

1.09 DUTIES OF THE VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT

The Vice-President – Professional Development shall:

- i. chair the Local's Professional Development Committee;
- ii. liaise with the provincial NSTU Professional Development Committee;
- iii. represent the Local on the HRCE-NSTU Article 60 Professional Development Fund Committee;
- iv. communicate to the Local membership upcoming Local professional development funding deadlines and opportunities via appropriate channels such as e-mail and social media;
- v. regularly send updates for the Local professional development funding section of the Local website to the Vice-President of Communications (Public Relations, Public Affairs) for posting;
- vi. receive, collate, and process, in consultation with the Local's Professional Development Committee, applications from members related to Local professional development funding and initiatives;
- vii. communicate with applicants in a timely manner regarding the status of their application;
- viii. receive and approve reimbursement requests (ensuring receipts) related to Local professional development funding and initiatives (ensuring the Local Treasurer has all documentation in a timely manner); and,
- ix. oversee recording members' approval for and reimbursement of Local professional development funding.