



Position	Vice President for Professional Development
Term of service	2 years, eligible for re-election (beginning July 1, ending June 30)
Purpose	<ul style="list-style-type: none"> To serve as a member of the executive board of MASEA, assisting in developing policies, procedures, and programs To lead or contribute to initiatives of the MASEA Board as needed Oversee professional development programs and initiatives including Student Employment Essentials (SEE) Training and the Annual Conference
Type of Position	Nominated and elected by membership
Qualifications	<ol style="list-style-type: none"> Active member of MASEA Strong written and verbal communication skills Extremely detail-oriented and customer service driven Technology adept – able to learn and use new tools easily Ability to effectively lead groups, plan and supervise events, and enthusiastically engage in mission and activities of MASEA Required to attend Regional Conference
Time Commitment Required	<ul style="list-style-type: none"> Board meetings: 1-2 hours per month plus prep time Project work: 3-4 hours monthly, depending on assignments Regular communication with board: 1-2 hours monthly

Constitution Description

The Vice President for Professional Development shall:

- Serve as chairperson of MASEA Conferences
- Be responsible for the following committees:
 - Conference Planning Committee

Detailed Responsibilities

- Lead coordination and planning of MASEA Annual Conference with support of full board of directors and conference volunteers, which includes but not limited to: site research and selection, scheduling, site visits, hotel reservations and contract development/negotiation, logistics, and development of the conference flow/agenda. Duties are frequently delegated to other board members and volunteers.
- Lead coordination and planning of Student Employment Essentials (SEE) Training for the region, to be held at least once a year in partnership with the annual conference, which includes: coordination the National Student Employment Association (NSEA) SEE Training Chair, communication and coordination with regional and national SEE trainers, execution of training logistics, registration, and marketing/communication with trainees.
- Work with the board members and volunteers to develop, implement, and evaluate professional development programs and events.
- Promptly respond to email inquiries as position is frequently a first point of contact for members.