**JOB DESCRIPTION**

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| **Title:** | Director of Professional Development |

**Primary Function/General Purpose of Position**

The Director of Professional Development is a member of the Board of Directors of the Association. It is the Director of Professional Development’s responsibility to encourage and support the advancement of the Total Rewards profession by offering classes and educational meetings for the Association’s members. This is a joint position, with two co-Directors serving offset terms.

**Employment Qualifications**

All candidates for the Board of Directors must be in good standing at the time of nomination or appointment and must remain in good standing.

**Essential Job Functions**

* Represent the Association at meetings or designate an appropriate person to attend.
* Partner with WorldatWork on areas regarding Local Network Association professional development matters.
* Work collaboratively with other members of the Board of Directors on short- and long-term goals, objectives and budgets.
* Oversee the Planning Committee.
* Oversee the selection of and administer all logistics for the WorldatWork class offerings (e.g., CCP classes).
* Partner with WorldatWork course instructors to ensure they have the necessary materials and venue information.
* Open WorldatWork classes sponsored by RCA, including speaker introduction and promotion of RCA.
* Responsible for all matters relating to RCA quarterly meetings, including the selection of meeting dates, speakers, venue, supplies and all other logistics relating to the meeting day.
* Serve as a liaison between RCA and quarterly meeting speakers.
* The senior Director trains and mentors the junior Director.
* Be available to the entire membership, especially new members and guests. Display enthusiasm and support for all Association activities.

**Other Job Functions**

* Attends, participates and is engaged in quarterly board meetings.
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* Respond to membership inquiries as needed.