



## **Professional Development Committee Terms of Reference**

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

### **Purpose**

The Professional Development Committee will assist the Director of Professional Development to enhance access to professional development opportunities and/or development of materials for professional development opportunities to offer to members throughout the year.

### **Professional Development Committee members will:**

As a member of the Professional Development Committee, work towards increasing the number of professional development opportunities offered to members in PAVRO including:

1. Plan, develop and implement the organization's professional development activities through webinars and workshops for members and non-members
2. Review and evaluate professional development efforts from previous years
3. Brainstorm ideas for successful ways to increase professional development opportunities such as webinars hosted by PAVRO, pre-recorded webinars offered by other organizations as well as professional development events
4. Host webinar presentations including introducing the topic and the facilitator
5. Research topics of interest to members
6. Research speakers/facilitators for webinars to be hosted by PAVRO. Utilize list of applicants for Conference who were not selected to present at Conference
7. Work with webinar presenters to do a pre-check of audio/visual compatibility, suggest questions or polls to enliven the presentation.
8. Write webinar advertisement and reminders for webinar for newsletter
9. Send Survey Monkey to all participants within a week of webinar.
10. Develop new professional development strategies
11. Promote the value of PAVRO's professional development offerings to membership and the wider voluntary sector

### **QUALIFICATIONS/SKILLS AND EXPERIENCE**

- PAVRO Member in good standing
- Have a thorough understanding of PAVRO and the advantages of membership
- Be knowledgeable about the field of volunteer management
- Be passionate about our profession

- Have the ability to work independently and meet deadlines
- Provide regular updates to the Director
- Possess excellent communication and interpersonal skills
- Be committed to the process for a 1 year term
- Have time (approx. 3 to 7 hours per month) and resources to complete the tasks
- Familiarity with webinar facilitation and/or on-line surveys an asset
- Must agree to abide by the Code of Conduct below
- Supportive of PAVRO's mission, vision and values
- Experience with adult learning/training is preferred
- A readiness to learn and understand PAVRO's strategic objectives
- Demonstrated ability to work independently and follow through with assigned projects and responsibilities in order to meet deadlines
- Strong interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking
- Team player who works well under pressure

Understands the importance of relationships, respect for others, support to business/sponsors

#### **METHODS OF OPERATING**

The committee will conduct its business by:

- Liaising with Director of Professional Development
- Interacting with other committees, directors and PAVRO staff as necessary
- Identifying best methods of communication between members; conference calls, face to face meetings dependent on committee member proximity and budget
- The Professional Development Committee will be supported by PAVRO staff where necessary i.e. Webmaster for website and communications; Office Manager for registration of members and distribution of materials; Bookkeeper for budget management and Board volunteers like Director of Marketing/Communications for additional marketing help.
- All contracts and invoices will be issued from the PAVRO office and kept on file with the PAVRO Office Manager.

#### **MEMBERSHIP OF COMMITTEE**

The Committee will ideally be composed of 3-4 PAVRO members in good standing. Representatives from varied geographic and different sectors would provide broad professional development insight and local support.

*The Committee Chairperson shall be appointed by the Director of Professional Development.*

#### **ACCOUNTABILITY OF COMMITTEE**

The Committee is accountable to the Director of Professional Development who will report to the Board of Directors.

**MEETING FREQUENCY**

Anticipated time requirement: 3-7 hours per month as necessary to meet committee goals

**TERMS OF REFERENCE TO BE REVIEWED**

Director of Professional Development will review the Terms of Reference with committee members in June of each year, or as committee is established

**TERMS OF REFERENCE TO BE APPROVED**

Terms of Reference to be presented and approved by the PAVRO Board of Directors prior to AGM.

Approved: May 5, 2017