# Director of Professional Development

Reporting to the VP Programs, the Director of Professional Development shall have prime responsibility for the development and delivery of Certification Preparation events of the Chapter including PMP Study Groups, partnered courses, mentorship program, seminars and workshops.

## Professional Development Standing Committees

* Establish and lead a committee(s) of volunteers to operate and maintain the various professional development initiatives.
* Promote Professional Development
* Promote educational publications, seminars, and workshops.
* Develop and maintain PMP/CAPM Study Group materials, PMP/CAPM Preparation Course materials, and related modules.
* Periodically meet with suppliers, training partners, and consumers of project management products, services, and information to understand related needs and issues.

## Conduct Certification Preparation Events

* Plan and conduct workshops and seminars designed to prepare attendees for a PMI Certification.
* Plan and conduct Certification Study Groups.

## Certification Information

* Keep current regarding PMI certification and re-certification.
* Ensure that the Certification information on the Chapter’s website is accurate, current and appropriate.
* Provide certification and recertification information to members as needed.

## Professional Development Units

* Stay current with PMI certification and recertification standards, policies and procedures.

## Mentorship

* + Oversee the planning and execution of the Chapter’s Mentorship Program.
	+ Establish and lead a committee of volunteers to create, operate and maintain the various mentorship programs.

##  Other Duties

* Prepare and present a status report at each Board meeting.
* Prepare the Professional Development section of the Annual Report to be presented to the membership at the Annual General Meeting.
* Prepare a detailed Professional Development portion of Chapter budget.