

Professional Development Subcommittee

Description

The Professional Development subcommittee reports to the Alumni Engagement Committee. The purpose of this subcommittee is:

- To develop and execute a series of professional development opportunities that primarily serve recently graduated alumni. The subcommittee will need to select the topics and sequence for the events.
 - Key goals for 2019-2020:
 - Four webinars and one in-person event
 - Develop/add 12 professional development resources to the online platform
- Recruit general members for participation on this or other subcommittees.
- Evaluate communications and guide outreach efforts to expand the FSAA's reach as related to these professional development events.
- Ongoing evaluation of professional development webinars, events and resources, recommending revisions, additions, or removal of programs as needed.
- Engage in trainings as necessary to build skills and knowledge needed to achieve goals.

Committee Chair Responsibilities

The Committee Chair will set and distribute the agenda for monthly meetings, assign action items at meetings, address training needs for committee members, if any, and report on the subcommittee's work to the Alumni Engagement Committee at quarterly meetings about the progress on projects, recognition of committee members, highlights of what's going well and committee member requests/proposals that require approval or guidance from the Alumni Engagement Committee.

Commitment

Term Lengths: One year minimum, two years preferred.

Meeting Frequency: Monthly.

Meeting locations: Online or conference call.

Absences: Joining a committee is a professional commitment and it is assumed that members will make every effort to attend each meeting. If a committee member misses two consecutive meetings, they may be asked to affirm their commitment to serving on the committee and ensure future attendance and participation.

