



Professional Development Committee Fact Sheet

What is the Professional Development Committee?

The Professional Development Committee supports SNA's mission and vision by assessing and prioritizing the professional development needs of the members and assists in the development and evaluation of training courses and materials. They recommend programs which meet Certificate and Credentialing program requirements to the SNA Board of Directors. They assist with drafting programs as identified in the annual plan of work and to meet the Strategic Plan strategies and committee charges.

What are the Committee Responsibilities?

- Evaluates educational materials developed by states, industry, and private enterprise for compliance with criteria and suitability for formal training courses, as needed.
- Recommends to the Board; standards, policies, and procedures pertaining to implementation of professional growth and education programs.
- Recommends education programs and method of delivery.
- Monitors and complies with the SNA Strategic Plan; supports the Annual Plan of Work and assesses education programs annually to determine if they are current, need to be updated or should be removed.

How is the Committee's work planned each year?

- Every Committee is provided annual committee charge(s) based on the SNA Strategic Plan and the annual Plan of Action as well as other charges identified by the Board.
- The Committee receives the charges every year in mid- to late-September.

How is the Committee organized?

The committee is led by an appointed chair who serves for a two-year term. Committee members represent the various SNA membership sections and regions. Appointments are staggered and each appointment is a two-year term. The Committee is supported by a SNA staff liaison who works with the Chair and committee members.

How often does the Committee meet?

SNA committees will hold a combination of in-person and virtual meetings depending on the workload of the committee. SNA Board policy requires committee members to attend all meetings. The Board has made the decision to not hold Fall Committee Days in person this year. Instead, all committees will meet virtually through the end of 2021. No decision has been made regarding whether in-person meetings will resume in 2022.



Who pays committee member travel expenses?

Should in-person meetings resume, SNA would pay for all the travel, hotel, and meal expenses for operator committee members to attend the meetings. A travel policy will be provided if/when in-person meetings resume. SNA does not cover the airline and hotel costs for industry committee members to attend the in-person meetings. This is a common practice for professional associations.

General SNA Committee/Council Member Position Description and Responsibilities

Position Description:

Committee/Council members are appointed by the SNA President-elect, and report to the Committee/Council Chair regarding committee activities. Committee/Council members must actively participate in the work of the committee/council, provide thoughtful input to deliberations, focus on the best interest of SNA and the membership, and work toward the accomplishment of the goals outlined by the committee/council for the year.

General Responsibilities:

- SNA Board policy requires committee/council members to attend all meetings.
 - The Committee/Council Chair and Staff Liaison must be notified by email if you cannot attend a meeting.
 - The SNA President has the discretion, working with the Chair and the Staff Liaison, to remove committee/council members from the Committee/Council for any reason, including non-attendance.
- Actively participate on the committee/council or work groups within the committee/council.
- Accepts and completes assignments as requested.
- Promotes volunteer involvement.
- Maintain an understanding of activities, discussions, and programs.
- Responds promptly to correspondence and information requests from the Chair, Staff Liaison, or other members within the committee/council.
- Represents SNA in other meetings, as requested.
- Maintain a current “in good standing” membership in SNA, as well as an active certificate or credential during the committee/council term. Only Industry members are not required to have an active certificate or credential.
- Inform the Chair and Staff Liaison if personal or professional circumstances prohibit the completion of the duties and responsibilities listed above.

What, if any, SNA Policies do I have to adhere to as a Committee/Council member?

Please review the [Standards of Business Conduct/Conflict of Interest Policy](#) and requirements for committee members. If there are any questions, please contact the following SNA staff:

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