

Purpose of Committee:

To develop professional development content such as webinars, interviews, articles etc. for Association Latinos members at all levels of their career including entry level, mid-level, and C-Suite

Charges and Responsibilities:

- Complete member survey to determine needs of Association Latinos members
- Develop quarterly programming schedule
- Source speakers and moderators for webinars and presentations
- Secure sponsorship, if applicable
- Set up logistics and marketing initiatives for each session
- Complete post session evaluation

Committee:

Board Liaison, Professional Development Chairperson, Vice-Chairperson 6 committee members.

Responsible to:

- Board Liaison
- Board of Directors
- Members

Qualifications:

- Professional working in association management

Time needed (per week):

Variable, dependent upon the timing, but approximately one (1) to three (3) hours per week

Term:

One (1) one (1) year term commencing on Jan. 1 and expiring on Dec 31 (with potential to roll over to a second year)

Application procedure:

1. Completed application
2. Disclosure of any potential conflicts of interest should be made with the application
3. Non-Disclosure Agreement

APPLY HERE