



International Association  
of Business Communicators  
Pittsburgh

## **PROFESSIONAL DEVELOPMENT COMMITTEE – Roles & Responsibilities**

The Professional Development (PD) Committee is charged with planning and implementing all IABC/Pittsburgh professional development activities for its members. The PD Committee will use member research to identify topics, plan a 12-month calendar of events, recruit/negotiate/manage/thank speakers, contract speakers, coordinate venue/food, and leverage local, region and international resources where possible. The PD Committee will collaborate with other Executive Board members to ensure appropriate content for event promotional messages, attend events, make introductions, announcements and thanks speakers and attendees (or coordinates others); and maintains PD budget, records and materials in coordination with the Treasurer.

**Specific activities, roles and functions of the IABC/Pittsburgh Professional Development Committee *can include (but not limited to):***

- Up to twelve (12) PD/networking events in a calendar year
- Certification: Communication Management Professional (CMP) and the Strategic Communication Management Professional (SCMP)
- TEDx program (talks/events)

### **SPECIFIC ROLE: PD COMMITTEE CHAIR**

The PD Committee Chair shall meet with all Regular Members at least once a month to discuss PD strategy, tactics, issues, and execution of initiatives, and shall report on activities to the President and Executive Board monthly or as requested.

Term Length: 2 consecutive years, with each term year running July 1 – June 30

Must be an IABC member? No

Election: Voted by chapter membership on annual slate of board officers

### **SPECIFIC ROLE: PD COMMITTEE REGULAR MEMBERS (minimum 2 needed)**

Term Length: 1 term year, running July 1 – June 30

Must be an IABC member? No

Election: Voted by chapter membership on annual slate of board officers