

## **PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR JOB DESCRIPTION**

**Reports To:** SCRID PRESIDENT  
Status: Volunteer

### **POSITION PURPOSE**

To promote SCRID events using SCRID membership email, distributes SCRID event and activity news to SCRID members and supporters

Must be a current SCRID member in good standing.

### **PRINCIPAL RESPONSIBILITIES**

- Plan and coordinate annual professional development activities for a minimum of 3 Face-to-Face board meetings and the annual membership meeting each fiscal year
- Recruit and coordinate a committee to assist in hosting events
- Collaborate with the Website and Public Relations Committee chairs on posting and promoting event details
- Prepare and maintain documentation required by RID, SCRID and other organizations
- Meet promotion and CMP deadlines for workshops (see promotion schedule, below)
- Maintain a list of potential presenters and contact information
- Negotiate contracts with presenters, including the determination of materials, equipment needed and language use of presentations
- Work within the annual SCRID budget
- Check SCRID email a minimum of once per week
- Respond to time-sensitive communication within 24 hours or sooner, if possible
- Submit a monthly report which includes budget expenditure updates
- Submit an annual report for the annual membership meeting
- Attend 75% of all board meetings

### **MONTHLY BOARD MEETING DUTIES**

1. Prepare Monthly PDC Committee Reports for SCRID Board Meetings. Upload PDC Committee Report to SCRID.org Blog (i.e. WordPress) at least one week prior to Monthly Board Meeting.
2. Report on PDC Activity, Budget Inquiries, and Assistance provided to members at each monthly SCRID Board Meeting. Answer Board inquiries concerning such activities.
3. Track PDC actual event revenue and expenses with annual budget projections
4. Required to attend 75% of all Monthly Board Meetings within 1 Fiscal Year.
5. Time commitment will be dependent on PDC activities plan, but is approximately 10 hours per event.

### **TRAINING, EXPERIENCE, ABILITIES**

- Current SCRID member in good standing
- Experience event planning
- Strong organization and administration skills

- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

**File Naming Protocol:**

Include the following in file names for PDC documentation:

- Name of event/purpose of document
- Date
- SCRID
- Example: SCRID ECC Workshop Dec 6 2017.pdf

Professional Development Event Task List

Note that the WA event should be created BEFORE the flyer

**Task List & Deadlines**

45-90 + days	Set date
45-90 + days	Recruit speaker
45-90 + days	Determine time frame
45-90 + days	Set registration rates
	Rates for members and non-members <b>(ALWAYS provide discount for members!)</b>
	Rates for students?
	<b>Discounted rates for workshops with F2F meetings if they attend the meeting</b>
45-90 + days	Arrange for CEUs
45-90 + days	<b>Create event on Wild Apricot</b>
45-90 + days	Create flyer
45 - 60 days	<b>Promote event:</b>
	Send via WA email to members (Monthly, until 9 weeks to the event, inclusive, at week 7, 5, 3; then weekly and again at 3 days prior to the event)
	Set event page on FB (request to president), reminders (every 2 weeks, 1 week prior, 3 days prior) (See Public Relations Committee)
	Other promotional resources (please provide list here)

<b>To send email via Wild Apricot</b>	
1	Upload flyer to system
2	In WA click on contacts, advanced search.
3	Set filters to membership: active, then click the search button.
4	When the results are displayed, go to top of page and click on "email contacts" - green button.
5	At the email page, scroll down to the PDC template, click to choose, then hit "next."
6	To attach a file, highlight the text for the link, click on the paperclip icon. Once the dialogue box appears, browse to find file, upload, then choose file to attach
7	To insert the registration page link, type "Click here for registration," highlight the text, then click on the chain icon. Copy and paste the registration page URL/address, click "ok."
8	The next page will be the email form. Fill. In all the applicable parts and hit "review and send."

9	After confirming the message is ready to send, click on the "Send to # recipients" - green button
10	Click "ok" when prompted
11	Verify that the email message was sent by checking your email inbox
12	Messages may be duplicated and scheduled for future distribution.