

Mission: The Professional Development Committee (PDC)

- reviews the professional development activities of the Association and recommends new initiatives.
- identifies the professional development needs of the membership and recommends methods for addressing those needs.
- works with the Regions and Commission Chairs in cultivating opportunities for professional development to both current and prospective audiences ([Policy Number: AD – 09](#)).

Function: The PDC works both independently and collaboratively with other NACADA entities to carry out its general mission, as described above, and to address specific needs identified by the Executive Office, the Administrative Division, and/or the Board of Directors. For example, PDC members might work with entities such as the Webinar Advisory Board and the Publications Advisory Board to identify gaps in resources and publications. Or, they might work with entities such as the Summer/Winter Institutes Advisory Board and the Annual Conference Advisory Board to identify gaps in events and event curricula.

Membership: PDC members serve a two-year term and meet yearly on-site at the NACADA annual conference. Online meetings via the Zoom platform take place as needed throughout the year.

Responsibilities of All Members

1. Annual committee meeting
 - a. **Who/When** – All committee members are expected to attend the yearly meeting at Annual Conference (which generally takes place in early October) and contribute to the discussion as needed. The exact day and time of the meeting varies and is determined by the Annual Conference coordinator, but meetings may be held on “pre-conference workshop” day.
 - b. **What** – Business that needs to take place at this meeting will vary from year to year, but the following will be needed every year:
 - Subcommittees named
 - Goals for the coming year determined
2. Online meetings
 - a. **Who/What/When** – All members are expected to attend any online called by the Chair and give input to the conversation as needed.
3. Subcommittee(s)
 - a. **Who/What** – Subcommittee contributions all support the committee’s mission. As the needs of the association change, so do subcommittees and their efforts, but all committee members are expected to serve on at least one of these groups.

Responsibilities of the Chair (in addition to those listed under “All Member” responsibilities)

1. Annual meeting preparation and facilitation
 - a. **Who/What/When** – Over the summer, the Chair works with the Past Chair, Incoming Chair (when appropriate), and the EO Liaison to develop the Agenda for each year’s Annual Conference meeting, and then facilitates the meeting during conference.
2. Administrative Division meetings
 - a. **Who/What/When** – The Chair is expected to attend (in person) the yearly Administrative Division Meeting (which generally takes place during the afternoon on the day prior to the Annual Conference “pre-con” day),

as well as online meetings as called by the Division Representatives throughout the year (via Adobe Connect). The Chair will communicate information gleaned from these meeting to committee members as appropriate.

3. Committee Member identification/recruitment
 - a. **Who/What** – The Chair works with the EO Liaison (and the Incoming Chair when appropriate) to identify and recruit potential new committee members.
 - b. **When** – Identification of potential new members should be ongoing and possibilities shared with the EO Liaison. Recruitment may begin during the Annual Conference meeting or any time thereafter. Recruitment for the term that will begin in October should be complete by April 1st and posted to the web by April 15th to give the Conference Coordinator adequate time to schedule appropriately.
4. Subcommittees
 - a. **What/When** – The chair serves on all subcommittees, but appoints chairs for these groups as appropriate.
5. Committee Chair recruitment
 - a. **Who/What** – The Chair works with committee members and the Executive Office Liaison to identify (from qualified members) and recruit candidates to run for election.
 - b. **When** – Nomination is made in early fall for February elections. Recruiting may take place prior to or during the Annual Conference meeting.
6. Reports
 - a. **Who/What** – The Chair provides written reports of committee activity to the Administrative Division.
 - b. **When** – Reports are submitted at least twice annually, as called for (generally post-Annual Conference and summer update).
7. Other
 - a. The Chair facilitates committee discussion on issues via listserv, email, conference calls, and/or online meetings, as needed.
 - b. The Chair works with the Executive Office staff on any additional issues that need attention or discussion.

Responsibilities of the Past Chair (in addition to those listed under “All Member” responsibilities)

1. Transition
 - a. **Who/What/When** – The Past Chair assists the new Chair with any transition issues and provides historical context information, as needed.

Responsibilities of Incoming Chair (in addition to those list under “All Member” responsibilities)

1. Administrative Division meetings
 - a. **Who/What/When** – The Incoming Chair is expected to attend any online meetings called by the Division Representatives from the time of election, and to attend (in person) the Administrative Division Meeting at Annual Conference that is held a few days prior to assuming the Chair position (this generally takes place during the afternoon on the day prior to “pre-con” day), as well as any other training session requested by the Admin Division Rep.
2. Annual meeting
 - a. **Who/What/When** – Over the summer, the Incoming Chair works with the Chair and the EO Liaison to develop the Agenda for the Annual Conference meeting, and then is expected to attend that meeting, at the end of which the “gavel” is passed from Chair to Incoming Chair. (The Incoming Chair may be asked to assist in facilitating that meeting.)
3. Committee member identification/recruitment
 - a. **Who/What** – If the election is completed in time, the Incoming Chair works with the Chair and Executive Office to identify and recruit potential new committee members for the coming term.