

Job title	<i>Professional Development Director, AMHP Chapter</i>
Reports to	<i>President, AMHP Chapter</i>

Purpose

The role of Professional Development Chapter Director is a volunteer position, where an individual will have the opportunity to serve as a key leadership team member and an active participant in making strategic decisions affecting AMHP. The successful candidate will plan and organize professional development and experiential learning activities for AMHP chapter members. Tailored to the needs of AMHP members, these activities may include professional education programs/webinars, networking events and mentoring or shadowing opportunities, with a focus on health professional paths.

Duties and Responsibilities

The Professional Development Chapter Director will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

- Coordinate at least 4 professional development webinars during the year
- Organize networking event in various cities in collaboration with chapter leaders.
- Assist with the planning of National Annual Conference.
- Collaborate with Membership Director on assessing and responding to professional development needs of AMHP members.
- Assist in publicity and marketing for events and programs.
- Partner and build relationships with other professional organizations.
- Assist in fundraising efforts for AMHP National and Chapter.

Meetings

- Attend all Board meetings on a monthly basis, or as required; AMHP Executive and Board members are expected to attend at least 75% of all regularly scheduled meetings
- Attend relevant meetings with committees

Time Commitment

- This position will require approximately 4-6 hours per month.

Qualifications

- A minimum of a Bachelor degree with experience in leadership and management positions.