

APPA Professional Development Committee
Charge/Expectations/Responsibilities for Committee Members
(revision date: 12/14/2012)

CONTEXT:

APPA Committees have long been the critical linchpin in achieving the goals, objectives, and strategies outlined in APPA's Strategic Plan. However, each committee's body of work cannot be neatly separated or isolated from the other committees. In fact, it has become abundantly clear within our latest planning cycle that collaboration between and amongst each of the committees is the key to successful completion of the 5 Leading Strategies and 5 Foundational Elements that will ultimately result in the achievement of the stated desired Objectives/ Outcomes. This is the context for each committee's charge, expectations, and responsibilities.

CHARGE:

The Professional Development Committee's, to be further known as the Committee, key role is to ensure the proper education and development of educational facilities professionals across the entire APPA community. Our charge is to continually evaluate, validate, and improve the educational program development for the association as well as assist in the oversight of the Supervisor's Toolkit, Institute for Facilities Management, Leadership Academy, APPA Annual Meeting, SFO Summit, Online Learning opportunities, Thought Leader's Series, and Drive-In Workshops. Additionally, the Professional Development Committee promotes and informs regional members about programming opportunities at national, regional, and chapter levels. Implicit in this charge is the need for creative thinking and bold, innovative ideas in the constant review of educational content and exploration of more effective delivery methodology.

EXPECTATIONS & RESPONSIBILITIES:

Each individual should begin/continue their role with a passion for the work of their chosen committee and provide support for the chairperson and other committee members alike. As with other APPA committees, there is the expectation of full participation, to the maximum extent possible, in committee meetings (generally twice a year) and conference calls (generally monthly). Two face-to face meetings are held each year – one in December at APPA's expense, and one in July, immediately prior to APPA's annual conference at the committee member institution's expense. Implicit in this expectation is the understanding that members' institutions/company will support their attendance at these meetings. For each of the above mentioned meetings, the committee member is responsible for the submission of a report that will provide an update from their regional constituencies. These reports should contain, but are limited to, scholarship reports, program offerings, and status on your respective annual meetings. If for some reason the regional committee member is unable to attend one of the face-to-face meetings; he or she should arrange with the regional board president for a substitute attendee to be selected to ensure a balance of representation and continued flow of information to the committee and the regional board. If for some reason the at-large committee member is unable to attend one of the face-to-face meetings, he or she should arrange with the chairperson and/or APPA Staff that proper representation of their program/initiative area is represented to allow for continued flow of information to the committee and the membership.

Each regional committee member should also attend their regional annual meetings and provide routine feedback to their regional boards on the activities, actions, and initiatives of APPA's Professional Development Committee. It is encourage that the July reports supplied by each regional committee member be submitted for use in their respective fall newsletters. Regional committee members should notify their regional boards of APPA's educational programming timetables and encourage widespread dissemination and support. Each regional committee member should also stay in close communication with their regional board and President as to the status of their term on the Professional Development Committee to ensure highly qualified replacements are identified well in advance of the expiration of the member's term. In like manner, each regional committee member should take an active role in finding and educating their replacement in the work of the committee to date (e.g., orientation/briefing material; transfer of any background information and records,).

Each sub-chair committee member should provide routine feedback to the Committee regarding their respective programs. Sub-chair committee members should look to engage the regional committee members to develop mechanisms to allow for collection of feedback/data in various manners. At least once a year, at-large committee members should provide a written report to committee, especially prior to the winter meeting, providing an update of their program area. Each sub-chair committee member should also stay in close communication with the chairperson and/or APPA Staff regarding the status of their term on the Professional Development Committee to ensure highly qualified replacements are identified well in advance of the expiration of the member's term. In like manner, each at-large committee member should take an active role in finding and educating their replacement in the work of the committee to date (e.g., orientation/briefing material; transfer of any background information and records,).

Finally, each member should commit to his or her own continual professional development by reading extensively, listening to speakers (and keeping a list of the good ones), attending educational programs, and gathering ideas to be shared with their fellow committee members.