

Professional Development Committee Chair

Committee & Role Description

The Professional Development (PD) Committee aims to provide a comprehensive professional development program designed to expand professional networks, allow members to exchange ideas with other leaders, and build skills through leadership training.

The Professional Development Committee Chair manages the planning and implementation of volunteer events, projects, and initiatives related to the professional development of the club's members, including organizing speakers for club meetings.

Responsibilities

- Managing the planning and implementation of professional development events, projects, and initiatives.
- Securing and coordinating with speakers in accordance with the Rotaract Club of Toronto Speaker Guidelines Policy or taking initiative to network.
- Conduct at least nine (9) committee meetings in the Rotary year, with the intention of holding at least one committee meeting per month.
- Ensuring the documentation of meeting minutes during committee meetings.
- Tracking all finances and attendance related to meetings, events, projects, and initiatives related to the committee.
- Providing updates to the President on a monthly basis.
- Ensuring that all documentation required to make an informed decision is presented to the Board Members by the time of the vote.

Support You Can Expect to Receive

- Training and Steering Committee retreats and socials
- A Board Member who will be assigned to the Committee for support and guidance
- Committee Chairs are permitted a leave of absence for mental health rejuvenation. The leave of absence may last between 1 week and 1 month and requires formal notice to the President one week in advance, unless under exceptional circumstances. It is suggested that you elect a Committee Member who is a member in good standing to temporarily take responsibility of the committee during your leave of absence.

Essential Qualifications

- Be a member in good standing.

Additional Qualifications

- Knowledge and experience with organizing professional development events, projects, and initiatives, especially within the Rotary community of organizations.
- Experience in event planning and facilitation.
- Strong verbal and written communication skills.
- Experience in professional outreach and networking.
- Knowledge and experience in record keeping, budgeting, and reporting.

About the Application Process

All members will receive access to the position description and application form for all positions and will have at least two weeks to submit. They may submit applications for as many positions as they wish to apply to; however, they must submit a form for each position. Only members in good standing will be considered for the position.

After the two weeks, the Board and Incoming President (if applicable) will review all applications and rank candidates based on the qualifications in the position description. The applications and rankings which will be documented and archived by the Secretary.

Please note that it is the responsibility of the Incoming President and Board to select which committees the Club will have that year. Some Committees are mandatory. However, others such as the Annual Fundraising Committee are not mandatory, and the mandatory committees must be prioritized. Candidates will be notified if they are reassigned and will be given a chance to accept, apply to other committees, or decline.

The President will then take all the top candidates, compile a report for why each one was selected and then share the report as well as a poll with members in good standing who will then have at least three (3) days to cast their vote of confidence or no confidence for each candidate.

Should the candidate receive more than 50% of votes of confidence from members in good standing, the candidate shall be confirmed as chair of the committee.

Should a candidate decline to accept any position, or if a candidate has received less than 50% of the vote of confidence from members in good standing, then the next highest ranked candidate will be selected and the process will be re-triggered. This process continues until a candidate receives more than 50% of the votes.

If a chair position remains vacant immediately following a club election, a subsequent appointment process should be held within thirty (30) days following confirmation of the vacancy.

If a chair position becomes vacant when there are five (5) months or more remaining in the Rotary year, an appointment process shall be held to fill the position. If any chair vacates a position when there is less than five (5) months remaining in the Rotary year, the officers of the board may elect or appoint a replacement for the remainder of the term. The Board may not under any circumstances appoint any chair to a position outside of the current Rotary year.