



MN Chapter of NIGP Job Descriptions

Professional Development Committee Chair

Responsibilities:

The Professional Development Committee Chair is responsible for coordinating on-going purchasing related education to the Chapter membership as identified by the membership through an annual survey. The Professional Development Committee Chair shall work with both the National NIGP and the MN Chapter Board to determine what courses to provide as well as dates and location for such courses.

Term:

Two years.

Job Duties:

The Professional Development Committee Chair shall conduct a survey each year to determine what courses to offer for the coming year, and shall coordinate with the Board and National NIGP to provide such courses. Duties include:

- Selects courses with general membership input, secures dates and locations for courses, requests and verifies with National that the courses selected, dates and locations are acceptable (National will assign instructors to the selected courses)
- Publishes all pertinent information for each course on the website and events calendar
- Recruits attendees for each course through advertisement including the Wisconsin Chapter of NIGP, Iowa Chapter of NIGP, etc.
- Works with National to verify registrations, and to determine whether there are enough registrations to hold the course
- Informs Board of course participation numbers, courses, dates, times and locations. Informs the Board and membership if a course has not met minimums and has been canceled.
- Assists in coordination of the instructor travel and provides directions to the course location. Brings refreshments for attendees each morning as needed. On the first morning of the course, introduces the instructor to the class and speaks about the benefits of MN NIGP and certification. Answers all questions possible and seeks to provide answers if unknown
- Monitors course throughout the time scheduled as per National rules
- Upon completion of the course, picks up sign-in sheets, evaluations and remaining materials. Sends all required information back to National as soon as possible
- Files any reports to National as required