



Professional Development Committee Profile

ILCA® VALUES

- Knowledge We believe knowledge guides our practice, strengthens our value, and supports our role in transforming world health.
- Diversity We foster an inclusive environment that supports leadership, advocacy, professional development, and research.
- Equity We support global access to skilled lactation care and the IBCLC® profession.

ILCA VISION

World health transformed through breastfeeding and skilled lactation care.

ILCA MISSION

Advance the profession of the International Board Certified Lactation Consultant® (IBCLC®) worldwide through leadership, advocacy, professional development, and research.

STATEMENT OF WORK

Assist in guiding the professional development of ILCA members and the greater lactation community.

COMMITTEE STRUCTURE

The committee will consist of a Chair, an Executive Team, and additional team members as determined by the Executive Team to fulfill professional development responsibilities.

The Board Liaisons will designate the Chair of the committee. In turn, the Chair in coordination with the Board Liaisons will designate the members of the Executive Team. The Chair will designate one Executive Team member as Secretary.

The Executive Team will consist of 5-7 voting members as determined by the Executive Team, ideally from geographically distributed regions.

Professional Development Teams will be designated by the Executive Team. These may include, but are not limited to: Compliance Team, Conference Development Team, Professional Resources Team, Research Team, Study Module Team, and Webinar Team.

Non-members, with special expertise in the subject matter, may be invited to serve as consultants as needed.

COMMITTEE SUPPORT STRUCTURE

The ILCA Board of Directors will appoint two Board Liaisons to provide interface between the Committee and the Board. The ILCA Executive Director will serve as strategic advisor to the committee. One ILCA staff member will be assigned as Staff Liaison, and one additional staff member will serve as Administrative Liaison.

The Committee organizational chart is at the end of this document.

RESPONSIBILITIES

Executive Team will:

- serve as point of contact for all professional development activities;
- translate organizational strategic objectives into professional development activities;
- provide oversight of all committee assigned teams;
- define process for identifying and/or producing and disseminating culturally appropriate evidence-based research and educational material through electronic media;
- identify gaps in learning, skills, and practice to help inform continuing education offerings;
- assist with identifying webinar topics and speakers and producing online learning activities;
- identify other opportunities for education and clinical instruction;
- develop a committee report, in collaboration with board liaisons, prior to each in-person ILCA BOD meeting (March, July, and November);

- take minutes during meetings and submit them to administrative liaison in a timely manner;
- create an annual budget, in collaboration with the Operations Manager, to be approved by the ILCA BOD; and
- alert the ILCA BOD to the need for changes to the approved budget.

Compliance Team will:

- ensure compliance with ANCC, IBLCE, CME requirements and others as appropriate;
- assist with education needs assessments to determine appropriate learning activities; and
- assist with reapplying for accreditation as needed by the Accreditation Manager.

Conference Development Team will:

- develop and recommend strategies for choosing conference locations and
- develop and recommend strategies for how the structure of future conferences should evolve.

Research Team will:

- review and select research abstract submissions for oral and poster presentations at the ILCA Annual Conference;
- review and select research abstract submissions for the ILCA Annual Conference poster contest and judge final submissions to identify the award winner; and
- assist in the review and recommendation of research studies and other evidence-based resources for use in ILCA projects (e.g., monthly education modules).

Study Module Team will:

- evaluate conference sessions to post in the ILCA Knowledge Center;
- contribute to the development of Independent Study Modules that are based on recent articles published in the *Journal of Human Lactation* and

- assist with education needs assessments.

Webinar Team will:

- identify topics and speakers for webinar presentations and
- assist with webinar strategy and education needs assessments.

MEMBERSHIP CRITERIA

- Current ILCA Member
- Experience with professional development

COMMITTEE TERMS & MEETINGS

Committee members will serve a three-year term. The committee will meet at least monthly in person or through digital media.

