



VMPC Committee Member Position Description

Position: Professional Development Committee Member

Position Summary: Professional Development (Pro-D) committee member participates and supports the Professional Development Chair for all virtual professional development opportunities for the Association, such as webinars and networking meetings.

Responsibilities:

- Establish goals and objectives for the committee along with the Chair Pro-D
- Identify learning and development needs for leaders of volunteers
- Come up with important topic ideas for the webinar sessions
- Suggest and reach out to potential speakers/presenters
- Work closely with the Chair Pro-D to organize approximately 8 webinar/ online learning opportunities for members annually
- Assist in hosting webinar sessions
- Track volunteer hours in the database
- Carries out other duties as assigned by the Chair Pro-D

Skills, Abilities & Requirements:

- An active member of the Association in good standing
- Excellent communication and interpersonal skills
- Experience organizing and facilitating virtual meetings and webinars
- Familiar with professional development trends in the sector
- Knowledge of Adult Learning Principles
- Experience leading committees and establishing work plans
- A self-starter who is able to take initiative, set direction, and achieve deliverables
- Effective time management skills
- Ability to work collaboratively in a remote environment
- Knowledge of Microsoft Office programs and experience using technology tools such as Zoom and GoogleWorkSpace
- Previous committee or volunteer experience is an asset

Benefits:

- Chance to make a positive impact on the volunteer management profession
- Opportunity to work with individuals of diverse backgrounds in the volunteer sector across Canada
- Increased understanding and knowledge of national governance models



- Raise your professional profile through involvement with the VMPC board as a committee member

Time Commitment: The committee's success relies on consistent participation. Members are asked to notify the Chair whenever they are unable to attend the scheduled meetings. In the absence of prior communication, the member may be considered inactive and may be removed from the committee.

- One virtual monthly meeting (1 hour).
- One virtual quarterly workshop (1-3 hours).
- Additional hours as needed for meeting and workshop preparation.

Revised: November 2025

I have read the above volunteer role position and adhere to carrying out the responsibilities and functions of this role.

Name: _____

Date: _____