

VLGMA Professional Development Committee (PDC)

Roles and Responsibilities

PDC Chair – Third Vice President with one-year term beginning 7/1 and ending 6/30

Roles and Responsibilities:

- Runs PDC meetings three times a year
 - Creates/updates meeting agendas – Staff can supply past agendas
 - Recruits/chooses conference chairs – two each for winter and summer
 - Keeps track of available sessions/speakers
 - Participates in conference planning with chairs and staff
 - Ensures conferences operate within budget parameters; seeks Board approval for summer subsidy if needed
 - Updates multi-year conference revenue (including sponsorship and carry-over) and expenses trend report
 - Facilitate hotel conference contract renewals or research as necessary depending on contract expiration terms

Conference Chairs – Appointed by PDC Chair for a one-year term (can be longer) beginning 7/1 and ending 6/30

Roles and Responsibilities:

- Create conference schedules – Staff supplies past schedules
 - Committee assists with session ideas
- Invite and confirm speakers
- Plan conference social events
- Tracks conference budget expenditures and revenue reports, adjust to maintain balanced budget
- Drafts outreach messaging, registration letter, eNews pre-post articles

Staff - Currently Molly Harlow with UVA's Weldon Cooper Center for Public Service

Roles and Responsibilities:

- Sends PDC communications on behalf of PDC Chair or Conference Chairs
- Repository for PDC materials
- Minutes at PDC meetings
- Updates materials
- Conference budgets
- Conference sponsors
- Conference logistics
 - Secure hotels
 - Handle all arrangements with venues – hotel and social events
 - Materials preparation and distribution
 - Onsite registration
 - Registration
 - Finances – pay bills (contracts signed by UVA Procurement)
 - Conference AV
 - Speaker logistics – lodging, AV, etc.