

Board Member Job Description

August 2019

Professional Development Chair

Position Summary

Create and plan 4-5 professional development events (e.g. panels, workshops) each year on relevant topics from a nonprofit perspective. Seek input from ynpnGO members, board of directors and the community stakeholders to organize and implement professional development opportunities relevant to emerging leaders in the nonprofit sector. Plan and lead professional development committee meetings as needed.

Roles and Responsibilities

- Plan and oversee 3 professional development opportunities throughout the year, such as panel discussions, workshops, speakers, etc.
- Contact and meet as needed with various community members, organizations and businesses for exploring potential speaking opportunities, requesting sponsorships or donations, collaborating to host various events, etc.
- Estimate a budget for the professional development events at the beginning of the year, including speaker fees, venue fees, food and drink, prizes and takeaways, etc.
- Maintain the professional development committee, reach out to current committee members regularly, and recruit committee members as needed
- Conduct monthly committee meetings to plan professional development ideas and delegate tasks for upcoming events to committee members
- Provide detailed information to the Communications Chair for upcoming professional development events for promotional purposes (i.e., social media posts, newsletter)
- Collaborate with the Events Chair to plan events for the year and to ensure professional development events do not overlap with general ynpnGO events
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed

Knowledge, Skills, and Abilities

- Preferred prior experience:
 - Planning, organizing and overseeing events
 - Conducting meetings and delegating tasks to others
 - Maintaining a basic budget
- Self-starter and self-motivated
- Desire to build and maintain relationships with other board members, committee members, and community members and organizations.