

APPA Information and Research 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 Information and Research Committee has a key role in fostering the growth and dissemination of the collective body of knowledge that elevates the role of educational facility professionals. This body of knowledge includes research projects, books and publications (in particular the *Facilities Manager* magazine) produced by APPA, FPI surveys and reports, the APPA website, and *Inside APPA e-newsletter*. The committee also selects the annual Rex Dillow Award recipient (best feature article annually).

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. Information and Research Committee membership requires full engagement in committee activities. These activities include monthly conference calls, sub-committee assignments, and two annual face-to-face meetings. The two face-to-face meetings are generally scheduled in July (at the committee member institution's expense) and December (at APPA's expense). Institutional support of the individual's engagement and attendance is vital for committee members to function effectively in their appointed roles.

Monthly reports should be submitted to regional boards to keep them apprised of committee activity. Committee members should attend their regional meetings and present to their regional boards and/or attendees a comprehensive report on committee activities and initiatives. If a committee member temporarily cannot fulfill their responsibilities, then the regional president (or their designee) must be notified. This will allow for a substitute committee member to represent the region. Each committee member should also stay in close communication with their regional board and President as to the status of their term on the Information and Research 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).

Thoughtful and meaningful participation is required to advance the purview of committee activities.