

**Chair(s):**

Rachael Pfenninger, First Resource, Inc.; Co-Chair TBA

**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 2022–November 2022. 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 2022 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 2023. 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 generally meets monthly via Zoom, with some assignments between meetings. Meetings usually last approximately one hour.
- Education/Program topics and content are designed around the educational needs of ISAE membership based on member feedback and committee knowledge of industry trends. ASAE's CAE domains of knowledge are also used as a qualifier, but not necessarily a driver.
- Adjust programming based on input/data

## Chair(s):

Rachael Pfenninger, First Resource, Inc.; Co-Chair TBA

- **Q1 2022 goals:**
  - Wrap up 2022 programming calendar
  - Review member survey feedback concerning program development needs
  - Strategic initiative: develop a rubric for consistently evaluating programming needs
  - Strategic initiative: Identify a new potential LMS-exclusive (i.e., online) program for ISAE
- **Q2 2022 goals:**
  - Strategic initiative: Develop the new potential LMS-exclusive program as identified in Q1
  - Develop the 2023 proposed programming outline for June 1 board review and Q3 budget development to include, at minimum:
    - Women in Associations Forum
    - YP Summit (in partnership with the YP Committee)
    - Spring program
    - Fall program
    - CEO program
  - Authorized to create sub-committees or workgroups as needed to plan specific programs.
- **Q3 2022 goals:**
  - Strategic initiative: Pilot the new potential LMS-exclusive program as developed in Q2
  - Strategic initiative: Establish a sustainable process for continued innovative programming development
- **Q4 2022 goals:**
  - Finalize 2023 program calendar
  - Review programs and processes from 2022 to provide guidance to the 2023 committee

## Staff Responsibilities

- Staff Liaison: Meetings & Membership Coordinator
- Maintain committee roster
- Work with co-chairs to schedule meetings, 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