



## **PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)**

### **Scope**

The Professional Development Committee (PDC) is responsible for planning the professional development component of the AAA Annual Meeting and webinars, review applications for the Short-term Visiting Scholarships, and providing oversight of professional development related projects of the Association.

### **Responsibilities**

- Develop and implement professional development sessions at the annual meeting of the AAA including recruiting participants, speakers, and workshop organizers
- Develop and implement professional development webinars
- Advance career networking and mentoring opportunities for members at annual and regional meetings
- Generate enduring professional development materials and resources for distribution at meetings, workshops, and online
- Contribute to agenda item discussions during conference calls and at the annual AAA meeting
- Volunteer for subcommittees of the PDC
- Review and score applications and select recipients of the following award program:  
Short-term Visiting Scholarships  
Application Deadlines – February 1<sup>st</sup>, June 1<sup>st</sup> and October 1<sup>st</sup>  
Committee Report Deadlines – March 15<sup>th</sup>, July 15<sup>th</sup> and November 15<sup>th</sup>

### **Membership**

This committee shall consist of at least 10 members, not including representatives from the Educational Affairs Committee and the Program Committee. One (1) position is reserved for a student member. The committee chair or representative will serve on the Program Committee as a liaison.

### **Appointment**

Following review of volunteer applicants from the AAA membership, the PDC will make recommendations to the AAA leadership for filling vacancies on the committee and the Board of Directors approves the appointments. Members serve for 3 years; the chair serves for 2 years in this capacity. The term follows the calendar year and begins January 1<sup>st</sup> and continues through December 31<sup>st</sup> in the year of expiration.

**Meetings**

The committee shall hold about 4 conference calls a year, meet during the Annual Meeting and at other such times as the business of the Association may require.

**Report**

The committee submits a report to the Board at its spring and fall meetings.

**Committee Qualifications:**

- Be an active AAA member in good standing.
- Have a vested interest in professional development and mentoring of AAA members.
- Participation is required

Updated 12/17