



## **PROFESSIONAL DEVELOPMENT COMMITTEE BYLAWS**

### **Purpose Statement**

The Professional Development Committee will provide strategic leadership for professional development program activities that address the needs of minerals, metals, and materials professionals. The committee's responsibilities encompass both technical and non-technical professional development programs as well as certifications through a variety of delivery formats, including in-person courses, webinars and one-on-one mentoring activities.

### **Responsibilities**

- Advocate for a culture of professional development within the Society and a professional development portfolio of activities that supports such a culture.
- Provide advice to volunteers, staff and others on expanding opportunities for professional development programs.
- Assure the quality of the Society's professional development programs to be consistent with the TMS brand.
- Develop mentoring programs that serve professionals with career development and/or career transitioning needs, especially targeting a younger generation of professionals as well as graduate students.

### **Committee Structure**

The committee will consist of a Chair, Vice-Chair, Past-Chair and at least eight additional members. All committee members are voting members. The committee members will be appointed at-large with preference of the following construct: members who are members of or will liaise with five technical divisions, the Membership and Student Development Committee, Diversity Sub-Committee, and Young Professional Sub-Committee. The Professional Development Director serves as an ex-officio member and serves as the liaison between this committee and the TMS Board of Directors.

The committee will establish subcommittees and/or ad hoc task groups as needed to most effectively accomplish its objectives and engage TMS volunteers. Subcommittees and ad hoc task groups can be established and/or disbanded by the Chair as required.

### **Committee Appointments**

Appointment of all nominees will be approved by the Vice President of TMS and serve two-year terms. Members may be re-appointed to successive terms.

**Meeting Schedule**

The committee shall meet a minimum of two times per year (in person or virtually), and at other times as required at the discretion of the Chair. One of these meetings shall be held at the TMS Annual Meeting.

**Quorum**

At all meetings of the Professional Development Committee, the presence of the majority of members in office shall constitute a quorum. In addition to those members who are present in person at a meeting, members shall be deemed as present at such meeting if a telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The act of a majority of the members at a meeting at which a quorum is present shall be the act of the Professional Development Committee.

Approved by BOD February 14, 2016  
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