

PROFESSIONAL GROWTH DAY RESPONSIBILITIES

The Past-President (and a committee appointed by the President) is responsible for scheduling and coordinating the annual Professional Growth Day. It is usually held the second Friday of July after the International APIC Education Conference. Verify dates with the Program Chair/Senior Board Member.

1. Last year's Chairman to reserve facility for up-coming year .
2. Confirm reservations at facility for planned date for the current year approximately 3 months prior (may call after November 1).
3. Check with the Treasurer to verify the budgeted amount of money for current year's PGD. Try to stay within your budget for the program.
4. Meet with PGD Committee to plan the program and assign responsibilities for breakfast, lunch, and door prizes. Have additional meetings as needed.
5. Consider new location when membership attendance larger than current facility can manage.

EDUCATION PROGRAM

1. Two months before the conference obtain a listing of the members attending the National Conference from the president. Have members that are attending the conference sign up for conference topics that they are willing to present at PGD. Any members that receive funds from the organization to attend the conference must present or give written report on assigned topic(s).
2. One month prior to date, send proposed presenter, topics and times to each member presenting to finalize schedule. Send final schedule to all presenters. Make notation on final form the number of hand-outs to be made available to members who did not attend convention (example: #15 presents with 50 registered members to attend = 35 copies).
3. Usually there is one additional educational speaker on personal growth or related topic, in addition to the reports from the National Convention.

4. Remember to apply for CEU's at least 60 days (for NNA) prior to the date. Work with the Program Chair/Senior Board Member
(Note: Junior Board Member is also on the Program Committee for Professional Growth Day to assist the Senior Board Member in filing the application for CEU's). Send summary of the evaluations to NNA within 30 days after presentation date.
5. Remember that a flyer needs to be developed (date, time, location that has a map/directions; agenda, speakers and RSVP information for food reservation) and distributed to the membership at a meeting, e-mailed or mailed at least one month prior to PGD.
6. There is a TV and VCR, overhead projector, slide projector and screen available at Chalco Hills. Microphone available upon request.
7. For meeting day, be sure you have:
 - a. Sign-in sheet for CEU records
 - b. Agenda of day's activities for members
 - c. Evaluation form - include convention attendee's presentation, special speaker (if appropriate) and over-all day's activities/organization/food/environment
 - d. CEU form for each attendee
 - e. Method to time speakers (such as watch or timer) and flash card for 1 or 2 minutes remaining and "stop" card

FOOD

1. Based on budget, food may be paid for by APIC or by each individual attending.
2. Provide breakfast (juice, coffee, and rolls/muffins/bagels or the like).
Remember paper supplies (napkins, plates, silverware, cups).
3. Arrange for a catered lunch by a caterer of your choice. Be sure paper products are provided by the caterer or the committee needs to provide. Clarify if extra charge for delivery.
4. Provide drinks of your choice (pop, iced tea, etc.) ice, and paper cups (if needed).
Members need to call in reservations to selected committee member - deadline is based on cater's requirements.
Note: Remind members that we have to pay for the lunches if they make reservations and don't show. It also leaves us with a lot of leftover food.

DOOR PRIZES (Optional)

1. Members attending convention are asked to bring extras of product samples or tokens or other stuff from the vendors.

2. Have everyone throw their name into the hat when they arrive and do the drawings for the various items at one or several times during the day.

MISCELLANEOUS

1. Turn in expense reports with receipts to the Treasurer for reimbursement of any items that committee members paid themselves.
2. Attendance on the average runs about 40 - 60 people.
3. Remember to make reservations at for the following year. This can usually be done at time of PGD activities (a year ahead). Check with the person at facility for exact time. Before making reservations, check with the Program Chair/Senior Board Member to verify the date of PGD the following year.
4. Make recommendations to the Treasurer and the Board for the budget for the next year based on the current year's expenses.
5. Update the notebook with the pertinent information and pass it to the retiring President when the duties are complete.
6. Rearrange room/chairs to original layout.