**Position Description**

**Position:** Professional Development Chair

**Purpose of Position**: Foster professional development of association members, prospective members and community partners; oversee educational opportunities in Twin Cities Metro region.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to Professional Development Committee.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Ensure that MAVA professional development offerings are coordinated and themes address MAVA’s major goals.
6. Engage high profile trainers whenever possible.
7. Identify new avenues to address educational needs for all members.
8. Plan and implement 3 educational opportunities for MAVA members during calendar year, one of which is a day-long session in a non-conference year.
9. Work with Fund Development to explore underwriting opportunities that may arise while planning education sessions.
10. Seek input on content from annual member survey, strategic plan and board of directors.
11. Partner with Hands On Twin Cities and other potential partners to provide educational resources in conjunction with MAVA trainings.
12. Coordinate with Membership Development Committee to offer new member incentives at MAVA trainings.
13. Ensure MAVA resources are offered at each training.
14. Utilize accessible, convenient venues.
15. Partner with Marketing Volunteers and MAVA office staff to promote opportunities to MAVA members, prospects and community at large.
16. Evaluate each educational opportunity.
17. Track attendance.
18. Provide synopsis of workshop for MAVA Monthly and MAVA website.
19. Submit annual budget request.
20. Attend MAVA Board meetings and prepare committee reports as necessary.
21. Maintain accurate and complete records.
22. Assure accurate and timely information related for MAVA annual report, newsletter and website.
23. Orient new Professional Development chair to position and transfer records and materials.
24. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Experience in professional training techniques, materials, and methods
2. Knowledge of member professional development needs
3. Ability to meet member needs creatively and through collaboration

**Benefits:**

 1. Experience in planning and implementing major educational events.

 2. Enhance management skills through leadership position in a statewide association.

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