

# Professional Development Director

## Position Summary:

Manage the activities of the professional development committee to provide seminars, workshops and other professional development opportunities for the chapter membership.

## Responsible To:

The members of the chapter  
The chapter president  
State council professional development director

## Responsibilities:

Chair meetings of the professional development committee to select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members.

Recruit members to serve on professional development committee.

Coordinate efforts with other chapters and members of boards of directors to best serve the membership.

Serve as resource to committee members in arranging meetings.

Contact potential speakers and make arrangements for selected meetings, including selecting sites and promoting the program.

Provide information regarding workshops and services to the administrative office, newsletter editor, members and other, through presentations, written communications, and personal contact.

Review final preparations for meetings to assure that programs run smoothly.

Review program evaluations for feedback to be used in planning future events.

Serve as liaison between the members of the professional development committee.

Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Represent the chapter in the law community.

Attend all monthly membership and board of directors meetings.

## Resources Available:

WLA supplies the following resources for chapter professional development chairs

Chapter Best Practices  
Chapter Position Descriptions  
Guide to Hosting an WLA Speaker  
Fundamentals of Chapter Operations  
WLA Speakers Bureau  
WLA Chapter Speaker Program