

## **IATA Professional Development Coordinator**

**Article IV Officers, Section 4:** The Professional Development Coordinator shall be appointed by, and serve at the discretion of the Executive Committee. The same as the Executive Treasurer and Legislative Liaison.

**Article VI Executive Committee:** The Professional Development Coordinator shall not be a voting member of the Executive Committee. However, will attend all executive committee meetings as necessary to ensure collaboration for professional development events.

### **Duties of the IATA Professional Development Coordinator:**

1. Attend all executive committee and officer meetings as necessary.
2. Actively participate as a member of the IATA Professional Improvement Committee.
3. Collaborate with the Professional Improvement Committee, executive committee, and officer team to solicit workshop suggestions for Summer Inservice and October Professional Development.
4. After the officer team has selected topics for professional development, identify presenters and work with presenters to write workshop descriptions.
5. Utilize designated Google Drive documents to work collaboratively with host(s), executive committee, and presenter(s) to develop schedule and/or agenda for professional development event.
6. Obtain general session agendas from IATA officer team and insert into Summer Inservice program.
7. Send relevant professional development programs/ agendas/ documents to IATA Website Administrator for posting on the IATA website.
8. Distribute professional development program/ agenda, reminders, and registration information to Idaho ag educators using the Idaho AgEd Listserv.