

# ***VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT***

## ***TERM OF OFFICE***

Elected in even years; the term of office is two years

## ***QUALIFICATIONS PREFERRED***

1. Join NEAFCS Professional Development Task Force annually to enable continuous flow of information
2. Served as State Committee Member.
3. Experienced in conference coordination and management.

## ***DUTIES OF THE VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT***

1. Chair and serve as the liaison between the Professional Development Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan, which addresses issues, related to professional development.
3. Work with Board to coordinate and manage the VEAFCs Annual State Conference.
4. Coordinate task forces through meetings during Annual State Conference and regular, timely communications, using electronic methods when possible.

## ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Provide leadership for building coalitions with other professional organizations and secure appropriate professional development credits for sponsored activities.
2. Secure, review and submit professional development articles for VEAFCs official publications.
3. Encourage the membership to conduct research projects and report significant findings to the membership at State Conference and other professional development opportunities.
4. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence.
5. Submit budget request to the Finance Committee Chair by the designated deadline.
6. Submit "Report To Membership" by the designated deadline.
7. Send electronic version of State Conference information to VEAFCs webmaster
8. Send electronic list of committee members and task force chairs to VEAFCs webmaster.
9. Work with VP for Public Affairs to offer mini grants to districts. This includes coordinating application, review of application and dissemination of funds.

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

The Professional Development Committee shall be structured into task forces to achieve goals of the Strategic Plan and focus on the priorities of the Executive Board and membership. Task forces may include (but are not limited to):

- ❖ Annual State Conference program development
- ❖ Conference coordination and management
- ❖ Sponsor and exhibit recruitment and development
- ❖ Other professional development
- ❖ Annual State Conference publicity and communications

### **Task force responsibilities may include but are not limited to:**

#### **State Conference program development**

1. Work to determine themes and goals that address emerging issues for conference
2. Suggest speakers who address goals and objectives, as well as issues that affect total membership
3. Encourage diversity in general and concurrent sessions
4. Explore the feasibility of presentations through electronic technology/distance learning
5. Assist with selection of educational topics and presenters for state conference.
6. Develop and coordinate an external review process of concurrent and showcase applications
7. Develop evaluation criteria for Annual Session program
8. Arrange certification credits from professional associations (e.g. AAFCS, American Dietetic Association, Certified Family Life Educators, Certified Financial Planners etc.)

#### **Conference coordination and management**

1. Work on registration
2. Assist speakers, presenters, officers, sponsors and guests as needed
3. Recruit and train members to facilitate conference activities (i.e. concurrent sessions, exhibits, speakers)
4. Coordinate with Member Resources committee to identify and provide for special needs of membership

#### **Sponsor and exhibit recruitment and development**

1. Work with committee to prepare exhibits brochure
2. Recruit current and new exhibitors and sponsors through member referrals and other methods
3. Establish a registration procedure for exhibitors and sponsors
4. Assist exhibitors and sponsors in the exhibit area as needed

5. Assist with recognition of exhibitors and sponsors
6. Conduct an evaluation of exhibitors and sponsors

#### **Other professional development**

1. Explore the feasibility of compiling and distributing a list of educational opportunities offered by Extension and other organizations for membership on a timely basis (i.e. calendar of events)
2. See information about program funding opportunities and inform the membership

#### **Annual Session publicity and communications**

1. Work with committee to develop State Conference registration packet
2. Generate article that summarize presentations by Conference presenters
3. Develop publicity about State Conference to include speakers, tours, etc.
4. Secure, review and submit articles for VEAFCs publications

Job description 2004