



Professional Development Committee Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Professional Development Committee is to establish the educational strategy for the calendar year in alignment with the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance). Following board approval, the committee will oversee the execution of all educational deliverables with support from Alliance staff.
Committee Role	<ul style="list-style-type: none"> • Determine what skills will be needed in the future for the Alliance membership. • Design, develop, and measure learning programs that improve the knowledge, competence and performance of Alliance members beyond the Annual conference and AIS. • To build learning and training programs that increase the skills of members and retain the talent needed to help the association grow. • Responsible for ensuring professional development programming is on the leading edge of continuing education for the healthcare profession and aligned with the Alliance's National Learning Competencies. • To nurture member professionalism, learning, and change through resources and benefits that add value to the member.
Committee Responsibilities	<ul style="list-style-type: none"> • Determines the educational needs of the membership (as identified through needs assessments and feasibility studies) and identifies and develops resources and delivery modalities to address those needs. • Assesses current educational offerings and partnerships and monitor the ongoing effectiveness of all educational activities. • Oversees the following education activities: <ul style="list-style-type: none"> ○ Webinars ○ Spotlight Sessions ○ Career Pathways Series ○ Cornerstone Curriculum Modules • Serves as a resource for the Alliance Leadership on matters of <ul style="list-style-type: none"> ○ Education Strategic Planning ○ Educational Programming Development and Delivery ○ Instructional techniques and resources ○ Subject Matter Expert recruitment and management
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none"> • The Committee will seek to make decisions through consensus. • The Chair will make a diligent effort to engage all members in decisions. • Decisions/recommendations of the group should be presented to the Board Liaison for review and/or final approval by the Board of Directors.

<p>Committee Leadership</p>	<ul style="list-style-type: none"> • Committee shall have the officer positions of Vice Chair, Chair, and Past Chair. • Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee. • The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair. • The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair. • The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition. • All committee officer positions must be appointed by the President.
<p>Committee Composition</p>	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • The terms will be staggered. • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process. • The Annual Conference Planning Committee and Alliance Industry Summit Chairs serve as members of the Committee.
<p>Desired Qualifications of Committee Members</p>	<ul style="list-style-type: none"> • Must be a member in good stand with a desire to advance the mission of the Alliance. • Must have 3+ years' experience in educational methodology, leadership, technology, business and/or research. • Demonstrated a strong record of working collaboratively as part of a team with a desire to shape the educational offerings to the Alliance membership. • Demonstrated ability to prioritize workload, meet deadlines, complete assignments and attend monthly committee calls.
<p>Time Commitment and Expectations</p>	<ul style="list-style-type: none"> • Approximately 2-4 hours per month to include monthly meetings. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.