

## **Publications Development Council (PDC)**

### **Call for Co-Chairs**

**February 2026**

***NCDAs actively seeks strong leadership to implement the new PDC structure.***

Following a year-long review of all aspects of the NCDAs Publications Development Council (PDC), this call is for **two NCDAs members to step into the new PDC Co-Chair roles**. Under the guidance of the NCDAs PDC Board Liaison, Julia Makela, and the NCDAs Publications Development Director, Melanie Reinersman, the Co-Chairs will begin the formation of a new council of 8-10 members over the next 2-4 years. These are voluntary roles, with incentives available.

This Call for Co-Chairs provides overview information on the new PDC structure, including Mission, Values, Products and Structure. This is followed by a description of Responsibilities for PDC Co-Chairs, as well as PDC Members in general. Lastly, information is provided regarding Co-Chair qualifications and the application process.

**The review of Co-Chair applications begins March 16, 2026.**

Please note that a call for PDC Members (beyond the Co-Chair roles) will be made later this year, once the Co-Chair roles have been filled.

## **Overview of the New NCDAs PDC Structure**

### ***PDC Mission***

The Publications Development Council (PDC) develops and publishes books, monographs, and online subscription services. These are generated by diverse, expert voices which offer research- and evidence-based career development practices informed by foundational knowledge and innovation, in consideration of diversity, equity, inclusion, accessibility, and belonging (DEIAB), ethics, and technological advances.

### ***PDC Vision***

Career practitioners and scholars are empowered with quality knowledge, skills, and resources that inspire career development globally.

### ***PDC Products***

The output of the work of the PDC can be viewed in the [Career Resource Store](#), on the NCDAs website at [www.ncda.org](http://www.ncda.org). An infographic reveals the connection of the PDC with the various NCDAs publications (journal, web magazine, and quarterly members' magazine).

### ***PDC Ideal Structure***

The ideal structure for the PDC is designed with the aim to inspire motivation to support NCDAs and the Mission/Vision of the PDC, as well as increase engagement among PDC members. Two-year renewable terms provide an opportunity to make a commitment, focus energies and achieve goals. Leadership

roles (i.e., co-chairs) allow collaborative, thoughtful leaders to expand skills, make connections and ensure progress. Specialist roles allow each individual to express strengths and interests, offering unique contributions. Guidance from experienced PDC members, the Board liaison and Publications Development Director will be provided.

Time commitment varies monthly, ranging from minutes (e.g., responding to emails), to an hour or two for a full group meeting (e.g., 1-4 times a year, either zoom or in-person), to several hours of independent work (e.g., completing a content review an assessment review). Additional time commitments may be needed when new products are launched or book proposals are considered. Incentives are aimed at ensuring that PDC members can competently and confidently carry out their role, while acknowledging the gratitude NCDAs expresses for the members' contributions.

Specific structure and incentive components:

- Co-chairs serve a 2-year term, with the option of 2 consecutive terms
- Members serve a 2-year term, which is renewable without limit
- Specialist PDC member roles (Members may select a role in addition to the Content Reviewer assignment):
  - Secretary (1 member)
  - Content Reviewers (all members will be assigned in rotation)
  - Marketing Specialist (Coordinates collaborations with other areas of NCDAs in addition to organizations outside of NCDAs)
  - Collaborator (coordinates collaborations with organizations outside NCDAs)
  - Member Relations (connects PDC to other areas across NCDAs).
- Incentives:
  - \$100 to be used toward select NCDAs offerings (e.g., membership, PDI attendance, etc.) - annually, after 1 year of service;
  - Meal at PDC conference meeting at annual conference; (conference attendance highly encouraged but not required)
  - CE's for service in the PDC; and
  - Free access to NCDAs online publications in the Career Resource Store
- Potential for ad hoc volunteers to be added

## **PDC Member Qualifications**

### **1. REQUIRED:**

- a. NCDAs membership in good standing, for at least two years and continuing throughout the time on the PDC
- b. Skills conducive to performing the stated roles, such as
  - i. Strong communication, both written and verbal
  - ii. Lead, motivate and engage other members
  - iii. Timely attention to detail
  - iv. Collaborative
  - v. Facilitative

- c. Able to commit to two years of service

**2. PREFERRED:**

- a. Interests matching Specialist roles, such as
  - i. Review of written word, providing comments on content, as well as minimal editing
  - ii. Marketing, such as supporting authors in their outreach
  - iii. Note-taking
  - iv. Outreach
- b. Diverse experience
  - i. Publication development, marketing, ethics and technology
  - ii. DEIAB

### **PDC Co-Chair Application Instructions**

Email NCDA PDC Board Liaison, Julia Makela, [jpmakela@illinois.edu](mailto:jpmakela@illinois.edu), and the NCDA Publications Development Director, Melanie Reinersman, [mreinersman@ncda.org](mailto:mreinersman@ncda.org), with the following:

1. Resume or vita
2. Short statement of interest, including your skill summary and an acknowledgement of understanding of the PDC mission and structure.
3. Any questions you may have about the opportunity

Thank you for supporting NCDA!