**Position:** Professional Development Chair

**Length of Term:** X years

**Estimated Time Commitment:** 1-3 hours per month

**Summary:** The professional development (PD) chair sits on the Unit’s board of directors and is responsible for identifying and recommending relevant and targeted professional development content, presenters, programs and/or other professional learning opportunities for the Unit’s membership to the Units Board of Directors. Serves as voting member of Unit Board.

**Responsibilities**

* Recommend and advise the promotion of CEC professional development offerings that are relevant and of value to the Units membership
* Connect with CEC Professional Affairs staff as needed to
	+ Ensure PD opportunities are highlighted in Unit communications and social media platforms by working with the communications and web chairs
	+ Engage with and highlight PD offerings from CEC, offering supplemental conversations and/or debriefing sessions on said programs to Unit members, allowing for additional processing and discussion on these programs
	+ Identify current trends, challenges and areas of need for professional supports of the Units membership to help guide the Units PD priorities and efforts
* Connect authors and researchers within the Unit membership with CEC Publications team members to support their own publications
 Serve as a voting member of the Board of Directors
* Stay up-to-date on professional development offerings by/from CEC

**Qualifications**

* Demonstrates commitment to Unit’s mission, vision, strategy, and goals
* Demonstrates commitment to continued learning and professional development of Unit membership
* Ability to plan, organize and execute duties required by the position
* Ability to complete projects within established timeframes
* Be a current member of the Council for Exceptional Children
* Familiarity with CEC’s Learning Library

Last Updated: Month Year