

Professional Development

Professional Development is a Director-At-Large co-chair who collaborates with other directors and the BOD to plan and organize chapter events.

Term: 2 years

Requirements:

- Member of CAMFT
- Member of SDNC-CAMFT

Qualities:

- Team collaborator
- Excellent communicator
- Strong organizational skills
- Innovator
- Dependability
- A love for networking

Essential Duties and Responsibilities:

- Plan monthly chapter events for every 3rd Friday of each month. No meetings in December, July, or August.
- Submit newsletter material (1-2 paragraphs) about what's happening for Professional Development quarterly to the Administrator.
- Attend monthly Board meetings on the 2nd Friday of each month.
- Submit monthly events to Michele, CAMFT, by the end of the previous month for their advertising purposes.
- Help plan the yearly or quarterly networking events.
- Correspond with CAMFT for multi-chapter events, calendar checks, board approval, treasurer check, coordinating with Michele to get links and pass on to the Administrator.
- Join with other chapters to do extra virtual events to share speaker fee costs, collaborate on good presentations, and get more membership involvement.
- Maintain and transition complete records to the incoming professional development chair by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

Timeline for events:

1. Establish presentation, speaker confirmation, date, venue, length of presentation, costs, etc. for the event.
2. Book event venue (usually Pine Avenue Community Center) several months prior to the event.

3. Be liaison between the event speaker and Administrator to get event coordinated and details posted to the website and for advertising on social media.
4. 48 hours prior to each SDNC-CAMFT event, check that the meeting is prepared to launch. This includes: Zoom links, reminder emails, last minute marketing push, evaluations, that all attendees questions have been answered about event attendance. Ensure that the membership chair, president elect, and other volunteers understand their duties.
5. Technical setup: projection set up for Hybrid events with speakers, double checking wifi connection.
6. At the beginning of Chapter meetings, introduce the speaker to attendees using their provided bio.
7. For virtual meetings, monitor attendee questions and notify the speaker about questions during the presentation.
8. Make sure that the Administrator creates the evaluation form under Chapter Meetings Evaluations before each chapter meeting or event and that they are sent out at the conclusion of the events to attendees.
9. Ensure that the Treasurer sends a \$25 Thank You Amazon gift card to the presenter 1-2 days after the event.
10. Send survey results to the speaker if they request them.
11. Share and discuss survey results in the next chapter meeting with the BOD.