

Chair(s):

Kate DeHaan, Mattison Corporation
Christopher Whited, CAE, KDP

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 2023–November 2023. 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 2023 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 2024. 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):

Kate DeHaan, Mattison Corporation
Christopher Whited, CAE, KDP

- **Q1 2023 goals:**
 - Wrap up 2023 programming calendar
 - Outline the program agenda for Fall Program
 - Decide on speakers for 2023 programming
 - Review member survey feedback concerning program development needs
 - Strategic initiative: develop a rubric for consistently evaluating programming needs
- **Q2 2023 goals:**
 - Develop the 2024 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
 - Authorized to create sub-committees or workgroups as needed to plan specific programs.
- **Q3 2023 goals:**
 - Strategic initiative: Establish a sustainable process for continued innovative programming development
 - Finalize 2024 program calendar
- **Q4 2023 goals:**
 - Review programs and processes from 2023 to provide guidance to the 2024 committee

Staff Responsibilities

- Staff Liaison: Director of Membership
- 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