Purpose: The purpose of Professional Development Chair position is to provide leadership in programming to alumnae for continuous learning and professional growth.

Role: The role of the Professional Development Chair is to provide thought leadership and to be responsive to alumnae in the effective delivery of content, locally, nationally and internationally, to enhance our community of continuous learners. The Professional Development Chair position is a voting position.

Term of Office:
SOMAA Voting and Associate Board members are elected to an initial two-year term. At the end of her 2nd year of service, a Voting or Associate member may choose to remain on the board for a third year. At the end of her 3rd year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year.

Voting Members are required to stay in their role for the initial two year term. Associate Members may apply for other open positions after their first year of office.

General Board Member Responsibilities:
- Attend and engage in full vetting of views in discussions at monthly Board meetings (six in person Board meetings and five phone meetings) and the annual Board retreat
- Attend and participate in the Annual Meeting and SOMAA Speaker Series
- Facilitate one Board Meeting per year
- Be fully conversant in the vision, mission/purpose, core principles, values, objectives, policies and the associated activities of the Board and convey to SOM alumnae and other members of the greater College community
- Encourage alumnae participation in SOMAA and SOM alumnae events and other forms of engagement
- Generate leads and assist with recruitment of prospective Board Members and Student Representatives
- Identify and refer prospective students to the SOM
- Act as ambassadors of the SOMAA to the community
- Support efforts to increase participation in the SOM Annual Fund
- Contribute to the SOM Annual Fund at or above the Leadership level
- Support board initiatives by serving on 1-2 standing and/or special committees
- Actively participate in SOM and SOMAA activities and as schedule permits, attend the following:
  - Leadership Weekend
  - Annual Holiday Party
  - Graduation
  - Networking and Fundraising events
- Assist in the documentation of SOMAA policies and procedures
- Engage alumnae and the school, faculty and Executive Education, as well as other programs, to provide professional development/continuing learning opportunities for alumnae wherever they may be leveraging technology as appropriate, ie webinars, podcasts, etc.

1 Voting and Associate members are defined in the Board Bylaws.
2 The four year term limit is a lifetime limit.
- Manage the SOMAA Speaker Series – a high profile activity of the Alumnae Board that captures the interest of alumnae and creates brand recognition for the SOM and its Alumnae in local and other communities
- Develop a strategy, with the Board Marketing Chair, to market these activities
- Establish connections with faculty and curriculum dean to leverage existing resources when planning Speaker Series content
- Work with Engagement Chair to help identify speakers and interests of alumnae

**Key Relationships:**
- SOM staff and the SOM Office of Alumnae Relations and Annual Giving (OARAG) - to ensure the best interests of the alumnae community are represented
- Other SOM alumnae and former classmates - to communicate relevant information, encourage annual fund donations, and promote participation in SOM and SOMAA events
- On-campus SOM departments and faculty

**Measurement Guidelines:**
- Board Meeting Attendance
- Success of SOMAA Speaker Series events – attendance, quality

**Preferred Qualifications for All Board Members:**
- Demonstrated commitment to SOM
- Interest in contributing to the alumnae community
- Leadership abilities
- Ability to think strategically
- Team player who would complement the diversity and capabilities of current Board make-up
- Commitment to give required time
- Initiative and ability to make an impact in the position
- Prior board experience (This is not required for Associate Board Members.)

**Preferred Qualifications for this Position:**
- Event planning abilities are helpful
- A large network of contacts in various industries would be invaluable