



## EACE Board of Directors Director, Professional Development

### Qualities:

Prior experience in planning or coordinating programs/events for EACE or another professional organization; ability to identify professional development needs of diverse constituencies; ability to effectively assess professional development initiatives; knowledge of technology applications to enhance and deliver face-to-face and distance learning; enthusiastic, encouraging, and inclusive manner; proven ability to motivate volunteers and facilitate the effective completion of projects; excellent communication skills; ability to function strategically with other leaders; demonstrated ability to follow-up with others in an effective and timely manner; serve as model for fiscal integrity and sound money management in conducting EACE business; and has demonstrated commitment to diversity and multiculturalism.

### Responsibilities:

- Shall provide coordination and leadership for all Association professional development activities, including but not limited to workshops and other programs.
- Shall serve as liaison to the Professional Development and Outcomes and Assessment Committees.
- Investigates technology that will enhance professional development programming.
- Conducts membership surveys to identify new program needs.
- Benchmarks against other professional associations.
- Networks with leadership from other professional associations for collaborative programming.
- Shall promote professional, ethical and legal standards.
- Perform such duties as assigned by the President and the Board of Directors



## **A Typical Year in Review Non-Executive Committee Board Members**

(Excludes EACE Executive Committee members:  
President, President-Elect, Past President and Director of Finance)

An EACE Board year begins on July 1 and runs through June 30 of the following calendar year. This outlines the tasks and commitments that can be expected during a typical board year for non-executive committee board members.

### **June (previous to start of term):**

- In-Person transition board meeting for incoming and outgoing boards. One full day typically in coordination with the annual conference.
- Board training meeting. Typically, a half day in coordination with the Annual Conference.

### **August, December, January, May:**

- Board meeting via conference call
- Board call preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects

### **October, March, June:**

- In-person board meeting
- Board meeting preparation
- Monthly committee chairs call – typically one per reporting committee
- Participate in e-mail discussions
- Work on action items and projects.