PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE CHARTER

I. PURPOSE

The Professional Development Advisory Committee is established by the APPA Board of Directors to provide strategic guidance and recommendations to the Board and staff regarding the Association's professional development offerings, programs, and initiatives. The committee ensures that APPA's professional development portfolio remains relevant, innovative, and aligned with the evolving needs of educational facilities professionals.

The committee operates in an advisory capacity, with APPA staff responsible for program development, delivery, branding, and operational execution. The committee provides member perspective and strategic input to inform staff decisions.

The committee serves as a critical governance mechanism to:

- Assess current and emerging professional development needs of APPA members
- Evaluate the effectiveness and impact of existing programs
- Advise on the development of new professional development opportunities and program enhancements
- Ensure professional development offerings support APPA's strategic priorities and advance the educational facilities profession
- Foster innovation in professional development delivery methods and content
- Support the continuous professional growth of APPA members at all career stages
- Provide feedback on proposed programs before launch when staff requests committee input

II. AUTHORITY

This charter is established under the authority granted in the APPA Bylaws (Article V, Section 2). The Professional Development Advisory Committee operates as a standing member engagement committee with ongoing advisory responsibilities throughout the year.

The committee, and any individual member including the Chair, exercises advisory authority only and has no independent decision-making power over professional development programs, budget allocations, or operational matters. All substantive decisions regarding professional development offerings, pricing, instructor selection, program launches, and resource allocation are made by the CEO and staff in accordance with Board-approved policies and budgets.

The committee's role is to provide strategic guidance, member perspectives, and recommendations to:

- Help staff understand member needs and priorities
- Evaluate program effectiveness and identify improvement opportunities
- Advise on alignment with APPA's strategic direction
- Recommend areas for new program development or enhancement
- Support staff in maintaining relevance and innovation in professional development

Staff will determine how and when to incorporate committee recommendations based on operational capacity, strategic priorities, budget considerations, and alignment with APPA's brand and quality standards.

III. COMMITTEE COMPOSITION

Leadership

- **Chair:** Board member (appointed by Board Chair)

Members

- **Regional Representatives:** Each of the six APPA regions may select one representative to serve on the committee
- **Committee Size:** Minimum of four (4) members, maximum of twelve (12) members

Qualifications

The committee should include members with diverse experience across the profession, representing:

- Various career stages (early-career through senior leadership)
- Different institution types and sizes
- Geographic diversity across regions
- Experience with APPA professional development programs (as participants or facilitators)
- Understanding of adult learning principles and professional development trends

Selection Process

1. The Board Chair appoints a Board member to serve as Committee Chair

2. Each region has the opportunity to select one representative to serve on the committee

3. If fewer than four total members (including the Chair), the Committee Chair may appoint additional Board members or other members

4. Committee membership will be presented to the Board annually after the Annual Meeting

Staff Support

The CEO and designated staff members participate in committee meetings to provide program updates, share member feedback data, coordinate logistics, and ensure alignment with organizational operations. Staff participation ensures the committee has access to operational information necessary for informed recommendations.

Term

Committee members serve annual terms from one Annual Meeting to the next. Members may be reappointed for multiple consecutive terms (3 terms maximum, with a 1 year break to reengage) to maintain continuity and institutional knowledge.

Committee Chair or APPA Board Chair may make an exception for terms of service for continuity.

IV. DUTIES AND RESPONSIBILITIES

The Professional Development Advisory Committee shall:

Assess Member Needs

- Review member feedback, surveys, and participation data to identify professional development needs
- Monitor trends in educational facilities management to anticipate emerging skill requirements
- Identify gaps in current professional development offerings
- Consider needs across different career stages, institution types, and geographic regions
- Provide input on priority topics and competencies for future program development

Evaluate Program Effectiveness

- Review program evaluations and participant feedback for existing offerings
- Assess whether programs are meeting stated learning objectives and member needs
- Identify successful programs that should be continued or expanded
- Recommend improvements or modifications to existing programs
- Evaluate alignment of programs with industry best practices and current challenges

Advise on New Program Development

- Recommend topics and formats for new professional development offerings
- Provide input on proposed programs when staff requests committee feedback
- Advise on program structure, delivery methods, and target audiences
- Suggest innovative approaches to professional development delivery (virtual, hybrid, micro-credentials, etc.)
- Consider scalability, sustainability, and resource requirements for proposed programs

Support Strategic Alignment and Industry Awareness

- Ensure professional development offerings align with APPA's strategic priorities
- Advise on how professional development portfolio supports member engagement and retention
- Consider integration of professional development with APPA conferences, regional events, and other offerings
- Recommend strategies to increase participation and accessibility
- Support coordination between national programs and regional professional development activities
- Stay informed about trends in adult learning and professional development delivery
- Review professional development offerings from peer associations and industry partners

- Identify emerging technologies or methodologies that could enhance APPA programs
- Advise on competitive positioning of APPA's professional development portfolio

Committee Self-Evaluation

- Conduct annual self-evaluation to assess committee effectiveness
- Identify opportunities to improve the advisory process
- Recommend enhancements to committee structure, processes, or charter

V. MEETING REQUIREMENTS

Frequency

The Professional Development Advisory Committee shall meet at least quarterly, with additional meetings scheduled as needed for committee business. A recommended meeting schedule includes:

- Meeting 1 (Post-Annual Meeting): Committee formation, annual planning, review of charter
- Meeting 2 (Fall): Review of summer program evaluations, discussion of emerging trends
- Meeting 3 (Winter): Assessment of current program portfolio, identification of gaps
- Meeting 4 (Spring): Input on proposed new programs, preparation for annual report

Additional meetings may be scheduled to review specific program proposals or address time-sensitive matters.

Meeting Format

Meetings may be conducted in person, by videoconference, by teleconference, or through other electronic means that permit real-time communication among all participants.

Quorum

A majority of committee members shall constitute a quorum for the transaction of business.

Decision-Making

- Committee recommendations to the Board or staff require a majority vote of committee members present
- The Committee Chair may make procedural decisions between meetings, subject to committee ratification
- All substantive recommendations should be documented in meeting minutes

Minutes and Records

The committee shall maintain:

- Minutes of all committee meetings
- Documentation of program assessments and recommendations
- Records of all decisions and votes

- Member feedback summaries and trend analyses

Committee minutes shall be distributed to the full Board and maintained by APPA staff in accordance with the Association's document retention policy.

VI. REPORTING REQUIREMENTS

Reports to the Board of Directors

The Professional Development Advisory Committee shall provide the following reports to the Board:

- **Annual Planning Report (following Annual Meeting):** Committee membership, annual priorities, planned meeting schedule, and focus areas for the year
- **Quarterly Updates (as appropriate):** Summary of committee discussions, key recommendations to staff, emerging trends identified, and member feedback themes
- **Annual Summary Report (prior to Annual Meeting):** Overview of committee activities, major recommendations provided, program effectiveness insights, assessment of professional development portfolio alignment with strategic priorities, and recommendations for future focus areas

Transparency and Communication

- Committee meeting minutes shall be available to all Board members
- Major recommendations shall be communicated to the Board and CEO in a timely manner
- Committee insights may be shared with membership through appropriate channels to maintain transparency

Staff Coordination

- Committee recommendations are provided to staff for consideration and implementation
- Staff will provide updates to the committee on how recommendations are being incorporated or the reasons recommendations cannot be implemented
- Committee Chair maintains regular communication with CEO and designated staff liaison

VII. CONFLICT OF INTEREST

General Requirements

All committee members shall comply with the Association's Conflict of Interest Policy and maintain the highest standards of ethical conduct in their advisory role.

Disclosure and Recusal

Committee members must:

- Disclose any personal, professional, or financial relationships that could affect their objectivity in providing recommendations
- Recuse themselves from discussions and votes involving matters where conflicts exist

- Not advocate for programs, vendors, or approaches that would financially benefit them or their organizations beyond the general benefit to all APPA members
- Maintain confidentiality regarding committee discussions, member feedback, and program development plans

Examples of Conflicts Requiring Disclosure

- Employment by or consulting relationships with vendors being considered for APPA programs
- Financial interests in companies providing professional development services
- Direct involvement in competing professional development programs
- Family relationships with APPA staff responsible for program development

Advisory Role and Institutional Interests

Committee members naturally bring institutional perspectives based on their employment. This institutional knowledge is valuable and expected. However, recommendations should prioritize the needs of the broader APPA membership rather than advancing the specific interests of individual institutions or small groups.

Confidentiality

All committee members must:

- Keep draft program plans and development discussions confidential until public launch
- Not disclose proprietary program content, participant feedback, or competitive analysis
- Refrain from using advance knowledge of APPA programs for competitive advantage
- Protect member survey responses and feedback shared with the committee

VIII. AMENDMENTS

This charter may be amended by:

- Recommendation of the Committee Chair, OR
- Action of the APPA Board of Directors

All amendments must be approved by the APPA Board of Directors.

The charter shall be reviewed annually by the Committee Chair and updated as needed to reflect best practices, changes in professional development landscape, evolving member needs, and organizational structure.

IX. ADOPTION AND EFFECTIVE DATE

This charter was adopted by the APPA Board of Directors on [DATE].

Approved by:

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Board Chair

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Date

Last Reviewed: [DATE]

Next Review Due: [DATE]

END OF CHARTER