

## **Training and Professional Development Committee**

*Sam L. Davis, MA, CJM, Chair*

*Connie Lacy, Staff Liaison*

The duties of the Training and Professional Development Committee arise from our Bylaws, Article VI, Section 6.01h. This committee will include at least three other members in addition to the Chair.

The Training and Professional Development Committee is charged with assisting the AJA Professional Development Department with planning, developing, and implementing training for the Association.

- Work with the Director of Professional Development to develop training initiatives based on membership needs and requests.
- Work with training and professional development to secure training locations to support continued response to gathering restrictions and any orders issued by State and Local government due to the global pandemic.
- Develop and ensure an evaluation tool is administered at each training and data is collected to ensure efficacy, membership needs and instructor effectiveness.
- Work with training and professional development to ensure that training is identified, secured and advertised for at least six months in advance for membership/budget planning purposes. Assist in implementing a training calendar for in-person, webinar or other training formats.
- Work with the Strategic committee and the Fall Summit Committee on development of actionable items and response to the Health and Wellness training Summit.
- Work on new initiatives with NIC, ACA or other external partners.
- Continue to develop a pool of qualified and reliable trainers.
- Meet as needed virtually with the committee members and other committee Chairs.