

## **Professional Development Event Leader**

### **Service Summary**

Professional Development (PD) event leader works with the local PD leader, ACA PD manager and other committee members to plan and implement specific ACA sponsored educational events. In some cases the Professional Development Leader and the Event Leader may be the same person.

### **Knowledge and Experience**

- Knowledge of ACA professional development resources and programs
- Ability to connect and engage local volunteers
- Ability to maintain an open line of communication with the ACA PD manager
- Prior event planning experience including leading work groups/committees to meet expected outcomes/goals
- Be an active member with ACA and have a basic understanding of the LCOL and ACA workings
- Knowledge and/or experience in working with adult learners
- Knowledge of the local/regional camp community needs
- Knowledge of and access to local resources and engaged individuals.

### **Participation Includes**

- Working cooperatively with the ACA professional development manager in the design, development, and implementation of professional development experiences.
- Contributing to the LCOL annual planning process and implementation of professional development goals for the local office.
- Staying informed of emerging professional development issues and trends that affect the camp profession and industry.

### **Essential Responsibilities**

- Assist with the planning, coordination, and promotion of designated event
- Follow all applicable ACA policies and procedures relevant to professional development events and efforts.
- Provide updates to the PD leader for reporting at Local Council of Leader meetings,
- Provide leadership for all event committee meetings and functions (in person or virtually) and be prepared to contribute meaningfully.
- Assist with recruiting and appointing event committee members to help plan, implement and evaluate event. Assign responsibilities to members and maintain records of planning documents for future use.
- Ensure that the event committee has a work plan which includes the identified target audience, educational outcomes, budget considerations, marketing plan, timeline, and evaluation process.
- Assist in research and selection of a suitable venue in cooperation with staff.
- Send “thank you” notes to event sponsors, in kind donors, hosts, presenters and volunteers.
- Evaluate the event with event committee and staff.

- Collaborate with staff and committee members to keep and share records of the work of the committee for use in future planning and for institutional knowledge.
- Compile a post event report which includes evaluation, attendance, and anecdotal information related to event
- Assist with the thorough training of a successor.
- Avoid conflicts of interest as well as identify and disclose any possible conflicts of interests.

**Time Commitment**

The PD event leader commits to:

- Serve at least a 2-year term that allows for seamless transfer of event and institutional knowledge.
- Attend all event committee meetings and functions (in person or virtually)
- If requested, attend Local Council of Leaders (in-person or virtual) meetings.
- Communicate with the professional development manager, event team, and other volunteers in a timely and professional manner.