

APPA Professional Development Committee

“Providing Opportunities to Elevate our Skills, Knowledge & Abilities”

CONTEXT and ALIGNMENT with APPA’s STRATEGIC PLAN:

The adoption of APPA’s Strategic Plan, *Preparing for Every Future*, is driving the need to reposition and enhance the organizational capacity of the APPA staff and its most engaged volunteers. Major steps have been taken and continue to be pursued in order to position the APPA staff and volunteer leaders to successfully implement the Strategic Plan. Consistent with these developing changes is the need to reposition and re-charter the essential work of APPA’s Committees. The reorientation and refocus will align and contribute to effective outcomes in differentiating APPA’s vision of Continuous Learning and strengthening its brand of professional development and community.

The Strategic Plan requires an integrated effort across all four committees. *Professional Affairs* broadens our reach and relevancy; *Information & Communications* assembles and disseminates our collective wisdom and knowledge; *Member & Community Engagement* brings us together as a supportive and sharing profession; and *Professional Development* provides opportunities to elevate our skills, knowledge and abilities as we prepare for every future. Working through an integrated, interdependent, and creative model, these committees will reshape APPA’s brand as we move into an ever changing and increasingly demanding world.

PURPOSE, FOCUS, and DIRECTION:

The Professional Development Committee promotes continuous learning and the professional development of educational facilities professionals across the entire APPA community. Their charge is to evaluate, validate, and improve the educational program delivery of the association through the identification of relevant content, programs and delivery methods. The committee promotes and informs Regional members about programming opportunities at international, regional and chapter levels and draws from the Regions, advice, counsel and recommended content and quality presenters for consideration and integration in advancing APPA’s Strategic Plan for Continuous Learning. The committee provides creative and innovative ideas in the continued exploration and review of effective delivery methods and technologies. The committee advises the Executive Vice President on the educational programming for the annual meeting. On behalf of the committee, the Vice President advises the Executive Vice President on the development of educational content and the management and delivery of educational programs. The committee’s Vice President serves as APPA’s liaison to the Credentialing Board and advises the APPA Board on its policies and activities related to professional credentialing.

IMPLEMENTATION and ASSOCIATED DUTIES and RESPONSIBILITIES:

- Extract the educational program management content representatives from the committee and focus the committee's work as described above with the regional representatives and professional staff.
- Program delivery will be guided and managed by professional staff responding to the needs of members and following the advice of the Professional Development Committee.
- Focus committee efforts for the Annual Conference on educational programs development.
- Establish separate communication channels and/or meeting(s) to further engage the educational program management content representatives.

COMMITTEE MEMBER EXPECTATIONS:

Each individual should begin/continue their role with a passion for the work of their chosen committee and provide support for the vice president and other committee members alike. As with other APPA committees, there is the expectation of full participation (thoughtful and meaningful engagement) in all committee activities. These activities include monthly conference calls, subcommittee assignments, and two annual face-to-face meetings. Generally, the two face-to-face meetings occur as follows: one in January at APPA's expense, and one in July/August immediately prior to APPA's annual conference at the committee member institution'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 (either verbally, but preferably in writing) should be submitted to the regional president/board to keep them apprised of committee activities. Committee members should attend their regional meetings and present to their regional boards and/or attendees a comprehensive report on committee activities and initiatives, and possibly write an article for their regional newsletter.

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 their 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. Each committee member should also stay in close communication with their regional board president as to the status of their term on their 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, etc.). Finally, each committee member should commit to his or her own continuous professional development and actively engage in cultivating this community of professionals.