

**PERSONAL DEVELOPMENT CHAIR
OFFICER RESPONSIBILITY SHEET**

- _____ Promote awareness of personal development issues
- _____ Maintain a positive and creative attitude to provide programming on personal development through speakers and activities
- _____ Provide continuous education about personal development through tips printed on agendas/announcements, chapter house posting, e-mail updates, etc.
- _____ Plan one personal development Chi Connection with the Education Committee and Chi Connection Chair each term
- _____ Serve as a member of the Membership Development committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Membership Development) regularly.