Professional Development Committee Job Descriptions

Professional Development Board Advocate

The Professional Development Board Advocate is responsible for the oversight of the Professional Development of NWPMA.

The Professional Development Advocate is responsible for:
1) Working directly with the Professional Development Chair
2) Serves as a liaison between the Professional Development chair and the Board of Directors
3) Oversees the activities of Professional Development Chair and Committee.
4) Communicates to the Chairperson and Committee Members the activities of the Board of Directors, including the decisions made at each Board Meeting.
5) Attends all Board of Director meetings and Committee Meetings
6) Attends Showcase Committee meetings and communicates Professional Development intentions and activities.
7) Works with the Chair to develop the Professional Development Programs.
8) Seeks prospective volunteers and invite them to attend Committee Meetings and participate in Committee activities.
9) Develop and run program if simultaneous programs are scheduled in multiple locations at same time.

Professional Development Chair – Description

The Professional Development Chair is responsible for the organization and scheduling of Professional Development Events throughout the year. Currently there are two events:
1) Spring Showcase – Portland, Oregon
2) Fall Showcase – Seattle, Washington

The Committee Chair is also responsible for the organization and management of the Professional Development Committee.

The following is an overview of the various activities the Professional Development Chair must attend to. Responsibility for these activities is not the sole responsibility of the Professional Development Chair, but rather the tasks the Committee must perform with the Chair managing.

A) Planning the overall direction of Professional Development
   a. Planning the yearly goals and objectives
   b. Work with the Professional Development Board Advocate on yearly budget.
      i. Goals and budget considerations should be in place and presented at the Annual Board Retreat.
   c. Schedule and run committee meetings when necessary.
      i. Set agenda for committee meetings

B) Organize the Professional Education Events
   a. Assign committee members tasks and responsibilities
b. Meet with committee to decide on presenters and programs

c. Plan the Education Day events and schedule

d. Contact presenters and manage appearance schedule
   i. Provide NWPMA Executive Director with basic information needed for
cost and arrangements speakers require.
      1. The Executive Director will handle the negations and
         contracts for the speakers.

e. Develop and oversee product or financial sponsorships as needed
   i. Manage incoming items
   ii. Communicate with Show Committee on sponsorships

f. Communicate with other committee chair on activities
   i. Provide program information to Marketing Committee
   ii. Provide program information to Showcase Committee

g. Oversee and manage the Education Day’s Activities

C) Communicate to the Board during regular meetings the status of Professional
Development.

D) Prepare and submit stories for the Association Newsletter.
E) Communicates with prospective volunteers and invite them to attend and
participate in committee meetings and activities.

**Professional Development Calendar of Events and Timeline:**

Due to programs occurring throughout the year and scheduling of speakers from out of
town, Professional Development requires planning throughout the year. The following
are benchmarks.

**January**

- Spring Showcase schedule and program finalized
- Spring Showcase Pro D Sponsorships and Product Donations
- Start Planning Fall Showcase

**February**

- Fall Showcase Speaker Planned and Booked

**March**

**April**

- **Spring Showcase Portland OR – TBD**

**May**

**June**

**July**

- Fall Showcase schedule and program finalized
- Fall Showcase Pro D Sponsorships and Product Donations
- Pro D Committee Meeting to determine Goals and program interest for
  following year.

**August**

- Start Planning for Spring Showcase

**September**
Fall Showcase Seattle WA – TBD

October

November

Board Retreat – Budget request in for next year

December

Overview and recommended procedures for Professional Development Programs

1) Pro D Committee Meeting to determine program topics and interest.
2) Each Committee Member report back with minimum of ONE person they would like to see present.
   a. Speaker Name
   b. Program Subject
   c. Brief of Program
   d. If known, cost for ½ day – full day
   e. Why their interest in this person
   f. Contact information for the Speaker
3) Committee Decide on 3 top choices for presenters
4) Committee Chair Contact speaker to check availability, confirm program and get cost estimates.
5) Chair reviews with Board Advocate – if agreement, turn over to Executive Director for negotiations.
6) Executive Director gets signed contract
7) Committee Chair develops program
   a. contacts speaker(s) for input and review of program
   b. works with Executive Director on food, equipment and special requests
8) Pro D Committee solicits financial / product sponsorships. Minimum Requirements for all programs include:
   a. Pens
   b. Notepads/Journal Books
9) Committee Chair or assigned member oversees all product sponsorships, schedules deliveries and ensures arrival at event.

Day of Event

1) Committee members arrive 15 minutes before registration begins:
   a. Assigned tasks as needed by Committee Chair
   b. Meets/Greets and provides introductions to attendees
2) Committee Chair Runs Program