



CACEE PROGRAMMING TEAM

Purpose:

The PD Committee shall be responsible for providing ongoing professional development of educator and employer members in both languages where possible nationally. To this end, the committee will work to conduct needs assessments, to evaluate professional development policy and to design and recommend professional development programs to the CACEE National Board. In its work, the committee will be conscious of regional and national professional development priorities and will work closely with regional boards and committees to ensure optimal use of resources.

Accountability: To the Board of Directors

Responsibilities:

The Committee will focus on the following:

- Develop an annual Professional Development plan based on the CACEE competencies and professional development needs of the membership
- Collaborate with the National Conference Programming Committee to plan the format and content of the National Conference
- Provide assistance, consistency and resources to Regional Boards in planning the format and content of Professional Development events
- Work with the National Office and Board to conduct annual surveys to identify Professional Development requirements of members
- Provide PD programs for special-interest groups (i.e. Directors, new members)
- Research and expand network of PD opportunities
- Work with the National Office to evaluate partnership opportunities presented to CACEE and identify which ones CACEE will accept for presentation to members as outlined in the CACEE Relationship Policy
- Encourage CACEE members to incorporate the competencies into their day-to-day work and professional development goals/planning
- Where possible, attend the National Conference and Regional Professional Development events

Desired Skills and Attributes Include:

- Commitment to professional development
- Passion for building and growing relationships
- Strong communicator with an established network
- Willingness to attend regional and national CACEE professional development events

Frequency of Meetings:

Committee members meet regularly via conference calls

September – June: Weekly or bi-weekly meetings depending upon time of year and programming needs