



JOB DESCRIPTION: Professional Development Chair

Length of Term: Elected by the membership. Serves for one year as Professional Development **Chair** following one year as Professional Development Chair- **elect**

Voting: Voting member of the Board

Responsibilities:

1. Attends all board meetings.
2. Works with the Professional Development Chair-elect and the BOD to plan the NHAND Fall meeting. Assists the Professional Development Chair-elect and BOD in the planning and implementation of the NHAND Spring meeting.
3. Determines program dates, themes, speakers and sites with input from the BOD.
4. Assign responsibilities to committee members for arranging the following: meeting site arrangements, speaker contacts, exhibitor contacts, brochure development. Coordinates the timely and accurate completion of these functions within budgetary limits.
5. Speakers: Initial and follow-up contacts; determination of fees, expenses and AV needs; request proper compensation, thank you letters to speakers for participating.
6. Meeting site: Initial and follow-up contacts; costs and arrangements including meals, rooms and equipment.
7. Exhibitors: Work with exhibitor coordinator to coordinate exhibit space.
8. Sponsors: Seek funding for speakers, program, and or expenses.
9. Submits the details of the Fall and Spring meeting programs to the Commission on Dietetic Registration in the timeframe necessary to assure that the program is advertised on the CDR website.

10. Prepares post event report for Board – available for the Board meeting following event.