

**APA Florida Executive Committee  
Vice-President Professional Development Duties**

By-Laws Description

**ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

6. Vice-President for Professional Development (VPPD)

The **VPPD** shall be a member of the American Institute of Certified Planners (AICP). The **VPPD** shall assist members directly and through their Sections in professional development and continuing education activities and shall be the principal liaison between the Chapter and the APA. The **VPPD** shall be the Professional Development Officer (PDO) for the purposes of the APA and AICP. The **VPPD's** duties shall include the following activities related to carrying out the professional development function:

- a) Guide the annual AICP exam process;
- b) Assist Sections improve the relevancy of local exam preparation sessions as needed;
- c) Ensure the Chapter's annual conference includes a session on ethics and law;
- d) Oversee the development and conduct of other professional development activities, in conjunction with the VPCM;
- e) Serve as the Chapter's liaison to APA on ethics;
- f) Serve as Chair of the Chapter's Professional Development Committee;
- g) Coordinate with the AICP Commission and VPCM on relevant AICP exam preparation issues;
- h) Attend and participate in the Annual PDO Exchange at the APA National Conference;
- i) The **VPPD** shall also carry out any other duties assigned by the President.

**ARTICLE IX – COMMITTEES**

3. Conference Committee

- a) The Conference Committee shall consist of the Vice President for Conference Affairs, the **Vice President for Professional Development**, the VPCM, the Vice President for Membership Services, the Vice President for Section Affairs, the Vice President of Communications, the Chair of the host Section, the Executive Director, and other such members as may be appointed by the President.
- b) The Chair of the Section hosting the conference and the Vice President for Conference Affairs shall be the Conference Co-Chairs.
- c) The Committee shall plan and prepare the annual conference with the assistance of the Section host committee and the Chapter office.

7. Professional Development Committee

- a) The Committee shall consist of the **VP of Professional Development**, Vice President for Conference Services, YPG Representative, Faculty Liaison, Vice President for Certification Maintenance, Section Professional Development Officers, four at-large members adequately representing the range of interests reflective of the Membership and a student representative. The **VPPD** shall appoint the members-at-large, in consultation with the President.
- b) The **VP of Professional Development** shall serve as Chair.
- c) The Committee shall convene on a periodic basis but prior to the Executive Committee

meetings to assist in provision of professional development opportunities and to assist in AICP Exam Preparation activities.

d) The Committee shall serve to assist the Chapter in development and implementation of its professional development opportunities including AICP exam prep courses.

#### Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings and biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.
- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting.
- Maintain AICP Certification related pages of the APA Florida website.
- Serve on Committees. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs.

#### Specific Duties/Tidbits and Insights

- Funds are included in the Chapter budget to help defray the costs of attending the PDO Exchange held each year in conjunction with the APA conference