Appendix 3

BRANCH PROFESSIONAL DEVELOPMENT COORDINATOR - POSITION DESCRIPTION

Classification: *Voluntary (unpaid) – accrues points for NAATI recertification*

POSITION OVERVIEW

The Professional Development Coordinator consults with a range of stakeholders in identifying learning and development opportunities for language professionals. They are tasked with planning and overseeing events and activities and attending national Professional Development meetings to check in with representatives from other branch committees.

THE ROLE

As the AUSIT Professional Development (PD) Coordinator you will:

- Consult with other branch committee members and AUSIT branch members to identify gaps or opportunities for learning and development
- Oversee of a PD program team; one of the team members can act as Branch Treasurer
- Lock in dates, venues, speakers etc. for events and activities
- Liaise with National Secretariate (Administration) for the production and distribution of event announcements
- Organise the budget for each event or activity, in collaboration with the Branch or National Treasurer
- Attend branch committee meetings and report back on events and activities
- Attend National PD Coordinator meetings
- Write a professional development report for the Branch Annual General Meeting
- Support the Branch Chair as needed
- Branches should consult the National PD Co-ordinator before organising any event to avoid potential clashes with any other AUSIT events.

THE BENEFITS

As the AUSIT PD Coordinator you can:

- provide invaluable service for fellow practitioners by offering them opportunities to learn and grow
- network across the State and Australia – you will meet people from a range of backgrounds and professions
- support your branch committee and gain points for recertification.

YOU WILL BE SUPPORTED THROUGH:

- a clearly defined role and set of responsibilities to ensure that the volunteer role is manageable alongside family and work commitments
- help and advice from fellow committee members
- support from a Branch Chair who has acted in this position
- A link with PD Coordinators at the national level – they are on hand to help you in your role.

GLOSSARY

- AGM   Annual General Meeting
- BC   Branch Committee
- BD   Branch Delegate
- NS   National Secretary
- OL   Office Logistics = National Secretariat (Admin)

GUIDANCE FOR BRANCH PROFESSIONAL DEVELOPMENT CO-ORDINATOR

Event Procedure

- At least 30 days prior to the event, complete the relevant forms (see next 2 points), to ensure there is time for the National Secretariat (Admin) to send drafts for review and approval and to give sufficient time for advertising and reminders to the event.
- For events requiring registration and/or payment, please complete the [Event Request form](#) (Cognito form)
- For events or general announcements with no registrations required, please fill out an [e-Flash announcement form](#).
- You must allow 2-3 full business days for the turnaround from submission of the Cognito form to final eflash being sent out.
- The National Secretariat (Admin) will draft the announcement and liaise with you to finalise.
- After approval from you, the announcement is sent out to those indicated on the form, i.e. members, non-members, all contacts.
- Reminders are sent, 14 days before and 7 days before each event.
- If you wish to see how the registrations are going, the PD coordinator has (read-only) access to the AUSIT database, which includes event information. To access, please read the [Accessing the Office Logistics database](#) document.
- Registrations are closed 2 days before the event and the National Secretariat (Admin) sends the final registration list to you.
- Draft reminder to registrants (with zoom link, if relevant) is sent to you for approval, and then sent to registrants, 1 day before the event.
- At the commencement of the event, mark off attendees from the registration list.
- After the Event, send the attendance list to the National Secretariat together with any copies of recordings, slides or attachments, for the NS to prepare the Certificate of Attendance for recertification purposes. A draft of this will be sent to you prior to sending to attendees.

[Cancellation and Refund Policy](#)