**Professional Development Conference Chair**

**Purpose:** The professional development conference (PDC) chair ensures the delivery of a high-quality PDC to help chapter members reach the highest level of performance. This volunteer leader’s primary responsibility rests with the coordination and development of the chapter’s PDC.

**Key Responsibilities:**

* Work directly with the chapter executive committee to plan the chapter’s annual PDC
* Coordinate PDC Committee in conference planning, preparation and presentation
* Develop PDC program content aligned with chapter members’ needs and interests
* Collaborate as needed with representatives from other chapters for joint PDC
* Contribute as needed to regional PDC, especially when that event is held in the chapter’s territory
* Coordinate as needed and agreed upon with chapter program chair to provide on-site coordination for chapter educational programming
* Attend chapter general membership meetings and chapter executive committee meetings as needed/requested

**Support:**

* Online resources from ASSP
* Transition meeting with outgoing chapter professional development conference chair
* Additional support available from Regional Operating Committee, chapter president and [ASSP Chapter Services](mailto:chapterservices@assp.org)

**Benefits:**

* Opportunity to develop leadership, project management and instructional design skills
* Opportunity to network with other safety professionals
* Earn certification maintenance points

**Time Commitment:**

* Term of office: 1 year, July 1 - June 30
* Average hours per month: Up to 4 hours in non-PDC months; up to 8 hours in 1 to 2 months prior to PDC, plus travel to and on-site coordination of PDC (hours may increase for joint or regional PDC support)

**Qualifications:**

* Must be an ASSP member in good standing
* Have or be willing to develop understanding of project management and instructional design principles
* Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
* Able to work effectively in a team setting and communicate with diverse audiences
* **Specific Duties:**
* Complete officer training in Community Leader Resources:

1. Society overview
2. ASSP Code of Professional Conduct

* Work with PDC Committee members/an assistant PDC chair to ensure that all members can assume duties if needed and to assist with succession planning
* Coordinate the CEU application process for PDC educational programming with ASSP
* Ensure smooth transition to incoming chapter professional development conference chair
* [additional chapter-specific duties]