

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.