AUTHORITY AND PURPOSE:
The Professional Development Committee is a Continuing Committee of the Society as defined in Article XI of the ASNE Bylaws. The committee is chartered by the ASNE Council in accordance with the Council Policy on ASNE National Committees. The Professional Development Committee is responsible for establishing and executing a national strategy for professional development so as to be the preferred provider of programs for education, training, credentialing, experience, and mentoring in the naval engineering community.

FUNCTIONS AND RESPONSIBILITIES:
The Professional Development Committee is responsible to the ASNE Council for:
- Advising the Council on the strategy, status and execution of the development of Naval Engineering related credentials for continuing education.
- Advising the Council on the status and execution of online education courses and materials through the learning management system.
- Determine and suggest topical courses to ASNE Sections, industry, academia and U.S. Navy, Coast Guard and other sea service organizations.
- Provide ongoing assistance and guidance throughout the planning and execution of professional development activities.

In carrying out these responsibilities, the Professional Development Committee will:
- Review and evaluate current topical opportunities which warrant courses and training.
- Recruit the help of subject matter experts in creating and presenting training.
- Solicit help from local ASNE Sections to assist with speaker recruitment, venue selection and marketing.
- Monitor the planning progress toward execution of online courses and education materials in the learning management system and report status to ASNE Council.
- Monitor and solicit feedback post-training, with the goal of becoming the standard for providing high quality training to the Naval Engineering community.

COMMITTEE MEMBERSHIP AND SUPPORT:
The Professional Development Committee will consist of a committee chair plus at least three other members. Sub-committees may be established at the discretion of the chair. The committee membership should reflect the variety of technical backgrounds and professional interests within the Society. Members of the committee shall be members of the Society in good standing. Appointments and terms of office will be in accordance with the Council Policy on Committees. The chair of the committee will be an ex-officio, non-voting member of the Council.

The Education Manager will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee.

MEETINGS:
The Professional Development Committee will meet monthly to consider the strategy, planning and execution of the Society’s professional development activities.

REPORTS:
The committee will provide a brief written report for each Council meeting. The reports should be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The reports should include:
- An attendance list.
- A summary of reports and information reviewed.
- A summary of committee discussions including decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.