

## **Charges for the Professional Development Committee Chair, 2025-2026**

1. Shall receive and review applications for certification and recertification to ensure that all requirements are met and mail certificates to qualifying applicants.
2. Shall prepare an article for the spring *Advocate* describing both the criteria and procedures to follow to certify members and a roster of committee members who may be contacted for assistance.
3. Shall submit the names of newly certified and recertified members to the Communications Director for publication and to the membership processing contractor to update the membership information on at least a quarterly basis.
4. Shall request a quarterly report from the membership processing contractor regarding which members' certification has lapsed.
5. Shall work with the CCP Chair, Chapter Presidents, and Membership Director to encourage certified members to maintain recertification timely.
6. Shall work closely with the membership processing contractor to resolve any issues regarding recording, maintaining, and upgrading certification status on the membership data base.
7. Shall continue to study the certification process, the needs expressed by the work with NADE Chapters, the national association, the state DSS's and SSA.
8. Shall work with NADE's President, President-elect, and Past President to assert NADE's role as a leader in the development of national training standards.
9. Shall study and recommend changes to the certification criteria and certification form to identify more specifically who may qualify for certification.
10. Shall review national training standards and recommend any necessary changes in current NADE policy to the President and Board.
11. Shall obtain and store copies of agendas of all National and State training conferences.
12. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
13. Shall report to the mid-year Board meetings and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.

14. Shall mentor their successor in this role.
15. Shall send copies of all correspondence to the NADE President and President-elect.
16. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.