



Vice President for Professional Development

3-year term

Responsibilities

1. The Vice President for Professional Development is charged with the development, implementation, and evaluation of the professional development programs for all members;
2. Coordinates the International ACAC Pre-Conference Institute and any other workshop development at the International ACAC Annual Conference;
3. Works with all members of the Executive Board and others as required to develop programs, training models, and forums for professional issues and trends;
4. Coordinates curriculum, content, and session panelists for webinar and online offerings;
5. Coordinates the submission of the NACAC session proposal by the deadline and coordinates the NACAC Imagine Grant submissions;
6. Oversees the coordination of the annual International ACAC Bus Tour;
7. The Vice President for Professional Development serves as chair of the Professional Development Committee; and
8. Serves as a voting member of the Executive Board.

Required Knowledge/Skills: The VP for Professional Development needs to have skills in the following areas:

1. Passion for ongoing professional development and identifying members' talents and expertise to share through PD offerings;
2. The ability to develop content and curriculum for the annual conference, pre- and post-conference institutes and Regional Institutes, and to find members to present them. Having attended past NACAC, CIS, or International ACAC Conferences and Regional Institutes is often helpful;
3. The ability to write and submit NACAC grant applications in a timely manner;
4. The ability to network and collaborate across the membership to organize presenters on relevant topics as professional development opportunities are created;
5. Knowledge of data and analysis;
6. The ability to manage a committee of volunteers across time zones to work on year-round projects as they relate to professional development opportunities;
7. Attention to detail, follow-through, fiscal management, and professional written and oral communication skills;
8. Collaboration and teamwork across the Board, International ACAC Headquarters, committees, NACAC International Office, and other state and regional affiliates for various professional development programs or needs as they arise;
9. Ability to remain up-to-date with current events and trends to best serve as a resource on professional development needs of the entire membership; and
10. Document, understand, and carry the vision and purpose of International ACAC and its strategic planning efforts.

Time commitment: NACAC Board Retreat (3 days (plus travel). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional); International ACAC Conference with Board Retreat (7 days (plus travel). Attendance at the International ACAC Conference is required); planning and preparation time (3-8 hours per week).