

The PROFESSIONAL DEVELOPMENT Committee shall inform the membership of seminars, leadership opportunities and other professional development opportunities in the community.

The committee also shall be responsible for presenting to the membership its recommendation of candidates for SBMEF Business Skills Tuition Reimbursement and SBMEF Outright Grants.

Additionally, the committee shall review the professional development programming at ABWA spring and national conferences with the membership.

- Keeps the membership informed of seminars, leadership opportunities and other professional development, both locally and through ABWA National and at spring and national conferences.
- Acts as a liaison between the chapter and the Stephen Bufton Memorial Education Fund (ABWA's scholarship fund), educating chapter members with regard to fund purposes and opportunities.
- Evaluates candidates for SBMEF Grants and Business Skills Tuition Reimbursements and presents candidates to chapter for majority vote.
- Provides the treasurer with information necessary to issue SBMEF contribution checks.
- Manages any Chapter Special Scholarships that the chapter may offer.
- Develops written scholarship eligibility requirements and guidelines for any scholarships the chapter may offer each year, ensuring they are non-discriminatory and legal.
- Monitors progress on assigned initiatives.
- Maintains compliance with the chapter's operating budget.
- Reports status on initiatives to the chapter's executive board.
- Provides end-of-year written summary of activities and accomplishments to the executive board.