

**Wisconsin Field Office Local Council of Leaders (LCOL)**  
**Position description: Committee Co-Chair – Professional Development**

*RESPONSIBLE TO*

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Wisconsin Field Office Members, Committee Chairs of LCOL

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*SUMMARY*

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The Professional Development committee co-chairs will work with the LCOL and central team staff to set up and develop training opportunities, conferences, and other professional development events, and ensure that members of the Wisconsin field office receive the services and assistance needed to provide a quality camping experience to their clientele.

*MINIMUM QUALIFICATIONS*

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1. Experience in building relationships between camps, members and those not involved in ACA to provide support and direction.
2. Ability to lead a team and facilitate work in individuals and groups.
3. Positive voice and strong advocate for ACA, both locally and nationally.
4. Drive the work of the committee to meet the goals of the LCOL and ACA-Wisconsin membership.
5. Current ACA member
6. Strong verbal and written communication skills
7. Ability to commit to a three year term with the option to stay on for a second three year term.
8. Ability to recruit, guide and work with selected volunteers on the committee and other sub-committees

*SPECIFIC RESPONSIBILITIES*

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Coordinate and work with the Central Team staff and the following committees:

1. Fall Conference
2. Other professional development trainings (NDO, MESH trainings, etc)

Plan, coordinate, and facilitate work on the following responsibilities:

1. Research grants
2. Building relationships with other organizations to share development opportunities
3. Building relationships with current members
4. Attending and participating in meetings and functions of the LCOL
5. Contributing to the communication modes of ACA – WI: website, Facebook, e-newsletters and in person opportunities (conferences and gatherings).
6. Budgeting
7. Send any changes made in the ACA-Wisconsin calendar to the central team staff member
8. NCOL responsibilities as needed
9. Other LCOL needs as determined