

## **VICE PRESIDENT PROFESSIONAL DEVELOPMENT**

### POSITION DESCRIPTION

The Vice President Professional Development is elected by the National Board in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for the development and providing of texts and other materials to be sponsored or distributed by NPMA in behalf of professional development and for chairing the Information and Education Committee.

### Authority

As an elected National Officer, the Vice President Professional Development has such authority to perform as is set forth in the National Constitution and Bylaws.

### Duties and Responsibilities

1. The following specific duties and responsibilities are delegated to the Vice President Professional Development. This list is not intended to be inclusive.
2. Establish and maintain training activities that provide professional growth opportunities for the members.
3. Counsel and assist regions and chapters in their training activities.
4. Approve and govern the national training activities, including material to be presented, instructors, finances and locations; monitor the training results.
5. Provide direction as appropriate to improving training activity.
6. Develop and provide texts and other materials to be sponsored or distributed by NPMA in behalf of professional development. Chair the Information and Education Committee.
7. Appoint a Director of Degree Programs
8. Establish an on-going conference call schedule with College representatives and other needed NPMA members.
9. Working with the VP of Marketing and Communications establish an Annual Marketing Plan for the Degree Program.
10. Ensure that all elements of the Degree Programs Agreements established with NPMA are being followed and executed in accordance with the Agreements
11. Work with the NPMA Executive Director and Finance Coordinator to ensure accurate and timely payments are received from Stevens-Henager College for the established revenue sharing of course fees.
12. Appoint an NPMA member to the Stevens-Henager Board.
13. Establish a Degree Program Advisory Committee representing the employment community and Property Managers, at least one member must be qualified to review and comment on the applied education components. The Committee's responsibilities will include:
  - i. Review annually for the established Degree programs: the adequacy of the program objectives, program length, curriculum content, learning resources, and instructor effectiveness
  - ii. Committee will prepare a report for the Vice-President of Certification concerning their findings and any recommendations.
14. Participate in related Committees as appointed by the National President.

### Performance Schedule

1. Schedule national courses (approve proposed curriculums)

2. Negotiate instructor's contracts.
3. Responsible for communication of training opportunities using the President's Package and/or the *Property Professional*.
4. National Office Interactions:

VP's Responsibilities	National Office's Responsibilities
<p>NPMA Nationally Sponsored Courses</p> <ol style="list-style-type: none"> <li>1. provides annual course schedule includes               <ol style="list-style-type: none"> <li>a. course title</li> <li>b. locations (city)</li> <li>c. timeframe(s)</li> <li>d. instructor</li> <li>e. number of CEU's</li> </ol> </li> <li>2. Provides input and approves promotional materials</li> <li>3. Coordinates with Meeting Plannter to determine if the courses should be held or canceled</li> </ol>	<p>Maintain databases and perform all administrative task described under the general responsibilities topic</p> <p>Distribute instructors' contracts annually</p> <p>Publish and distribute promotional materials</p> <ol style="list-style-type: none"> <li>1. write, lay out text, gather testimonials</li> <li>2. work with the instructors to insure copy is appropriate</li> <li>3. coordinate printing and mailing</li> </ol> <p>Provide enrollment and estimated profits approx. 30 days before the course's beginning date.</p> <ol style="list-style-type: none"> <li>a. Inform registrants of cancellations and/or updates</li> <li>b. refund pre-paid tuition</li> </ol> <p>Reconcile and reports course-net profit/loss &amp; instructors fees</p> <p>Provide statistical feedback on the training program, this includes enrollment, locations, profitability</p>
<p>NPMA Chapter and Regional Seminars</p> <ol style="list-style-type: none"> <li>1. Issues CEU's</li> </ol>	<p>Maintain database</p> <p>Follow-up with the sponsoring organization for support required, and obtain list of attendees to be awarded CEUs.</p>

5. National Office General Responsibilities
  - a. Maintain Databases
    - 1) Continuing Education Units are tracked.
      - a) Name of the course, national, regional or chapter seminar
      - b) Location
      - c) Dates (beginning and ending dates, starting and ending time)
      - d) Cost of National Courses for both members and non-members
      - e) Instructor's name
      - f) Course code
    - 2) Enrollee's are tracked
      - a) Name
      - b) Address
      - c) Phone
      - d) Company

- e) Membership status  
All non-member enrollees receive professional development promotional materials.  
(NOTE: "Your best prospect is your past customer.")
  - f) Employment position
  - g) Certification Level appears on all certificates of completion
  - 3) Registrants are tracked
    - a) Name of enrollee is connected to the course code
    - b) Payment status includes check or payment type and date of payment
      - i) Each registrant receives a confirmation letter stating the hotel information, starting date and time, and their payment status.
      - ii) The course registrar receives:
        - aa) participants roster for networking.
        - bb) sign-in sheet, this is sent back to our office to verify who was in attendance, and for tracking payments that are received at the door
  - 4) Attendees are tracked
    - a) Attendees receive Certificates of Completion that states the CEUs
    - b) After course completion, the information included in the Registrant database is move to an identical database. This speeds up the registration process and allows us to give accurate transcripts
  - b. Course Administrative Tasks
    - 1) Negotiate course locations
      - a) Find hosting sites for courses
      - b) Negotiate and schedule on-site courses
      - c) Duplicate and ship course materials, if applicable
    - 2) Reconcile the course
      - a) Calculate the net profit/loss
      - b) Calculate instructor's fee, if applicable
      - c) Provide reconciliation reports to the VP Professional Development, VP Finance, President and Instructor.
      - d) Instructors are paid in a timely manner
  - c. Promotional Material
    - 1. Distribute instructors' contracts
    - 3) Develop, design, and distribute Course Offerings Catalog annually
    - 4) Develop, design, and distribute special course email announcements
    - 5) Develop and design special training ads for the *Property Professional*
    - 6) Defines the benefits of attendance--how to save your company money
  - d. Region and chapter sponsored courses
    - 1) Offer certificates of completion
    - 2) A roster of the attendees which marks non-members
6. Course cancellation due to lack of enrollment.
- It is the policy of the NPMA to hold all classes as offered as long as the course fees cover course expenses. Each course folder will contain an estimated breakeven analysis form. Using the course fee and estimated expenses, determine the number of students required to breakeven point. (Total Estimated Expenses Divided By Course Fee = Number of Students required to 'breakeven'.) It will be based upon courses expenses such as meeting room and break costs, estimated instructor's travel, instructor's fee, and, if applicable, certification costs to include tests and manuals.

7. Transition with National Office
  - a. Provide three samples of your signature on white paper with a fine tip black marker, for scanning into computer.
  - b. Rewrite form letters mentioned above, available during transition meeting.

