

Clayton State University
Professional Development Committee
By-Laws

Mission Statement:

The Professional Development Committee serves non-faculty employees by providing, promoting, and funding training opportunities for career and professional development, diversity training, and basic skills development.

Purpose:

- Assess training needs of staff at least once a year
- Provide and promote professional development to campus
- Manage the disbursement of funds and maintain accurate records
- Evaluate programs for current trends

Membership:

The Professional Development Committee members shall be appointed by the Staff Council Chair.

- A. Core member group is appointed by Staff Council Chair however, other interested staff members may be invited to join the committee on a non-voting basis.
- B. Only core members of the Professional Development Committee may vote.

Officers:

1. Chair
2. Vice Chair/Secretary
3. Treasurer

Meetings:

The Professional Development Committee shall meet at least once each month, prior to the Staff Council Meeting, during regular business hours. Notification of the date, time and place of meetings, along with a copy of the agenda shall be emailed (or mailed) to each Staff Council delegate at least three (3) working days prior to the scheduled meeting.