

#### PURPOSE

The principal responsibility of the professional development (PD) advisory group is to advance association excellence through the development and delivery of programs and services that enhance opportunities for innovative learning, thought leadership and networking. The PD advisory group will promote member value by leveraging learning opportunities, resource development and knowledge sharing in alignment with the Certified Association Executive (CAE®) program.

#### ACCOUNTABILITY

- The PD advisory group operates within the strategic direction of CSAE.
- The advisory group is accountable to CSAE's network relations manager

#### AUTHORITY

The PD advisory group will:

- Work collaboratively to build an annual calendar of innovative learning opportunities both online and in-person (excluding Conference and identified Signature Events)
- Advise on monthly topics for round table events – up to 10 per year (peer-to-peer discussion groups)
- Develop the education program for a minimum of 4 in-person events in 2023-2024 (locations and logistics to be defined by CSAE)
- Encourage mentorship and peer-to-peer knowledge sharing within the CSAE community.
- Leverage member data and emerging trends to respond to associations' evolving needs.
- Assist CSAE in program and service development that promotes thought leadership and continuous learning within the association sector.
- Promote an inclusive and engaged community for development and growth.

#### TEAM SUPPORT

CSAE employees as designated provide support to the PD advisory group through full professional and administrative services.

#### ADVISORY GROUP MEMBERSHIP

- The PD advisory group is comprised of a minimum of five to a maximum of twelve members.
- The PD advisory group members must be CAEs or in the process of acquiring the CAE designation.
- Term: members agree to serve for minimum one year, renewable once.
- A chair will be appointed at the beginning of the term and serve as chair for one year.

#### ADVISORY GROUP MEETINGS

- The PD advisory group meetings will be held virtually on Zoom, six times per year; every other month.
- Additional meetings/work may be required during the year.
- The frequency of meetings may be reassessed by the advisory group and adjusted as needed.