

PROFESSIONAL DEVELOPMENT COMMITTEE 2019

Co-Chairs: Emilie Perkins, CMP, CAE, LeadingAge Indiana and Nick Estrada, Corporate Housing Providers Association

Charge

The Professional Development Committee plays an important role in ISAE's ongoing efforts to provide excellent education and networking opportunities to members and prospective members of ISAE. Committee members serve as the key contributors to capturing relevant speakers and content and overall professional development planning assistance for the association throughout the year. The committee supports the speaker selection and programming efforts as directed by ISAE's executive director.

Composition

Committee chairs and co-chairs are appointed by the ISAE president. All committee members shall be members in good standing of the Association. The make-up of the committee should be a diverse representation of the ISAE membership. Committee members will work closely with ISAE's executive director.

The term of appointment is January 2019–November 2019. All committee members should expect to contribute an average of one to two hours per month. During the first quarter of this year, the committee will focus on speaker selection for remaining 2019 events (excluding Convention and the CSO/CEO Summit). Between March and June, the bulk of the committee's time will be focused on defining educational topics for 2020. From June to November, the committee will focus on developing actual content, including speaker recommendations, for the defined topics.

Committee members must act in the best interest of the Association in executing their duties, keeping in mind the needs of ISAE members and potential members rather than political or personal motivations.

Benefits

Committee members will benefit from the opportunity to create outstanding education that will bring a new level of professional development to ISAE. Committee members will also expand their professional networks with ISAE members, and contribute to the betterment of the profession and the Association.

Committee Responsibilities and Ongoing Tasks

- Prepare a balanced schedule of high-quality education for ISAE for the next year.
 - Identify topics for each ISAE event.
 - Identify and make contact with quality speakers.
- The committee meets five to six times throughout the year, in person or via conference call, with some assignments between meetings.
- Meetings usually last approximately one hour.
- Curriculum is designed around the educational needs of ISAE membership. ASAE domains of knowledge will be used as a qualifier, but not necessarily a driver.

Staff Responsibilities

- Maintain committee roster.
- Schedule committee meetings, work with co-chairs to develop agendas and complete meeting minutes.
- Provide support to the committee throughout the year.
- Track education session and speaker details.
- Contract speakers and venues to host selected programs.

