

APPA Professional Affairs Committee
Charge/Expectations/Responsibilities for Committee Members
(revision date: 11/4/2011)

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 Affairs Committee (PAC) has a key role in ensuring recognition of "institutional" excellence by considering applications for such institutional awards as the Award for Excellence in Facilities Management (AFE), the Effective & Innovative Practices (E&I), and the Sustainability award. In addition, PAC is responsible for the development of APPA's Public Policy agenda via a Code Advocacy Task Force and provides oversight for the Facilities Management Evaluation Program (FMEP).

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 extent possible, in all committee meetings (generally two times per year and monthly conference calls). Implicit in this expectation is the understanding that members' institutions will support their attendance at APPA's annual conference where the committee holds a regularly scheduled meeting prior to the official opening of the conference (at the committee member institution's expense). This meeting is usually held in July. If for some reason the committee member is unable to attend this meeting, a substitute from that region should be selected to attend to ensure a balance of representation and continued flow of information to the committee and the regional board.

There is the potential for a significant time commitment involved in serving on this committee, as each member usually reviews numerous applications for the Award for Excellence or the Effective and Innovative Practices awards during each spring. IF the meeting occurs face-to-face, APPA will pay for the member's attendance. Each application must be rated and scored at least one week before the group call or meeting and the results forwarded to the APPA staff liaison. Only five Effective and Innovative Practices awards can be bestowed in any year and there is a no limit on the number of institutional Awards for Excellence. There may also be a requirement for travel during the spring to validate the winning entries for the Award for Excellence. This requires two representatives from the committee conduct an institutional site visit to perform a final validation of their submission. In order to preserve the credibility of the process, members must avoid the appearance of any conflict of interest and understand that their institution will not be considered for institutional awards during the member's service on the committee.

Each committee member should attend their regional annual meetings to provide committee progress reports, ensure regional award winners are recognized, and to recruit a replacement. It is suggested that each committee member provide some written report to their regional board and write an article for their regional newsletter. To aid in creating the agendas for the regional board meetings, each committee member should notify their regional President of the award time tables. Each committee member should also stay in close communication with their regional board and President (or their designee) as to the status of their term on the Professional Affairs Committee to ensure highly qualified replacements are identified well in advance of the expiration of the member's term. In like manner, each 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).