# National Career Development Association

*305 N. Beech Circle*

*Broken Arrow, OK 74012*

*918/663-7060*

*Fax: 918/663-7058*

*www.ncda.org*

**National Career Development Association**

**Leadership Academy**

**Project Summary**

**Participant(s):** Wendy LaBenne

**Board Mentor:** Rebecca Dedmond

**Leadership Academy Class:** LA VII, 2012-2013

**Project Title:** State Association Leadership Handbook

**Project Description:**

The purpose of the State Association Leadership Handbook project is to update the existing document in order to provide an updated and comprehensive tool for state leaders. Sources utilized to produce the end product included the current NCDA Leadership Handbook; documents and information from the Missouri Career Development Association and one other association; best practices contributed by NCDA Regional Trustee, Paul Timmins; and thoughtful contributions by the NCDA Executive Board. Information from this project will be shared at the State Leadership Training during the NCDA Conference.

**Summary/Conclusion:**

The impetus for this project was based on the experience of being President of the Missouri Career Development Association (MoCDA) in its second year.

**Results/Recommendations:**

Serve as:

* a resource guide for those starting new Career Development Associations (CDA)
* a comprehensive resource guide for incoming CDA Presidents
* a checklist for those reviewing and updating their CDAs