

# **WOMEN IN FACILITIES AFFINITY GROUP CHARTER**

Association of Physical Plant Administrators (APPA)

## **I. PURPOSE**

The Women in Facilities (WIF) Affinity Group is established by the APPA Board of Directors to advance the professional development, career growth, and leadership representation of women in educational facilities management. The group fosters a diverse, inclusive, and supportive environment where members share experiences, develop professionally, and build networks that strengthen both individual careers and the broader facilities profession.

WIF is open to all APPA members, regardless of gender, who share an interest in advancing equity, inclusion, and professional opportunity for women in facilities. The group welcomes allies and advocates who want to contribute to a more representative and inclusive profession.

WIF supports APPA's strategic mission by expanding the pipeline of qualified facilities leaders, promoting equitable workforce practices, and strengthening member engagement across all career stages. The group advocates for the recognition and advancement of women in a field where they have historically been underrepresented, while collaborating with other APPA bodies to promote a culture of respect, inclusion, and belonging across the association.

## **II. AUTHORITY**

This affinity group is established under the authority of the APPA Board of Directors pursuant to Article V, Section 3 of the APPA Bylaws, which authorizes the Board to establish committees to address specific initiatives. The Board retains authority to modify or dissolve the group at its discretion.

The WIF Affinity Group operates in an advisory and programmatic capacity. It does not have independent decision-making authority over APPA budgets, staffing, or policy. All activities requiring financial resources, use of APPA branding, or engagement of external partners shall be coordinated with APPA staff and approved by the APPA President/CEO.

The WIF committee may plan and execute activities that align with the group's purpose, subject to oversight by the APPA President/CEO and Board of Directors.

## **III. COMPOSITION**

### **Chair**

The WIF Affinity Group shall be chaired by an APPA member appointed by the APPA Board Chair. The Chair serves a two-year term, with an option for reappointment for one additional term. The Chair is responsible for setting the

group's agenda, leading meetings, coordinating activities, and serving as the primary point of contact for the Board liaison and APPA staff.

### **Board Liaison**

The Board Chair shall designate a Board member to serve as liaison to the WIF Affinity Group. The Board liaison shall attend WIF meetings periodically, provide guidance on alignment with APPA's strategic priorities, and report on WIF activities to the Board of Directors. The Board liaison serves at the discretion of the Board Chair.

### **Committee Members**

The Chair may appoint up to four additional committee members to support the group's activities. Committee members serve one-year terms and may be reappointed. The committee should reflect geographic and institutional diversity across APPA's membership.

### **Membership**

Participation in WIF activities and events is open to all APPA members. There is no formal application process. Interested members may join by signing up for the WIF communication list or attending any WIF event.

### **Staff Support**

The APPA President/CEO shall designate a staff liaison to provide operational support, coordinate logistics, and ensure alignment with APPA's strategic priorities and brand standards.

## **IV. DUTIES AND RESPONSIBILITIES**

The WIF Affinity Group shall:

### **Advance Professional Development**

Identify and advocate for professional development opportunities that support the growth and advancement of women in educational facilities management. This includes recommending topics for APPA programs, facilitating mentoring relationships, and connecting members with leadership development resources.

### **Promote Member Engagement**

Foster connection and community among members through events, forums, and networking opportunities at APPA conferences, regional meetings, and virtual platforms. The group shall actively promote participation from members across all career stages, institution types, and regions.

### **Support Recruitment and Retention**

Develop initiatives that support the recruitment and retention of women in facilities, including visibility campaigns, success stories, and partnerships with APPA regions and chapters to extend outreach.

## **Collaborate Across APPA**

Coordinate with APPA staff, committees, and regional bodies to ensure WIF activities complement and support the association's broader programs and strategic priorities. The group shall avoid duplicating existing APPA programming and instead seek opportunities to enhance it.

## **Report to the Board**

The Board liaison shall provide updates on WIF activities to the Board of Directors as part of regular Board reporting. The WIF Chair shall provide an annual summary of activities, participation, and recommendations to the Board liaison and APPA staff. The WIF Chair may be invited to present to the Board at the discretion of the Board Chair.

# **V. MEETING REQUIREMENTS**

## **Frequency**

The WIF committee shall meet at least quarterly to plan and coordinate activities. Additional meetings may be scheduled as needed. A recommended schedule includes:

**Meeting 1 (Post-APPA Annual Conference):** Annual planning, review of charter, goal setting

**Meeting 2 (Fall):** Progress review, planning for winter/spring activities

**Meeting 3 (Winter):** Mid-year assessment, coordination with APPA conference programming

**Meeting 4 (Spring):** Year-end review, preparation of annual summary for Board liaison

## **Format**

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

## **Quorum**

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

## **Minutes and Records**

The committee shall maintain minutes of all meetings and records of planned activities. Minutes shall be shared with the Board liaison and APPA staff liaison.

# **VI. CONFLICT OF INTEREST**

All committee members shall comply with the Association's Conflict of Interest Policy and maintain the highest standards of ethical conduct. Committee members must disclose any personal, professional, or financial relationships that could affect

their objectivity and recuse themselves from discussions involving matters where conflicts exist.

## VII. AMENDMENTS

This charter may be amended by recommendation of the WIF Chair or by action of the APPA Board of Directors. All amendments must be approved by the Board of Directors.

The charter shall be reviewed annually by the WIF Chair and Board liaison, and updated as needed to reflect evolving member needs and alignment with APPA's strategic priorities.

## VIII. ADOPTION AND EFFECTIVE DATE

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

**Approved by:**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**Last Reviewed:** [DATE]

**Next Review Due:** [DATE]

**END OF CHARTER**