

### **Position Description – ACLTA Professional Development Coordinator**

The position of Professional Development Coordinator for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Professional Development Coordinator shall hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

#### **Purpose of Position**

- To oversee the delivery of professional development opportunities to members
- To facilitate networking opportunities for members

#### **Key tasks**

- Disseminates information about relevant research and professional development opportunities to members
- Sources appropriate web-based training for members
- Manages and coordinates the Networking Sessions provided to members.
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Shares industry relevant information and news with the social media co-ordinator.

#### **Essential criteria**

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the website management portal

**Time commitment:**

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive