Purpose Scope Objective:
The purpose of the Professional Development Chair is to aid those Chapter member and guests who are seeking an HES certification, such as ASP, CSP, OHST or the CHST by providing guidance and resources to their studies.

Roles and Responsibilities:
Three of the top key elements to success of this Executive Committee position include:

➢ Continually plays down egos, even when engaged in passionate discussions and decisions
➢ Contribute significant voluntary time and effort to make the Chapter successful
➢ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

The primary role of this position is to:

a. Take the appropriate web-based training for the position of President as prescribed by Society on the ASSE website
b. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended
c. Seek out and deliver Professional Development opportunities for members of the Chapter

Procedures:

Attend the monthly General Meeting to:

a. Develop a slide deck of Professional Development questions, typically about 4 questions and, ideally, related to the topic presented at the General Meeting.
b. Present the Professional Development questions at the start of each monthly General Meeting, or have some other member present the material if unavailable.
c. Share with all present at the monthly General Meeting the Professional Development opportunities by announcing the time and place for the Study Group meetings and the resources available.

Attend the monthly Executive Committee Meeting to:

a. Update the Executive Committee on attendance at the Professional Development Study Group
b. Keep the Executive Committee informed about needed materials or support for the professional development study group

General Duties:
a. Host a regular study group for interested members and provide guidance to them for obtaining certification.

**Resources:**
SPAN International study guides for ASP, OHST & CHST
BCSP and ASSE Society websites

**Continuous Improvement:**
This document will be updated annually by the Professional Development Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.