

As professional development director your primary function is to plan and execute (or oversee committees and task forces responsible for planning and executing) the professional development and program functions of the chapter, and to ensure that your chapter program offerings are aligned with your chapter's strategic plan.

- You develop high quality programs that respond to each member segment's needs.
- You provide approved continuing education at the chapter level and communicate reporting period deadlines to the membership.
- You communicate and educate your members on eligibility criteria, prep classes, and testing schedules for the NCIDQ in your area.