



## **PROFESSIONAL DEVELOPMENT CHAIR**

### **Position Type and Term**

- Elected by NOVAA membership.
- One year term with reappointment possible.
- Time Commitment: Monthly board meetings (2 hours) plus approximately 10 hours per month (some of which can be delegated to committee members).

### **Goal**

Position NOVAA as a leader in providing training and professional development opportunities to the volunteer engagement community through coordinating facilitating learning communities for members outside of its annual workshop offerings.

### **Duties and Responsibilities**

#### **Committee Development and Annual Planning**

- Chair the Professional Development committee, made up of at-large board members and volunteers, and be responsible for its budget
- Recruit & steward committee members and support the delegation of committee work

#### **Learning Communities**

- Plan and run bi-monthly Learning Community series, including selecting speakers, venues, and dates and managing sign-in, greeting attendees, providing refreshments, support speakers, and share NOVAA announcements.
- Manage Learning Community evaluation & member survey process to incorporate feedback into planning and logistics.

#### **Certificate in Volunteer Administration (CVA) Study Groups**

- Support the CVA certification process, including advertising the benefits of certification, hosting an information session, and providing logistic support to study groups.

#### **Professional Development Events**

- Collaborate with the Marketing Chair to develop accurate, compelling website content to thoroughly advertise professional development opportunities.
- Develop additional professional development opportunities, such as train-the-trainer workshops, based on membership needs and board capacity.
- Work in collaboration with the Workshop and Volunteer Management Training chairs to offer complementary programming, and with the membership chair to provide high-quality benefits to our members.

**To apply for the 2022/2023 NOVAA board, please fill out our online application, starting April 10, 2022:**

<https://forms.gle/gAKouZhsmc8C67TR7>

**Applications due by Monday, May 2, 2022.**

Contact Board Development Chair Sarah Delepine at [SarahDelepine22@gmail.com](mailto:SarahDelepine22@gmail.com) with any questions.