

## **JOB DESCRIPTION: PROFESSIONAL DEVELOPMENT OFFICER**

The following job description is intended to be a simplified quick reference, and somewhat of an expansion of thoughts in this manual.

The Chapter Professional Development Officer's (PDO) basic job is to promote professional development and continuing education. The PDO shall be an AICP member and a member of the Chapter Board of Director.

### **OUTREACH**

- Promote membership in AICP by oral/written communication with chapter membership at conferences, workshops, etc., and through chapter newsletters and other such media.
- Provide assistance to all chapter members interested in AICP membership, by providing all necessary information about qualifications, examination schedules, the AICP Code of Ethics and Professional Conduct, etc., all of which are contained in the AICP application packet.
- Provide assistance to national AICP office staff when called upon, to meet with, or otherwise communicate with, members interested in AICP membership, to determine if they meet eligibility requirements.

### **EXAMINATION**

- Plan and implement chapter programs to assist candidates for AICP membership in any ways possible, including exam preparation alternatives.

### **ACCREDITATION**

- Be responsible for assuring chapter input to the accreditation review of planning programs within the chapter area.

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## **CONTINUING EDUCATION**

- Plan chapter professional development workshops/seminars and assist with chapter and section conferences/programs, including programs aimed at training of planning commissioners and elected officials.
- Cooperate with faculty liaisons in developing continuing education programs with planning programs within the chapter area.
- Serve as the chapter's advocate for a strong continuing education program to ensure a high level of professional development of all AICP/APA members.

## **VISIBILITY**

- Be responsible for initiating and implementing chapter programs to increase the visibility of professional planning and the importance of AICP membership to planners, employers, and the public served.

## **ETHICS**

- Serve as the chapter's advocate for a strong support of the AICP Code of Ethics and Professional Conduct by all chapter members, and for strong adherence to, and enforcement of, the Code by all AICP members.

## **ORGANIZATIONAL TIE WITH AICP**

- Maintain an ongoing relationship with the AICP Commission and serve as the representative voice of the Chapter to the AICP Commission by offering recommendations/comments, sharing results of chapter programs involving professional development and continuing education, attending AICP/PDO sessions at the national conferences, and developing a strong relationship with the AICP regional commissioner.
- Ensure that AICP dues rebates are used for appropriate chapter professional development and continuing education activities, and report the same to AICP as periodically requested.