



Position Description

Position Title	Professional Development Chair – Special Events (program)
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Professional Development – Special Events
Start Date	June 2021
End Date	June 2023
Hours and days required per month	2.5-5 hours
Reports to	President
Key responsibilities	Provide leadership in the design and delivery of a professional development program for special events in conjunction with stated membership needs, best practices, trends, and in alignment with certification professional development standards where possible. Train and mentor incoming Chair
Key Tasks	With Professional Development Chair–Internal, survey membership annually for input and feedback on professional development needs, topics and speakers. Consult with Professional Development Chair-External and Advocacy Chair for topics relevant to the volunteer management sector and/or certification. Organize special events including VMPC Hybrid Conference, annual Post-Holiday Breakfast and Annual General Meeting including venue, speaker, Eventbrite tickets, and catering. Introduce speaker and thank each with a thank you card and gift card. Track speakers, fees and gifts in Professional Development Topics spreadsheet (in Dropbox). Provide relevant documents to incoming Chair.
Role or project overview and purpose, and how it relates to the organization’s mission and strategic plan	Providing training, education, and professional development opportunities to meet the needs of its members, is a key part of the mission of LAVA. Aligning in-house professional development with current events/issues, and certification standards will keep the membership’s knowledge base relevant and up-to-date, thereby elevating the credibility of LAVA and its members within the field of the non-profit sector and beyond.
Skills, experience and attributes	Experience with training, education and organizing events. Interest in staying current on issues and standards within volunteer

	management. Clear communicator who is detail oriented. Experience with scheduling.
Training	Membership on LAVA Professional Development Team
Benefits for the Volunteer	<p>Opportunity to:</p> <ul style="list-style-type: none"> - occupy a leadership position in a professional association - develop leadership and management skills in a context outside of regular employment - work with a great group of people - experience a sense of accomplishment while contributing to the development of a profession you care about
Benefits for the Volunteer's employer	<p>Opportunity for employee to:</p> <ul style="list-style-type: none"> -experience and develop their leadership potential - stretch themselves through the challenge of volunteer management in a different context -recognition of staff as leader in local professional association making a viable contribution to our community - regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment - access to training and speakers relevant to work environment
Other requirements (Police check etc)	
President's Signature	
Volunteer Signature	
Date	
Date of PD review	October 18, 2021