



PROFESSIONAL DEVELOPMENT CHAIR

The Professional Development Chair works to meet the goals of the Education Committee to provide opportunities for fundraisers to advance in their professional development goals through the coordination of the Certified Fund Raising Executive (CFRE) Refresher Course and the Fundamentals of Fundraising Course.

Roles and Responsibilities:

- Establish and maintain a diverse committee to provide robust professional development opportunities
- Responsible for all aspects of the CFRE Refresher Course and Fundamentals of Fundraising including:
 - Event logistics such as agenda, dates, venue, hospitality
 - Working closely with the Communications Committee to promote the events and encourage registration
 - Development of AFP Faculty including recruitment, retention and evaluation of faculty members
 - Arranging host agreements with AFP Global and coordination of payments and registrations with administrative support
 - Ensure a thorough evaluation of the courses is completed post-events
- Support AFP Members in their goals to achieve CFRE designation including answering questions about the process and providing support to local study groups.
- Provide content to the Communications committee to add in the AFP Edmonton & Area Newsletter highlighting CFRE certification and promoting exam opportunities
- Maintain an updated list of Chapter CFREs and recognize current and new CFREs. Provide reminders to current chapter CFREs for recertification dates and professional development opportunities.
- Provide support to the Director, Education for other education sessions as part of the Education committee
- Provide the Director, Education with regular updates on professional development committee for monthly Board Meetings
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

Length of Term: 1 year term

Average Time Commitment per Month: 5-10 hours per month

- Committee Meetings: 1 hour monthly
- Portfolio Work Time: 4-9 hours monthly*
- Total monthly commitment: 5-10 hours per month

**It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*