



**COMMITTEE NAME:** Training Development Committee

**Supports this part of mission:** Education

**Purpose:** This committee works to develop the curriculum and program content for WAPRO's Spring Training, Fall Conference, and any teleconferences, video conferences or webinars delivered by WAPRO.

**Primary Responsibilities:**

- Facilitate training collaboration opportunities with other training providers (such as WCIA).
- Develop the written curriculum and/or presentation materials for each training or conference provided, and provide these materials to the Event Planning Committee for publication.
- Establish the program schedule for WAPRO trainings and conferences.
- Solicit and secure speakers for all WAPRO Trainings. Coordinate arrangements with speakers for logistics associated with trainings (e.g. mileage schedules, audio-visual logistics, travel expense reimbursement, etc.).
- Perform other duties directly related to development and delivery of WAPRO trainings and conferences.

**Timing considerations**

Committee work can happen year round. The busiest periods for this committee are in the first quarter of the year, as preparations begin for Spring Training (usually held in April) and in the 3<sup>rd</sup> quarter of the year, as preparations begin for Fall Conference (usually held in October).

**Works most closely with:** The Training Development Committee works closely with the Communications Committee.