

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

5.03

Professional Development Committee

Date of Original Issue: August 26, 2004

Date Modified: May 12, 2009

PURPOSE

This policy provides direction to the Professional Development Committee on procedures related to committee work.

INTENT

The intent of this policy is to provide general guidelines and expectations to the Professional Development Chair and committee members.

SCOPE

This policy applies to the Professional Development Chair and committee members.

POLICY

The Professional Development Committee shall:

- Sponsor opportunities for state-employed women to develop as leaders, professionals and individuals, such as planning for and hosting General Membership meetings or activities.
- Support ICSEW members in mentoring and networking activities.
- Share information about professional development.
- Conduct events that support professional development of all women, such as the Clothing Drive.
- Strengthen ICSEW's relationships with other professional women's organizations.

PROCEDURE

The Professional Development Committee may provide information to ICSEW members in many different ways, including, but not limited to:

- Research and develop the Professional Development Committee Web pages, and provide relevant and up-to-date information as needed.
- Provide the Communications Committee Chair news articles for the *InterAct* newsletter and cultivate committee interest in ongoing, relevant articles.

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- Sponsor guest speakers who can present information about professional development to the General Membership.

Committee Chair

In addition to leading the committee as referenced above, the committee chair shall be responsible for:

- Submitting an updated committee Business Plan representing the goals, activities, and budget to the ICSEW Chair.
- Maintaining an up-to-date Professional Development Committee Policy.
- Providing the ICSEW Executive Board a Committee Report for each board meeting.
- Providing General Membership with a Committee Report, as needed.
- Understanding the purchasing policy.
- Approving payment for purchases from the committee budget.
- Understanding and following relevant board bylaws, policies, and code of conduct.
- Encouraging and assigning committee members to submit articles for the *InterAct* newsletter.
- Acknowledging and recognizing the work of committee members.

RELEVANT LAW AND OTHER RESOURCES

ICSEW Bylaws
ICSEW General Membership Guidelines
ICSEW *InterAct* Newsletter Policy
ICSEW Membership Roles and Responsibilities
ICSEW Web Site Development Policy
Robert's Rules of Order

Board Approved:
April 14, 2009

Committee Approved:
May 12, 2009