

Professional Development Committee Charter

updated 09.22.2022

Strategic Plan Goal:

To provide high quality professional development opportunities that enhance the knowledge, expertise, and impact of all NICU Parent Network members.

Purpose:

The purpose of the Professional Development Committee is to coordinate and oversee the professional development activities of the NICU Parent Network. The work of the committee shall be aligned with the NPN Strategic Plan and Guiding Principles at all times. The committee shall assess the needs of NPN members, considering the various types of organizations represented, phase of organizational and leadership development present within our membership, unique and diverse needs of the communities NPN members serve, and the overarching competencies required of professional NICU Parent Leaders.

Membership:

The committee shall consist of two Co-Chairs. One Co-Chair shall be an NPN Board of Directors representative and the other Co-Chair shall be a representative from NPN membership.

The Committee Co-Chairs will oversee three sub-committees

- 1) Annual Summit Planning
- 2) Leadership Lounge
- 3) Marketing

There should be no fewer than 3 people on each subcommittee and subcommittee members may serve on more than one subcommittee if they choose. Committee members shall serve a minimum of one year term and there is no limit to the number of terms a member can serve. All committee members are expected to attend 80% of all committee meetings within each calendar year. If a committee member can not attend a meeting, written notice to the committee Co-Chairs and NPN Admin is requested at least 24 hours in advance.

(Co-Chair responsibilities and terms are listed here: [Co-Chair & Committee Member Expectations](#))

Primary Responsibilities:

Primary responsibilities of the Professional Development Committee include but are not limited to:

- Assess the professional development needs of NPN members
- Source topics and speakers for events, webinars, trainings, etc
- Develop, measure, and monitor Action Plans to align with Strategic Plan objectives & strategies
- Develop a feedback loop for all professional development programs
- Catalog and analyze existing professional development content
- Report progress to Executive Committee on a monthly basis and to the Board of Directors on a quarterly basis
- Coordinate with the Member & Community Engagement Committee related to member needs & interests
- Coordinate with Inclusion & Diversity Committee to ensure topics and speakers align with I & D objectives and strategies
- Coordinate with Advocacy & Policy Committee to ensure policy topics are covered throughout the year

Sub-Committee Responsibilities - Annual Summit Planning

The Annual Summit Planning Sub-Committee is responsible for developing, overseeing, and facilitating the annual in-person summit.

- Follow the NPN master project plan and timeline meeting key dates and milestones on time and on budget
- Identify and recruit reputable speakers on topics of interest to the NPN membership
- Assist in planning logistics, networking activities, meals, and coordinating volunteers throughout the event
- Act as hosts to speakers, sponsors, new attendees, and new members
- Assist with set up, break down, session facilitation, speaker introductions, registration, check-in
- Review & score abstract submissions
- Act as ambassadors and marketing support for the event to ensure attendance and sponsorship goals are met

Sub-Committee Responsibilities - Leadership Lounge

The Leadership Lounge Sub-Committee is responsible for developing the content calendar for the year ahead.

- Assist in recruiting speakers/topics based on NPN member feedback
- Committee members may be called upon to host/co-host various sessions

- Identify members who are routinely not attending LL sessions and understand the barriers to attendance

Sub-Committee Responsibilities - Marketing

The Marketing Sub-Committee is responsible for making recommendations on how best to market professional development content.

- Identify currently utilized avenues and metrics for marketing all forms of NPN's PD content
- Develop goals/metrics for viewership/consumption of PD content
- Develop marketing plan for PD content and events, coordinate with Social Media/Website Manager & Admin in deploying marketing plan
- Develop & implement feedback loop to gauge the success of marketing efforts