate because there was no direction or purpose from the Board or committee leadership; as a new committee, they were lost about what they were supposed to do. As for having one chair or co-chairs for committees, while opinions varied, most of co-chairs reported that they enjoyed having a partner. They were able to better manage schedule conflicts and share workload by having each other. They also liked how having a co-chair helped broaden their perspectives as a committee leader.

Given the diversity and inconsistency of operational models, some of the current and former board members recommended committees to be seen as a “President’s cabinet” and structured and operated more strategically and aligned with overarching goals of NCDA. For example, a couple of them recommended that President-Elect appoint committee chairs. Others suggested to bridge committees and Leadership Academy (LA) graduates. For example, committee chairs should be all LA alumni or at least all LA alumni should be involved in committees of their choices.

Multiple committee members and chairs suggested that it would be helpful to have more structure for committees and the onboarding process for committee members. They thought it would be important to streamline protocols and goals from the Board level to the committee level. Along with streamlined protocols, they pointed out the importance of having a better understanding of the long-term goals of NCDA (such as Vision 2020) and how their committees fit in a large picture. The large majority of committee members (78.5%) indicated that they are either knowledgeable or somewhat knowledgeable about the short/long-term goals of NCDA while 90% of committee chairs/co-chairs indicated that they are very knowledgeable or knowledgeable about these goals. There is a slight gap in the level of understanding of the NCDA goals between committee leaders and members that needs to be filled.

In terms of ways to motivate NCDA members to get involved in committee activities, there was a major dilemma. Those with no previous NCDA committee involvement are not familiar with 1) what kind of committees exist, 2) what committees are doing, 3) what committees are looking for in prospective committee members, and 4) how to get involved. While they have desires to contribute to NCDA and the career development field in general and to directly interact and collaborate with other NCDA members, they are not finding a way to pursue their interests. Both committee members and those with no committee affiliation are under the impression that NCDA committee members were recruited only through annual conferences. It was also a noteworthy finding that some of those with no committee affiliation I spoke with are not regular conference attendees whereas other were simply new to NCDA and had not had an opportunity to attend an NCDA conference so far. These individuals felt that they were missing important opportunities.

One of the most notable and surprising aspects of phone conversations is that members who are not currently part of committees wanted to be heard but did not know where to express themselves about NCDA. Other major trends for this group included:

* They want to get involved in committees but did not know anything about them and how to get involved, as indicated above.
* Some of them were previously involved in NCDA committees. However, because of negative experiences through NCDA committees, they were no longer interested in getting involved.
* Most frequently due to budget issues, those with no committee involvement cannot attend NCDA’s annual conferences. They want NCDA and their committees to have more connections and affiliations with state chapters whose conferences they thought were more economical. At the same time, some felt state chapters are not quite welcoming if you are not licensed. Those without licensure felt that they were excluded by both NCDA and state chapters.

**Results/Recommendations:**

Given the fact that the NCDA committees operate with variable styles and somewhat in isolation from each other, my recommendation is to create a committee model that will provide guidelines and some level of uniformity while leaving some room for autonomy and uniqueness to each committee based on their mission, interests and activity level. The model I suggest, incorporating the results of the survey and phone conversations, is described below. This can be further reviewed and refined into a model based on feedback and suggestions from the Board and committee leaders in the future.

**Mission & Vision Statement**

* All committees have unique mission and vision that are fundamentally aligned with NCDA mission and the overarching goals of NCDA.
* Mission and vision statements are to be discussed and finalized in collaboration with a Board liaison.

**Long/Short-Term Goals**

* Committees develop goals with Board liaisons by referring to NCDA’s overarching goals and ensuring how they are aligned with and contribute to a big picture of NCDA.
* Goals should also reflect interests of committee members.
* Committees periodically review, reevaluate, and revise their goals.
* Committees have discussions about committee goals at least twice a year, at the beginning and end of fiscal year.

**Annual Plans**

* This is similar to curriculum for the coming year. It outlines out purposes and activities with a timeline developed by committee chairs in consultation with a Board liaison.
* Goal setting and activities:
  + Develop goals by referring to the long-term and short-term goals of NCDA and interests of committee members, with target dates to accomplish for the coming year.
  + Based on goals, determine activities and tasks to be completed for the year.
  + Earlier in the year, identify strengths and interests of committee members and accordingly assign tasks.
* Recruitment of new committee members: Assess how many members are returning and determine how many needs to be recruited for the coming year based on goals and activities.
* Publicity/visibility: In addition to visibility opportunities planned for all committees, assess 1) how else the committee is interested in showcasing their work and accomplishments and 2) if the committee needs any feedback and ideas from the entire NCDA community.
  + e.g., conference presentations, article, webinars, online resources, surveys, focus groups
* Meeting schedule and needs:
  + Schedule all meetings for the year based on committee needs and the activity level. Ask committee members to block all of these times at the beginning of the year. Additional meetings may be scheduled as needed.
  + Dedicate a couple of meetings at the beginning and end of the fiscal year for a strategic planning purpose.
* NCDA updates for committee members (new and returning):
  + In consultation with a Board liaison, report any updates from the Board and other committees that committee members need to be aware of.

**Activities**

* Committee meetings:
  + In-person: Identify opportunities for members to meet in person in conjunction with NCDA and other conferences (e.g., ACA, state CDA conferences) with a purpose of increasing a chance to interact with each other.
  + Regular meeting format: Determine what meeting format works best for members. (e.g., phone, video, etc.)
* Email communication or Slack: Set up a listserv or Slack (or other similar tool/app) and encourage members to use as much as possible.
  + Develop guidelines or standards for email communication (e.g., when to email to the entire committee and what to communicate with one or just a few individuals)
* LinkedIn groups or other social media space: If needed, create a group where members can interact with each other which is better dealt with social media tools rather than email/listserv. Determine if the group is open strictly to current committee members or to others depending on interests and purposes.
* Shared drive: Use a shared drive to keep tasks and records organized. Create a general one for the committee rather than one attached to a person so that the drive continues to be accessible in spite of transitions of committee leadership.

**Membership & Recruitment**

* Committee membership types: It will be helpful to have a discussion about having an active member category and a regular/communication subscription-only member category. Committees decide what kind of members they would welcome and whether or not it is ok to have communication-subscription-only (passive/inactive) members.
* Committee descriptions and commitment expectations for prospective members:
  + Based on goals for the coming year, outline responsibilities and approximate time commitment.
  + Diversity and talents of committee members: Committees determine what qualifications and qualities of members would contribute to their success and identify a gap to fill.
* Committee member selection process: Each committee should decide if they want or need to use the selection process to recruit new committee members.
  + If using the selection process, include 1) committee mission and goals, 2) tasks to be performed in the committee, 3) approximate amount of time commitment, 4) qualifications (if any), 5) application process, and 6) selection timeframe, etc.
* Committee member recruiting campaign: primarily twice a year (to be assessed)
  + At annual conferences (e.g., Committee meetings)
  + Via email and publication (e.g., Career Convergence, Career Development)
  + Committee Open House (see below)
  + Some committees may allow just once a year due to the selection process while other committee may allow new members to join on an ongoing basis.
* Committee showcase or open house (virtual):
  + Offer once or twice a year to supplement bi-annual committee reports in a virtual open house format.
    - Open house can last for a few days or week to feature a couple of committees at a time or for a day for all committees.
  + Committees introduce their groups and report and share their activities.
  + Offer a Q&A session for anyone interested in interacting with the committees and learning about their activities, regardless of their interest in joining the committee.
  + Examples of technology: Brazen, webinar technology (e.g., Go to Meeting, BlueJeans, FreeConferenceCall)

**Onboarding for New Members**

* Create an onboarding package and process. The Board and committee leaders may develop a framework or suggested materials that can be used by any committees.
* Overview of the committee (mission, visions, goals, activities for the year, committee structure (e.g., leadership, membership types))
* Logistics: Include the basic logistics information for committee operations such as committee leader and member contact list, conference call information, committee meeting schedule, and committee communication methods (e.g., listserv info, LinkedIn group, shared drive, etc.).
* Knowledge training and resources (if needed): If there is particular knowledge, history or protocols relating to the focus of the committee, provide relevant training or information to new members.

**Document and Record Keeping**

* Committees use shared drive including Google drive.
* Committee member pages on the NCDA website which is password protected (for committee members to store information).

**Publicity and Visibility**

* In addition to committee reports and committee meetings at conferences, committees are encouraged to develop a plan to share their work with other NCDA members.
* Committee reports: Bi-annual reports (currently happening)
* Resources and information for NCDA members on the website: If committees have any helpful resources and information for the NCDA community and beyond, they can be shared through the NCDA website. (currently happening)
* Articles in Career Convergence and Career Developments magazines (currently happening)
* Committee meetings at conferences (currently happening)
* Online open house (see above in the Membership and recruitment section)

**Committee Leadership**

* Chair v. Co-Chairs: When possible, appoint co-chairs instead of one.
* Additional Committee Leaders (e.g., sub-group leaders, vice chair, etc.): Decide if it makes sense to have additional roles in committee leadership.
* Succession Plans:
  + When and how to select new committee leaders
  + (to be determined) Selected by committee members or appointed by the Board
  + Current committee chairs/co-chairs to map out the process with the timeline for the year
  + When having co-chairs, one chair will transition at a time (rather than both transition out at the same time) to ensure continuity.
  + Length of terms for co-chairs: (to be determined) 2 years
  + New committee leadership onboarding process
* New leader onboarding within the committee as well as the NCDA Board
* On-going professional development opportunities through webinars

**Inter-Committee Activities and Communication**

* Inter-committee chair meetings at conferences and phone (currently happening)
* Inter-committee meet and greet sessions at conferences
* Based on inter-committee communication, committees identify opportunities to collaborate with other committees or other professional associations.
* In addition to inter-committee activities, each committee may look into other organizations they could partner with, if interested.

**Partnership with the Board**

* Board liaison is assigned to each committee. (currently happening)
* Hold regular committee chair meetings with the Board. (currently happening)
* Annual feedback survey: Committee members reflect upon their experiences in committees for the past year and offer feedback to the Board and committee chairs using a survey format. Create a survey template.

**Final Thoughts:**

In addition to the above model for committees, it will be helpful for the Board (and probably committee leaders) to periodically assess needs and interests of NCDA members and how committees are responding to them. At the same time, once in a while (approximately every 5-10 years or as needed), I recommend the Board to evaluate if all of current committees make sense and if there is a need for forming new committees. It will also be helpful to clarify definitions and a hierarchy of task force, work group, and committee and how they are promoted into the next status.

This project of surveying and having conversations with NCDA members proved to offer a wealth of information and insights about their perspectives and experiences. Although I was able to actually speak with 33 NCDA members, there were approximately 100 survey respondents who were willing to share their thoughts by phone. Most of them I spoke with expressed their appreciation for the opportunity to make themselves heard. It will be useful to periodically conduct surveys like this to continue to hear their voices and identify ways for improvement and innovation.

**Appendix:**

**Committee Survey Results (N=471)**

**Committee Chair/Co-Chair (N=11)**

|  |  |  |
| --- | --- | --- |
| **What is the most rewarding aspect of your committee involvement? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Interacting with other committee members. | 27.3% | 3 |
| Developing an understanding of NCDA’s goals and operations. | 0.0% | 0 |
| Contributing to other NCDA members. | 63.6% | 7 |
| Enhancing my skills and knowledge of leadership and/or career development. | 0.0% | 0 |
| Other (please specify) | 9.1% | 1 |
| ***answered question*** | | **11** |

**Other:**

* Using my skills and experience to enhance existing programs

|  |  |  |
| --- | --- | --- |
| **What is the most major challenge of your leadership as a committee? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Managing my time to dedicate to committee activities. | 45.5% | 5 |
| Engaging all committee members actively. | 27.3% | 3 |
| Not having sufficient resources for my committee. | 0.0% | 0 |
| Recruiting and/or retaining members. | 0.0% | 0 |
| Other (please specify) | 27.3% | 3 |
| ***answered question*** | | **11** |

**Other:**

* My schedule is very flexible, and I don't work full-time. Otherwise, time would be an issue!
* Not having the full support of the NCDA Board.

|  |  |  |
| --- | --- | --- |
| **Why should a member get involved in any committee (not just your committee, but in general)? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Interacting with other committee members. | 10.0% | 1 |
| Developing an understanding of NCDA’s goals and operations. | 10.0% | 1 |
| Contributing to other NCDA members. | 50.0% | 5 |
| Enhancing my skills and knowledge of leadership and/or career development. | 10.0% | 1 |
| Other (please specify) | 20.0% | 2 |
| ***answered question*** | | **10** |

**Other:**

* All of the above, and being engaged with the work of NCDA.
* Promoting subject area

|  |  |  |
| --- | --- | --- |
| **How knowledgeable do you feel you are about understanding the short/long term goals of NCDA? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very knowledgeable | 20.0% | 2 |
| Knowledgeable | 70.0% | 7 |
| Somewhat knowledgeable | 10.0% | 1 |
| Not knowledgeable | 0.0% | 0 |
| ***answered question*** | | **10** |

|  |  |  |
| --- | --- | --- |
| **How supportive is the NCDA Board of your committee?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very supportive | 60.0% | 6 |
| Supportive | 30.0% | 3 |
| Somewhat supportive | 10.0% | 1 |
| Not supportive | 0.0% | 0 |
| ***answered question*** | | **10** |

**If you have any suggestions about the committee structure or the way your current committee operate, please comment.**

* I used to be on the Membership Committee till it was disbanded a couple of years ago as it was "no longer needed." I'm not sure why not. I think a Membership committee could help with marketing & recruiting for the organization, especially under-represented constituencies.
* We need to schedule more meetings..... aside from those at the Conference
* It is difficult to find people who are qualified to take on leadership roles on committees as they are often incredibly business in their own work
* Our committee is different. It is more than a committee and deserves a different name to set it apart as much more is required in the way of time, organization, relationship building, logistics, etc.

**Committee Member (N=67)**

|  |  |  |
| --- | --- | --- |
| **What is the most important reason for you to be a part of your current committee? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| I care about the purpose(s) of the committee that I am part of. | 83.1% | 54 |
| I want to expand my network (industry contacts) within NCDA. | 7.7% | 5 |
| I want to learn new skills and knowledge. | 3.1% | 2 |
| Other (please specify) | 6.2% | 4 |
| ***answered question*** | | **65** |

**Other:**

* I want to help advance my field through my professional organization.
* All three!
* Would like the NCDA to reach out more to federal government agencies so the NCDA topics at conferences reflect our issues.
* NCDA and its members have served me well, and I am interested in "giving back" by sharing my experience and expertise.

|  |  |  |
| --- | --- | --- |
| **What aspect of committee activities do you enjoy most? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Interacting with other committee members. | 30.8% | 20 |
| Developing an understanding of NCDA’s goals and operations. | 10.8% | 7 |
| Contributing to other NCDA members. | 32.3% | 21 |
| Enhancing my skills and knowledge of career development. | 16.9% | 11 |
| Other (please specify) | 9.2% | 6 |
| ***answered question*** | | **65** |

**Other:**

* Learning about trends in the forefront of education and career development
* Expanding upon the NCDA's goals to include more emphasis of the work consistent with this committee.
* Advancing a subject matter/group of members that I believe are important to NCDA's future.
* Contributing to enhancing the importance of Career Development
* Building the services NCDA offers
* Advocating for positive changes in NCDA

|  |  |  |
| --- | --- | --- |
| **What aspect of committee activities do you enjoy least? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| I don’t have enough time to fully engage in committee activities. | 56.9% | 37 |
| There are too many committee meetings or communications (such as emails) through my committee. | 3.1% | 2 |
| My committee is not as active as I want it to be. | 12.3% | 8 |
| I don’t feel my knowledge and/or expertise is fully utilized in the committee. | 6.2% | 4 |
| Other (please specify) | 21.5% | 14 |
| ***answered question*** | | **65** |

**Other:**

* I enjoy it all!
* For me, it's detailed work - that is task specific.
* I feel very unrepresented in [my] committee.
* I find the involvement interesting and rewarding.
* Nothing
* Pushback from the Board/Resistance to change or suggestions
* I am new to the committee but have had great contact with the lead!
* Organizational politics but that is on NCDA not individual committees.
* Learning more about the background of the other committee members.

|  |  |  |
| --- | --- | --- |
| **How knowledgeable do you feel you are about understanding short/long term goals of NCDA? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very knowledgeable | 16.9% | 11 |
| Knowledgeable | 32.3% | 21 |
| Somewhat knowledgeable | 46.2% | 30 |
| Not knowledgeable | 4.6% | 3 |
| ***answered question*** | | **65** |

**If you have any suggestions for your committee leaders or committee structure, please comment.**

* The Ethics Committee Chair does a great job.
* I don't always understand exactly how decisions have been made in the Ethics committee, and I wish there were more ways for me to become more actively involved with the work of this committee.
* Don't include everyone on emails. I don't have time to read everyone's responses, particularly if they don't apply to the tasks I am responsible for.
* Perhaps using a different method to connect other than a phone will be better. Got to Meeting maybe? On the phone, it is challenging to engage in a discussion with so many people since you can't see anyone.
* As a committee leader in other orgs, it's incredibly important to get everyone involved and to check in with each individual. It's time consuming but pays off!
* Might re-think how this committee is grouped; not sure we share much in common with private industry. I am really new to NCDA but have brought in many new people to last year and this year's NCDA Conf. Would love to see the committee acknowledge their federal gov't constituents.
* Shorter emails that get straight to the point. More frequent smaller projects instead of occasional big ones.
* Monthly short touch base connections with committee members from leaders
* Our committee leaders have been great - I appreciate their work and effort. I have not had the time to support the committee as much as I would like to due to my tenure process.
* It would be helpful if there were a better way to communicate than just email (since email addresses change as people change jobs), and it would also be nice to have more than 1-2 options to choose from for meetings. The options are usually a specific Wednesday 8am or Thursday 8am, and so if you're at a conference that week then you miss out until a couple months later when hopefully you're available during the two options sent out next time around. More options, more communication (and more reliable than email) would be helpful. But I also don't know if maybe I'm just missing some of the committee emails since I've changed jobs recently.
* I wish we could meet/chat more frequently.
* I value the role my committee leaders have played in advancing the goals of the committee
* Improve/regularize communications
* possible direct contact in additional to the national conf.
* No suggestions, though I need to get reconnected better than I am at present.
* The NCDA board needs to be more actively involved in the committees and set specific goals. Chairs need to be more carefully selected.
* Not at the present time
* Utilize NCDA's excellent communication network and groups such as the Brain Trust and the Leadership Academy to explain the committee's work and to recruit new members.
* I think we do a really good job on the work we do
* fewer people on committee and more accountability
* I would recommend finding ways to connect more frequently throughout the year, as opposed to just the NCDA Conference. I am a member of the Veterans committee and this committee does not turn away any new members; I believe the large # of committee members hinders progress and communication within the committee throughout the year. Also, many of the members of this committee are simply members; they are not active participants and this can often be frustrating.

**Board Member (N=6)**

|  |  |  |
| --- | --- | --- |
| **Overall, how effectively are current committees supporting the short/long term goals of NCDA?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very effective | 33.3% | 2 |
| Effective | 0.0% | 0 |
| Somewhat effective | 66.7% | 4 |
| Not so effective | 0.0% | 0 |
| ***answered question*** | | **6** |

|  |  |  |
| --- | --- | --- |
| **How important are committees to NCDA?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very important | 83.3% | 5 |
| Important | 16.7% | 1 |
| Somewhat important | 0.0% | 0 |
| Not important | 0.0% | 0 |
| ***answered question*** | | **6** |

|  |  |  |
| --- | --- | --- |
| **Why should an NCDA member get involved in a committee?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Interact with other committee members. | 16.7% | 1 |
| Develop an understanding of NCDA’s goals and operations. | 0.0% | 0 |
| Contribute to other NCDA members. | 16.7% | 1 |
| Enhance my skills and knowledge of leadership and/or career development. | 16.7% | 1 |
| Other (please specify) | 50.0% | 3 |
| ***answered question*** | | **6** |

**Other:**

* Contribute to tasks that are important for the profession
* I think it can be both to help the organization but also to develop an individual's skills
* All of the above, plus they can contribute their gifts and expand/enhance NCDA's reach

**What suggestions do you have for current committee leaders and/or for committee structure?**

* Co-chairs for all committees.
* It would be helpful to more intentionally tie the committee work to the strategic goals of NCDA.
* Connect with other chairs for projects and presentations
* Committees should all have a defined purpose; every committee should have a chair and co-chair; committees should accomplish something significant every year or be disbanded; committees should report to the board twice a year; committees should announce activities and accomplishments via NCDA publications (online); committees should be no more than 10-12 members otherwise they are simply a special interest group
* Schedule Global Conference in a manner that can maximize attendance at NCDA committee meetings.

**NCDA Member with No Committee Involvement (N=387)**

|  |  |  |
| --- | --- | --- |
| **Have you ever been involved in any NCDA Committee?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Yes | 6.6% | 24 |
| No | 93.4% | 337 |
| ***answered question*** | | **361** |

**If you were involved in any NCDA committee(s) in the past, which committee(s)?**

* Presidential Task Force on Private Practice and Consulting
* Leadership Academy
* CDF Manual Updates
* Professional Development (x2)
* Awards
* Diversity
* Program Committee for NCDA Annual Conference
* Research (x4)
* Ethics
* Government Relations
* Veterans (x2)
* NCDA Board (x2)
* Publications
* Scholarship
* International (Global Connections) (x3)
* NCDA/ACES Commission
* International Students

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| **If you were involved in NCDA committee(s) in the past, what is the main reason for not continuing your involvement?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| I don’t have enough time to get involved. | 21.7% | 15 |
| Committee activities are not interesting enough. | 2.9% | 2 |
| My job is no longer relevant to committee activities. | 8.7% | 6 |
| Other (please specify) | 66.7% | 46 |
| ***answered question*** | | **69** |

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| **If you have never been involved in an NCDA committee, what is the most major reason for not being involved?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| I am new to NCDA. | 30.8% | 101 |
| I don’t have enough time to get involved. | 19.2% | 63 |
| I have not found a committee that is interesting enough to be part of. | 4.0% | 13 |
| I don’t know how to get involved. | 28.0% | 92 |
| Other (please specify) | 18.0% | 59 |
| ***answered question*** | | **328** |

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| **How likely are you to be part of any committee within a few years?** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Very likely | 18.8% | 68 |
| Likely | 21.1% | 76 |
| Somewhat likely | 41.8% | 151 |
| Not likely | 18.3% | 66 |
| ***answered question*** | | **361** |

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| **If you were to sign up to be part of a committee, what would be the most important motivation for signing up? Please select one.** | | |
| **Answer Options** | **Response Percent** | **Response Count** |
| Develop new skills and knowledge. | 33.0% | 119 |
| Expand a network of NCDA colleagues. | 25.5% | 92 |
| Contribute to professional development of other NCDA members. | 18.6% | 67 |
| Contribute to the mission and goals of NCDA. | 18.3% | 66 |
| Other (please specify) | 4.7% | 17 |
| ***answered question*** | | **361** |

**If you have any comments or suggestions for committees, please comment.**

* Committees need to be well administered so when NCDA members reach out to join a committee keep the communication fluid.
* I would love more information on how to become involved. I know there have been meetings at NCDA conferences in the past and I'm hoping to learn more at the conference this year.
* Any NCDA activities have to be on my own time, and not work time. Keeping information short and concise, especially when asking me to do something is imperative
* In May I will be the President of ALGBTICAL here in Alabama. I do not know if such a committee already exists but if there were a committee addressing the intersection of career and LGBT issues I would be very interested in it.
* new GCDF as of 4/16, dissatisfied with non-grandfathering of the certification for the new NCDA credential. NCDA is still promoting the GCDF course.
* Higher Ed movement toward Academic Advisors
* I am not too familiar with them at this point, hoping there is one for college career folks
* I believe that committees need to have actionable goals so that members feel like their time is well spent. The leadership needs to ask for the actionable goals each year. I am also not feeling empowered about NCDA right now because of the membership category change - it is exclusive rather than inclusive. Even though I have a master's degree and 20+ years in the field, I can't call myself a career counselor in NCDA's eyes because I don't have a master's in counseling! And a former key NCDA key note speakers was humiliated by NCDA leaders. And then they wonder why they don't have more members. If they were inclusive of all types of career counselors and career coaches, NCDA would have more members. It is "ivory tower" to think that a "career counselor" must have a master's in counseling. I care about NCDA and want to see it be inclusive and robust and serve all those professionals who provide career support to clients.
* Are you effective
* market, advertise, call your members. Ask for participation, explain what is involved.
* I'd love to see a call to action that describes the current initiatives and goals of a committee and the anticipated time commitment. That would help me decide if I would be a good fit.
* Ombudsman committee- there should be a neutral party to mediate sensitive issues that occur with the organization
* How to raise a national discussion on increasing pay for all workers below $100,000
* I really don't know what the committees are and what they do. From my past experience, there is a call to involvement at the yearly conference, but if you can't attend every year then it feels hard to be involved. Maybe if there could be an appeal to join committees during the year also and maybe the work can be broken down into projects versus just be on a committee. Online meetings make it more possible.
* Follow-up with people who volunteer and respond to emails requesting their service
* Perhaps having committees based on areas of practice (e.g. private practice, colleges/universities, K-12, government agencies, etc.)? I would strongly consider volunteering to chair the colleges/universities one.
* I'm very interested in regional committees. I don't work in the typical career development setting but I love reading the research and applying the techniques to my job seeking clients.
* NCDA seems to be very small in Idaho. I have only met two other members total. I'm not sure how a committee would work with so few members.
* Is there a committee about career development for college students with ADHD, Aspergers or other learning differences?
* I'm a doctoral student and would love to be more involved with NCDA.
* I would like information about how to join committees sent out via email.
* Please plan meeting time that works for both parts of Pacific time and eastern time zones.
* I feel as though I do not have enough information about what the committees do and how they arrange business (i.e., email, phone conference, video conference, etc.). I would be more likely to participate if I knew the method of participation could fit my schedule. Thank you.
* I'd like a vehicle for getting together with and meeting other NCDA members in my local area (NYC & environs)
* Update all materials. Our manuals have 2000 charts and graphs.
* Thank you for your work and for reaching out to the members.
* Thank you for asking. A proactive approach would be for each committee to be intentional -- annually -- to bring in at least one new member who has never served on an NCDA committee before.
* I would like more information about how to join a committee as a new member!
* Make your committee members feel connected (e.g., email, conference calls).
* Low-cost continuing education that applies to NBCC status as well.
* include the international NCDA members in their activities.
* I am a certified rehabilitation counselor and LCPC but need to look into your CCC credential
* I want to be involved
* I think I could be more involved if I didn't have to be at in person meeting. Could I be on the phone?
* CERIC and NCDA cross border committee
* How can I become a member of a committee?
* My perception when looking at committees is that you need to be experienced to participate - it would be helpful to know if there are ways that early career professionals could participate as well.
* I spent time on the board of a group when I was working at a college career center. In private practice now and do workshops for adults in transition. I think you need a committee to focus on working with high school guidance counselors and developing solid k-12 programs pre-graduation. I also think committees focused on regional adult needs might be good.
* Would like to see a committee that focuses on future planning of organization. New goals/initiatives/what the organization looks like in 5 or 10 years. Also would like outreach. I am new and your descriptions leave me cooked. I am not sure what I could contribute or whether I would be accepted. I have been in other organizations that sought input and then ignored newcomers. No one actually asked me to join.i am also looking for some sort of best practice guidelines.
* no one has ever reached out about serving on a committee
* Like fact that you asked about motivation. Members should be motivated and committed to purpose of that particular committee.
* I am particularly interested in the career and vocational identity development of young people, +/-15--30 years of age