Rotaract Club of Toronto Application for 2023-24 Professional Development Committee Chair

Please respond to the questions below and email your completed application to [rotaract.toronto.president@gmail.com](mailto:rotaract.toronto.president@gmail.com). Feel free to respond using bullet points but include as much details as possible and make sure to include responses to all the requirements listed in the position description.

If you require any help with translation or have questions about the application, please email [rotaract.toronto.president@gmail.com](mailto:rotaract.toronto.president@gmail.com) for assistance.

**Committee & Role Description**

The Professional Development 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.

**Application**

**Applicant Name:** Your Name

**Primary Email Address:** Email Address

**Please tell us about your relevant experiences/skills based off of the position description and how will they be useful in the role?**

* Respond here

**What are your plans or goals for the Committee?**

* Respond here

**What would you like to gain from your time in the position?**

* Respond here

**Are there any commitments in other areas of your life that you would like the Board to be aware of?**

* Respond here - *Feel free to include details about jobs, education, etc., which you think may be important for the Board to know so we can better support you!*

**Any additional comments or concerns?**

* Respond here

**Once the application has been completed please email to** [**rotaract.toronto.president@gmail.com**](mailto:rotaract.toronto.president@gmail.com)

**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.