CCHS/CR 2027 Open Position Descriptions

The 2027 CCHS/CR elections are coming up! We have several volunteer positions open, and we'd love to see new voices, ideas, and perspectives represented on the Council.

Who Can Serve?

Any employee at an institution or school with an active CCHS/CR membership is eligible to serve. Positions aren't limited to high school counselors or college admissions professionals. Event & visit staff, post-secondary advising staff, communications team members, and others are all welcome to get involved.

Why Get Involved?

Serving with CCHS/CR is a great way to connect with colleagues, grow professionally, and contribute to the future of Colorado's secondary and postsecondary education community.

- **Build Your Network:** Connect with professionals across Colorado and build relationships that can support your professional growth.
- **Member Benefits:** Receive discounts on Counselor Workshop and Annual Conference registrations
- **Early Access:** Get early access to fall event information, including Day/Night Fairs, Counselor Workshops, and the Annual Conference.
- **Professional Growth:** Gain leadership experience, develop new skills, and explore opportunities within school counseling and college admissions.
- **Share Your Voice:** Bring your ideas, perspective, and expertise to help shape CCHS/CR.
- **Shape Colorado's Future:** Contribute to the continued growth and leadership of Colorado's secondary and postsecondary education community.

Position Descriptions

Presidential Cycle (*3 year term*)

- Year 1: President Elect (up for election in 2026, serves 2027 - 4 Year College Member)
    - Attend Executive Committee monthly meetings (in-person 4x a year)
    - Join the Annual Conference committee
    - Creative and thematic oversight of Annual Conference Committee:
        - Brainstorm conference theme, hire speakers, and support planning
        - Serve as Master of Ceremonies for the Annual Conference
    - Induct newly elected members of the Executive Board at Annual Conference
    - Fill in facilitating Executive Committee meeting as needed

- Year 2: President
    - Facilitate monthly Executive committee meetings (in-person 4x a year)
    - Identify goals and opportunities for the coming year
    - Foster collaboration and connection within Council
    - Represent Council at Counselor Workshops (September)
    - Induct new President at Annual Conference
    - Host President's reception/social hour at Annual Conference
    - Provide a Council update to the CDHE Directors meeting at Annual Conference
- Year 3: Past-President
    - Attend Executive Committee monthly meetings (in-person 4x a year)
    - Run the recognition committee including monthly High School Counselor and College Admissions Professional of the month awards
    - Help identify candidates for elected positions to be filled at the Annual Conference
    - Solicit nominations for annual awards such as Cynthia E. Gales, Lifetime Achievement, Hall of Fame, and Service to Council
    - Provide mentorship and collaboration to President and President-Elect
    - Fill in facilitating Executive Committee meetings as needed

Secretary (*2 year term*)

- Attend Executive Committee monthly meetings (in-person 4x a year)
- Collaborate with Co-Executive Directors
- Prepare and maintain official Council records and documents
- Maintain accurate minutes of Executive Committee meetings
- Provide meeting notices and other required communications to Executive Committee members
- Prepare and submit required organizational filings to government agencies in a timely manner
- Prepare and, upon request, distribute membership rosters for proposed votes
- Ensure Council records are kept current and organized

Region Representatives (*2 year term*):

- Attend Executive Committee monthly meetings (in-person 4x a year)
- Serve on the Scholarship Committee and Counselor of the Month Committee
- Represent their constituencies in the deliberations and work of the Council - this may include "polling" their constituencies for input/feedback on pending topics
- Keep their constituencies informed concerning the work and actions of the Council
- Region Representatives are elected on an alternating basis- odd regions are up for election in odd years, even regions are up for election in even years.
    - **2-Year College**
    - **Region 2: Southwestern:** *Alamosa, Archuleta, Chaffee, Conejos, Costilla, Dolores, Hinsdale, La Plata, Lake, Mineral, Montezuma, Montrose, Ouray, Rio Grande, Saguache, San Juan and San Miguel Counties*
    - **Region 4: Northeastern:** *Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Weld and Yuma Counties*
    - **Region 6: North Central:** *Boulder, Clear Creek, Gilpin, Jefferson, Larimer and Broomfield Counties*
    - **Private Secondary School**

Questions? Reach out to Erin Ulrich, Past President, at pastpresident@coloradocouncil.org