



**POSITION DESCRIPTION  
PROFESSIONAL DEVELOPMENT DIRECTOR**

**BASIC FUNCTIONS:**

Serves as Professional Development Director, representing the entire membership in carrying out the professional activities of the Society concerned with professional development, education and accreditation. Acts as point of contact to the Board of Directors on matters pertaining to professional licensure of engineers. Exercises personal leadership in the motivation of division representatives, committee officers, committee members and staff to act in the best interests of the Society on professional development issues consistent with the financial resources available. Guides the development and implementation of long-range plans and short-term goals and objectives for the organization with regard to professional development issues. Seeks approval for and/or informs the Board of professional development activities undertaken on behalf of the Society. Designates a liaison to attend the National Council of Examiners for Engineering and Surveying (NCEES) Participating Organizations Liaison Council (POLC) meetings. Works with the committees' staff liaison(s) as necessary.

**NATURE AND SCOPE:**

1. Position Information

The Professional Development Director must be a voting member of TMS and is nominated by the Nominating Committee, one year in advance of assuming office. The Professional Development Director must be elected by the voting members. The term of office is three years commencing with the convening of the organizing meeting of the new Board of Directors, immediately following the annual meeting of the prior Board of Directors.

As the Director for Professional Development of TMS, many of the director's activities will be related to serving as a member of the Board of Directors and serving as an ex-officio member of the TMS Professional Development Committee, the TMS Education Committee and the TMS Accreditation Committee. The Professional Development Director will also devote considerable time to the following major functions:

- Attendance at two meetings each year of the Board of Directors
- Two meetings each year of the Professional Development Committee
- Two meetings each year of the Education Committee

- Two meetings each year of the Accreditation Committee

During his/her term of office, the Professional Development Director serves as a voting member of the Board of Directors.

## 2. Expected Results

Within the limits of the Bylaws and Operating Procedures, and in partnership with the TMS Executive Director, staff liaison(s), the Professional Development Director is responsible and has commensurate authority to accomplish the duties set forth below:

- A. Serve as a member of the Board of Directors with the right to vote.
- B. Serve as either chair of or an ex-officio member of the TMS Professional Development Committee, Education Committee and Accreditation Committee with liaison responsibility from these committees to the Board.
- C. Provide leadership to the Committee(s) in developing and augmenting policy, keeping the strategic planning process moving forward and auditing its implementation.
- D. Present orally and in writing a report to the Board of Directors on the status of those strategic management goals for which he/she is responsible.
- E. Act as spokesperson for the Professional Development Committee, Accreditation Committee, and Education Committee, and matters pertaining to professional licensure for engineers.
- F. Work with the committees' staff liaison in planning, formulating and presenting to the Board of Directors basic policies and program that will further the purposes and Strategic Plan of the society in professional development.
- G. Support and defend policies and programs adopted by the Board of Directors.

## 3. Selection Criteria:

### Skills Required

- A. Knowledge of the conceptual foundations and driving force of the Society.
- B. Demonstrated ability to organize and plan effectively.
- C. Demonstrated ability to produce results through others while generating positive support.
- D. Demonstrated ability to work effectively toward common goals as a team member.
- E. Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents.
- F. Demonstrated ability to lead and influence in areas of responsibility.
- G. Demonstrated ability to identify and resolve problems to produce positive results.

### Qualifications Required

- A. Has familiarity of current best practices in adult learning and education.
- B. Is aware of learning platform trends and best practices.

- C. Has time and employer commitment necessary to fulfill office.
- D. Has relevant successful national and local performance record with TMS.
- E. Has familiarity with education, accreditation, and professional licensure for engineers.
- F. Committed to TMS mission, vision, and long-range goals.
- G. Is perceived as professionally competent with a high level of integrity and commitment to TMS.

#### Qualification Desired

- A. Previous experience as a member of the TMS Professional Development Committee, and/or TMS Education Committee, TMS Accreditation Committee.
- B. Has employer's financial support.
- C. Has successful experience in managing a budget.
- D. Has successful experience in managing people.
- E. Has prior experience in leading a voluntary and decentralized organization.

#### Personal Characteristics

- A. Enthusiasm
- B. Flexibility
- C. Commitment to Excellence
- D. High level of integrity
- E. Competence
- F. Leadership