

Professional Development Director

Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)
Three-Year Term with No Term Limit

1. Reports and is responsible to the President and the Executive Board of Directors.
2. Attends all Board of Directors' meetings.
3. Serves as the Chair of the Professional Development Committee, coordinating all phases of planning professional development programs for the Association including:
 - A. Serving as the Chair of the Program Committee for the Annual Conference reporting to the Vice President.
 - B. Appointing volunteers to the Conference Program and Professional Development Committees, and providing information to guide them through their program planning responsibilities.
 - C. Working with the Conference Program Committee to suggest keynote speakers and educational session program topics to the Vice President for approval and in keeping with the theme of the conference.
 - D. Coordinating logistical details of the professional development program portion of the annual conference, including assigning and providing training to room host volunteers.
 - E. Works with the Evaluations Committee to ensure evaluation survey is ready to deploy by the close of any professional development event (i.d. Annual Conference, Drive-In).
 - F. Working with the Professional Development Committee to develop and implement new professional development programs to the membership.
4. Serves as the Chair of the Drive-In Conference, coordinating all phases of planning professional development programs for the Association including:
 - A. Appointing volunteers to the Drive-In Conference Planning Committee, and providing information to guide them through their conference planning responsibilities.
 - B. Working with the Board to suggest keynote speakers and educational session program topics for approval and in keeping with the theme of the event.
 - C. Leading committees to coordinate logistical details of the Drive-In Conference.
5. Provides needed training to new, incoming Professional Development Director and other appropriate Board members within two months of new member's service on the Board.
6. Updates all documents relevant to position to the FLORIDAACE archive.
7. Upholds, at all times, the policies and procedures of the Association.
8. Performs other duties as assigned

(Updated 2019)