**Professional Development Chair  
The duties of the Professional Development Chair shall be to:**

a) Represent the Professional Development Committee as a member of the Executive Committee

b) Act as chairperson at the Joint Professional Development Committee as constituted in Article F.l.3 of the Collective Agreement

c) Co-ordinate the activities of the CTA Professional Development Committee

d) Act as a resource to the Executive Committee in matters relating to Professional Development

e) Liaise with the CTA President, the School District and the BCTF on all Professional Development matters

f) Process all applications for Professional Development funds

g) Make a monthly report to the CTA Executive regarding the Pro-D Committee's activities

h) Organize monthly meetings of the CTA Pro-D or the Joint Pro-D committees

i) Facilitate the planning, development, organization and implementation of a CTA Professional Development day in the school year at the discretion of the committee

j) Attend the annual BCTF Summer Conference, BCTF Zone Meetings and other BCTF sponsored opportunities relating to Professional Development

k) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

l) Attend at least one School Board meeting a year

m) Provide a written report to the January General Meeting and the Annual Meeting on the activities of the Pro-D Committee

n) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings