

## **DIRECTOR OF PROFESSIONAL DEVELOPMENT**

It shall be the duty of the Director of Professional Development to oversee the activities of the Professional Development Committee and the CNCC subcommittee for the Connecting Future Leaders program.

### **Director of Professional Development**

- Keep the Professional Development and Sub Committees apprised of CREW DC Events and Board directives.
- Recommend to the Board the Co-Chairs of the Professional Development and Sub Committees.
- Provide strategic direction and oversee all responsibilities of the Co-Chairs of the Professional Development and Sub Committees.
- Assist the Co-Chairs, when needed, in all capacities.
- Meet monthly with the Professional Development and Sub Committee Chairs as well as though committees for status reports and decision-making discussions.
- Coordinate consent agendas with the Chairs for submission to the Board in advance of their monthly meetings.
- Work closely with the Treasurer in establishing and overseeing the budget for the Professional Development and Sub Committees.

## **PROFESSIONAL DEVELOPMENT**

It shall be the duty of the Professional Development Committee to plan and implement Professional Development events for the membership and coordinate with CNNC on the Connecting Future Leaders program.

### **Professional Development Committee Chair General Duties**

- Plan, promote and execute successful Professional Development events.
- Plan, promote and execute, in coordination with CNCC, a successful Mentoring/Leadership Program.
- Receive registration numbers and attendees lists after the event.
- Analyze attendees – member and non members, income vs. expenses – and provide analysis to the Board of Directors after each event.
- Write thank you to any speaker, program coordinator, etc.

### **Chapter Administrator Duties:**

- Provide metrics for events – number of attendees, profit/loss
- Check chapter calendar and calendars of other real-estate industry groups for date conflicts; maintain committee program dates on chapter calendar.
- Prepare E-flyer with assistance from designated Committee member.
- Set-up registration portal.
- Prepare and send badges with registration list to Chair or designated committee member.
- Reimburse committee members for expenses.