**HGTA Professional Development Chairperson**

**Job Description**

Duties of the **chairperson** include:

* Call start up meeting, and set meeting schedules for the year (before end of October)
* Facilitate the professional development activities of the association in consultation with the local executive
* Facilitate a variety of professional development and staff development activities based on the needs and requests of the teachers as shared through the PD reps.
* Facilitate training for school PD contacts
* Recruit members for the Professional Development Committee
* Prepare annual budget and financial summary.
* Manage and disburse the monies in the Joint District Pro-D account.
* Be an active member of the District Day committee, preferably the chairperson
* Record minutes and distribute to the executive and committee
* Network with other PD chairs in the zone and the province
* Liaise with BCTF PD programs and the BCTF Professional Issues Advisory Committee (PIAC) on behalf and for the information of members.
* Report and circulate information to the Professional Development Representatives

Duties of the **Joint PD committee** include:

* Directing the professional development activities of the local association subject to the direction of the executive committee.
* Acting as liaison between the BCTF and the local in matters of professional development, in-service, and curriculum development
* Supporting, initiating and/or organizing professional development and learning as deemed necessary or desirable by the members
* Being responsible for the organization and administration of any annual conferences
* Keeping a record of all meetings and report to the annual general meeting of the local