

DUTIES OF THE CHAPTER PROFESSIONAL DEVELOPMENT COMMITTEE DIRECTOR

Every AGO chapter is encouraged to establish a professional development committee. The director of that committee may be an elected officer or be appointed by the dean, depending on the chapter's operating procedures. Chapter professional development directors should:

1. Encourage their chapter to be a professional development committee-of-the-whole, so that professional development work is not confined to a few.
2. Order their own copies of professional development publications from Headquarters, and make them available to members as needed.
3. Provide regional coordinators with their name, address, Guild certification, and phone numbers.
4. Be prepared to serve as the contact person for the chapter in grievance and Code of Ethics cases.
5. Report at every chapter meeting, and have at least one chapter meeting yearly devoted to the work of professional development.
6. Get to know and collaborate with the chapter's director for education. Such areas as certification and the Annual Fund are concerns for both.
7. Survey and publish results on topics relating to professional development. Sample surveys are available from regional coordinators.
8. Publish salary and fee guidelines for the benefit of the membership, and conduct seminars on the proper use of such guidelines to engender confidence among the members, and goodwill and mutual support from the employing institutions in the area surveyed by the chapter. It is important that these guidelines be regularly updated.
9. Work with the editor of the chapter newsletter and the chapter directory to be sure that current versions of AGO statements (Code of Ethics, Code of Professional Standards, etc.) are included in chapter publications. The addresses and telephone numbers of National Headquarters, regional councillors, regional coordinators for education and professional development, and district conveners should also be published.
10. Make sure that members are familiar with the AGO Model Contract Provisions (contained in this section). Assist members in entering into contractual agreements with their employers. These contracts should be specific in giving procedures for evaluation of work, resolution of conflict, and dissolution of relationship, including severance pay.

11. Initiate and maintain contact with local churches, schools, and seminaries to promote the development of a musically informed clergy. The national Seminary and Denominational Relations Committee has developed a syllabus and other materials that are useful in this context.

12. Inform members and local churches, chapels, and mortuaries of AGO and chapter policies and fee guidelines for weddings and funerals and/or any other types of activities or events that may also request utilizing an organist.

NOTE: Deans should be sure to pass along to their chapter professional development committee directors any correspondence from National Headquarters or regional offices that pertains to professional development issues.