

# PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

## **Purpose:**

This individual will serve the association by providing professional development opportunities for all members.

## **Organization:**

There will be a Professional Development Chair and Professional Development members. The Professional Development Committee Chair shall be elected by members of the Professional Development Committee to serve a one year term. The Chair may be reelected.

## **Responsibilities:**

1. Attend all Executive Board meetings.
2. Submit or solicit one article per newsletter.
3. Create an agenda and preside over the professional development committee meetings.
4. Submit a written and verbal report at each Executive Board meeting.
5. Collaborate with the professional development committee to create an action plan utilizing information from the National organizations.
6. Action Plan should include but is not limited to creating new ways to advocate, increasing awareness of physical education needs, and being proactive about issues that we are facing as a board.
7. Collaborate in the evaluation of committee members.
8. Collaborate with Executive Committee on logistics for all workshops and (co)sponsored events.
9. Outreach Workshops:
  - a. Assist the professional development committee in creating, promoting, organizing, monitoring, revising, and troubleshooting issues related to the workshops.
  - b. Maintain a physical education professional development calendar with the Colorado Department of Education. (Located on the COAHPERD Website)
10. Perform other duties as designated by the Executive Committee.
11. Submit items for silent auction and or other fundraising efforts.