

## **POSITION DESCRIPTION**

### **Executive Committee – Professional Development Chair**



There is one Chair of Professional Development Committee elected bi-annually. This is a voting position on the Executive Committee.

#### **DUTIES**

1. Call and presides over regular and emergent meetings of the Professional Development Committee.
2. Attends Local Executive, Council of School Representatives, and General meetings.
3. Reports on a monthly basis to Executive and Council of School Representatives on concerns and activities related to the Professional Development committee.
4. Keeps members informed of Local PD events and opportunities, subject to direction and approval by the President of the Local.
5. Prepares and maintains the committee budget.
6. Works with the Local to book venues, order meals, etc. for professional development events organized by the committee.
7. Serves on Local Association Committees as requested or required, including the Strategic Planning and Research Committee.
8. Provides leadership in establishing goals and planning activities and collaborates with committee members and Local staff to implement professional development programs of the Local.
9. Attends the Summer Conference as a representative of Local 38.
10. Attends Provincial Association's Professional Development Area Conference, held twice annually.
11. Serves as a delegate to the Annual Representative Assembly.
12. Advertises to members and recruits members for vacancies for Executive offices or committee positions as they occur.
13. Performs other duties relating to the Local's needs.

#### **TERM OF OFFICE**

Two-year term with re-election up to a maximum of four consecutive years.

#### **REIMBURSEMENT**

As per Local Policy 4.B.4 Executive Committee shall receive \$35.00 per meeting to a maximum per diem of \$70.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.

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