



## PROFESSIONAL DEVELOPMENT COMMITTEE

### Overview

The Professional Development Committee works to hear the needs and concerns of the International ACAC membership in regards to its professional development priorities. We work on the development, implementation, and evaluation of the professional development for all members, with special attention to the International ACAC summer conference, pre-conference Institute and workshops, Regional Institutes, Webinar Wednesdays, and the International ACAC Counselor Bus Tour. The Committee also works year-round on special projects related to professional development for International ACAC and at times in collaboration with NACAC and other affiliate memberships. A committee member should have a commitment to helping members gain professional development opportunities and resources over one's own priorities and needs.

### Responsibilities

- International ACAC Regional Institutes and pre- and post-conference institutes and workshops curriculum design and faculty recruitment.
- Webinar Wednesday topic selection and recruitment of presenters.
- International ACAC Bus Tour planning, marketing, and implementation.
- Encouragement of members' involvement in other professional development opportunities through NACAC and other affiliates.
- Creating a resource center of information on the International ACAC website in collaboration with other committees.
- Special projects related to professional development as they arise.
- Bus Tour Co-Directors are a three-year term.

### Level of Commitment

There are cycles where the work becomes significant. At most, four hours a week, and often less. Chairs of programs such as pre- and post-conference institutes and workshops need to be in attendance at the annual conference. Bus tour leaders need to be available to participate in the bus tour.

### Necessary Traits or Qualities

- Listener
- Attention to detail
- Follow-through

- Sensitive to deadlines
- Creative thinking
- Flexible
- Takes initiative
- Ability to think broadly, considering the breadth of our membership, in order to offer programming which serves the needs of multiple constituencies.

### **Challenges and Growth Areas**

Growth area: working toward offering year-round professional development that is not reliant on in-person programs, as not all members can attend all conferences and institutes. As a committee, we need to look at ways to grow online resources through our website and develop useful content that can support our members' needs.

Challenge: collecting useful data to drive professional development programmatic development

### **Term Length**

Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1st of the first year and ending on July 31st of the third year. Bus tour co-directors are a three-year term, with the same effective dates and a separate application process.

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