

Professional Development Committee Charter

Developed March, 2011

Purpose of the Committee

Act as CTAT ambassadors during CTAT conferences and at other professional development opportunities/partnerships in which CTAT has a positive role, assist with logistics and planning as requested, and ensure continuous improvement for CTAT sponsored professional development.

Membership and Leadership

5-7 recommended consistent members who have district, college or regional level responsibilities for CTE that include program development, compliance, accountability, funding, partnerships with business and postsecondary, guidance, workforce, etc.

General Duties of Committee

1. Meet a minimum of six times per year; four quarterly meetings via conference call and two annual conference meetings.
2. Develop strategies and suggestions for continuous improvement, quality control, innovation and member satisfaction of professional development opportunities.
3. Serve as a sounding board and recorder of ideas and input from members and conference participants.
4. Submit recommendations to CTAT staff and Board of Directors.

Specific Duties of Committee

1. Review and evaluate conference presentation submissions.
2. Review and evaluate conference evaluation reports.
3. Assist in recruiting quality and timely presentations for conferences.
4. Provide input on content, structure and pricing for new professional development projects as suggested by staff or assigned by the Board of Directors.
5. Act as conference ambassadors during CTAT-hosted events.

Roles of the Chairperson

1. To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach the goals and objectives
2. To set meeting agendas, run meetings, and help the committee follow through on action items
3. To represent the committee in discussions with the Board of Directors
4. To represent the committee to the membership
5. To assign a co-chair in the event the chairperson cannot attend a meeting.

Roles of the Staff Liaison

1. To manage the electronic records and web presence of the committee
2. To assist in scheduling specially called meetings in the event the committee must gather in person to conduct business prior to regularly scheduled meetings,
3. To manage committee rosters and assist in recruiting new committee members
4. Assist committee in narrowing conference strand topics for presentation submissions
5. Offer guidance in developing new professional development projects
6. Assist in maintaining mentorship program

7. Assist in keeping an archive of conference ideas and contacts
8. Ensure archived minutes and notes are accessible to all committee members

Resources

The following are resources available to all committees and will be housed in the committee chair's binder, at CTAT Headquarters and online if applicable.

1. Current committee roster & sign-in sheet
2. Committee Minutes archives
3. Board of Directors Minutes archives
4. Bylaws
5. Strategic Plan
6. Committee Binder for committee chair's use
7. Membership database by division or cluster area
8. Conference presentation submissions
9. Conference evaluation reports
10. Member or conference surveys, project summaries, etc. as needed

Meetings

Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference.

The Board of Directors requests that committee chairs submit a report to the Board with suggested actions or updates at least two weeks before the winter and summer Board of Directors meetings. Board action will be determined and discussion items placed on the agenda as necessary based on preliminary committee reports. Preliminary business may be performed on an online platform such as Go To Meeting or Google Groups.

In certain cases, it is necessary for committees to call special meetings to gather in the interim between regularly scheduled meetings.

A schedule of meetings should be determined by the committee chair with the assistance of the staff liaison allowing for the submission of a committee report two weeks prior to regularly scheduled meetings.

Annual Goals, Objectives and Outcome Measures

The professional Development Committee will determine a virtual meeting date and time that is agreeable to all members at the annual summer conference and will set goals for the year at that scheduled virtual meeting.

Signatures

By signing below, we the members, of the Professional Development Committee request that the Board of Directors endorse this Charter, and promise our best efforts in fulfilling its provisions.

_____ Chairperson

_____ Vice Chairperson

Approval

The Board of Directors approves this Charter, and promises to support the Professional Development Committee to fulfill its mission and purpose.

_____ President

_____ Executive Director