



Chapter Professional Development Chair

Role: As a member of your chapter, you have accepted the key and vital role of Professional Development Committee (PDC) Chair. In the beginning of our organization, its purpose was primarily directed to serve a small constituency confined to a restricted geographical area. But in April 1964, when Frank Balfour, formally incorporated the American Right of Way Association, the horizons of the organization expanded. Today the Association has grown to seventy-five chapters spanning the United States, Canada and South Africa with affiliates in Japan and the United Kingdom. The Association is truly international in scope and character.

Your role as PDC Chair is critical in two areas: Processing requests for certification/designation for members of your chapter, and working with your Chapter Education Chair to ensure that both Classroom and Online courses are promoted to Credentialing program candidates to ensure that they meet the requirements to obtain their certifications/designations. There are many resources available to assist you in this capacity. More importantly, involving the other members on your chapter board in your efforts will go a long way in achieving the goals you set for member growth.

The greatest challenge for any volunteer group is to work as a team to motivate everyone towards an agreed upon common goal. This is done by incorporating the following characteristics into your leadership style:

- Listen
- Recognize and Acknowledge
- Delegate
- Be Positive
- Build Vision

Qualifications: A PDC Chair must be a member in good standing of the IRWA, a chapter or chapters of the Association (current on all relevant membership dues paid in full at the time you assume the position). Ideally, a Chapter PDC Chair will have been a member of the IRWA and chapter for a minimum of one (1) year prior to taking on the role of PDC chair and have served as a Chapter Education Chair.

Specific Responsibilities:

The primary responsibility of the Chapter PDC Chair is to assist and mentor chapter members who have achieved, or are in the process of achieving, a designation (through IRWA's Generalist Career Path) and/or certification (through IRWA's Specialist Career Path). The Chapter PDC Chair must be familiar with the specific requirements for each of IRWA's Credentialing Programs (both initial and recertification), and be prepared to provide information and guidance to members who are participants in IRWA Credentialing.

Goals:

- **Increase the chapter's participation in IRWA Credentialing Programs by:**
 - a. Increasing awareness of the value of investing in one's professional development by pursuing a designation and/or certification,
 - b. Encouraging new chapter members to declare their active candidacy for one or more Credentialing programs, and

- c. Reaching out to current chapter members who may be close to fulfilling the educational requirements for a specific Credentialing Program, and encouraging them to declare their active candidacy.
- **Assist members who are current participants in IRWA Credentialing by:**
 - a. Becoming familiar with the specific program requirements for each level of IRWA's Generalist Career Path, and for each Specialist certification,
 - b. Providing information and guidance to those who are pursuing their initial designation / certification to ensure that they meet all program requirements during the specified timeframe,
 - c. Ensuring that all members who currently hold a designation / certification fulfill all requirements in order to recertify during the specified timeframe, and
 - d. Confering with your Chapter Education Chair (and other Chapter Leaders) to confirm that members will be able to fulfill the educational components of their Credentialing program requirements. This will be accomplished through a strategic combination of scheduling in-class presentations of IRWA courses and also promoting those courses which are currently available online.

You will be asked by the Chapter President to work with fellow board members to set your chapter's specific goals and objectives for increasing participation in IRWA's Credentialing Program, and to determine the most effective strategies to implement.

1. **Participate in quarterly Conference Calls** with other Chapter Education Chair and PDC Chairs conducted by headquarters (typically held in the 2nd month of each quarter), to discuss Best Practices and other topics to be determined (on a quarterly basis).
2. **Complete the Chapter Report Form for Professional Development** (on a quarterly basis):
 - Establish goals, objectives and strategy to achieve each goal.
 - Submit completed report to Chapter President by the established deadline.
 - Provide status report at each Chapter Board Meeting.
 - Headquarters is currently developing incentives to recognize and reward those chapters that reach established minimal goals. Completing the Chapter Report Form will be one of the three criteria.
3. **Compile mailing lists** (using contacts within the chapter), for coordinated campaigns with headquarters.

Total Time Commitment: 4.0 – 6.0 hours per month (not including board meeting attendance)