

Position: Professional Development Chair\*

Purpose: The purpose of the professional development chair is to work with the ACA professional development specialist to provide leadership, vision, guidance, and support to professional development efforts that result in quality professional development resources and opportunities at the local level.

#### Preferred Knowledge and/or Experience

- Knowledge of ACA professional development resources and programs
- Ability to connect and engage local volunteers
- Ability to maintain an open line of communication with the professional development specialist
- Prior experience leading work groups/committees to meet expected outcomes/goals
- Knowledge and/or experience in working with adult learners

#### General Expectation of Tasks

- Work cooperatively with the ACA professional development specialist in the design, development, and implementation of professional development experiences.
- Serve on the Local Council of Leaders (LCOL).<sup>\*</sup> Attend all LCOL and professional development committee meetings and functions (in person or virtually) and be prepared to contribute meaningfully.
- Stay informed about ACA's mission, services, policies, resources, and programs.
- Contribute to the LCOL annual planning process and implementation of professional development goals across the local office.
- Collaborate and/or review agenda and supporting materials prior to LCOL and professional development committee meetings.
- Serve on other committees/task forces (as applicable) and offer to take on special assignments as needed.
- Serve as a champion for ACA, promoting camp experiences and the camp profession by sharing ACA resources and membership opportunities with others.
- Comply with all applicable ACA policies and procedures relevant to professional development events and efforts (e.g., contracts, honoraria, speaker negotiations, accommodation/meal contracts).
- Stay informed of emerging professional development issues and trends that affect the camp profession and industry.

#### Specific Accountabilities and Outcomes

- Serve as a resource to members and customers on topics related to professional development
- Work with the professional development specialist to provide information and customer service to local interested groups and individuals about upcoming ACA professional development opportunities— including those offered in other local offices and nationwide.
- Serve as a liaison and provide two-way communication between individuals/camps and the professional development specialist
- Assist with the planning and coordination of at least one professional development opportunity (beyond standards trainings) every year

- Practice fiscal responsibility (e.g., work with the professional development specialist to analyze Return on Investment/Return on Influence and partner to develop budget strategies)
- Work with the professional development specialist and/or conference/event chair to assist with timely promotion of events that includes early date selection and marketing, reasonable registration periods, adequate lead-time for program planning and sharing of published program, awarding of CECs to all participants, and managing event evaluations
- Familiarity with and following of the guidelines for promoting ACA/non-ACA professional development opportunities
- Provide updates at Local Council of Leader meetings
- Participate in ACA nationwide professional development chairs' meetings (virtual)
- Provide assistance to membership, standards, and outreach initiatives as needed
- Participate in the cultivation of new professional development volunteers, including submitting suggestions for future potential professional development volunteers to the professional development specialist

#### Essential Functions

- Ability to listen, analyze, think clearly and creatively, work well with individuals and groups, balance volunteer tasks with other commitments, manage time, and adhere to deadlines
- Willingness to prepare for and attend LCOL and professional development committee meetings, make inquiries for more information, take responsibility and follow through on a given assignment, create connections in and out of the camp environment, cultivate and recruit potential future professional development volunteers and subject matter experts
- Possess honesty, be sensitive to and have tolerance of differing views, be friendly, have a responsive and patient approach, have community-building skills, possess personal integrity, and possess a dedication to ACA and life-long learning

#### Time Commitment

While the customized LCOL Guiding Principles for each local office will provide specific details of the time commitment (LO-6), generally, the PD chair usually commits to:

- Serving at least a 1 year term.
- Attending LCOL meetings as well as select event planning meetings is expected. Meetings may be in person or virtual.
- Communicating with the professional development specialist as well as other volunteers and event personnel in a timely and professional manner.

\* The customized Local Council of Leaders Guiding Principles for each local office will detail that LCOL's specifics regarding this volunteer position. This includes flexibility for the title of this position, the term of service, and service on the Local Council of Leaders. Refer to the local offices' Guiding Principles: LO-4, LO-5 and LO-6.