



Committee Description: Professional Development

Committee Overview: The Professional Development Committee exists to provide support to the WISE mission in education and outreach to the WISE membership (both partners and individual members). The committee works to build programs and create opportunities to foster the professional and personal growth of WISE members.

Reporting Requirements:

- Updates to BOD for monthly calls and quarterly in-person meetings.
- Communication on budgets, and actual spend with Finance Committee.
- Updates and maintains annual activities calendar.
- Communication on activity attendance.
- Report out to membership at Annual Meeting.
- Publication of Annual Report.

Meeting Cadence: The committee at large meets at least once every month. The Committee often meets more frequently during the planning and budgeting cycles. Most meetings are held via conference call / webinar.

Committee Responsibilities:

- 1) Develop webinars
- 2) Update and maintain the WISE Resource Center
- 3) Maintain log of potential speakers for events
- 4) Source speaker(s) for Annual Meeting
- 5) Source speaker(s) for WISE events as necessary
- 6) Other activities as assigned

Key Roles and Responsibilities:

Position	Time / Travel Requirements
Committee Chair	<ul style="list-style-type: none">• Weekly meeting with outside bookkeeping firm.• Availability for ad hoc calls• 4-8 hours per month for reviewing financials• 8-12 hours per month during budgeting cycle (Sept) and year-end document preparation (Jan)
1 st Vice Chair	<ul style="list-style-type: none">• Availability for ad hoc calls• 2 – 4 hours per month for calls and coordination with Chair
Member	