



## Professional Development Committee Charter

### August 9, 2016 – Updated November 2018

NERCOMP Board members have approved the following charter documenting the *Professional Development* Committee procedures and expectations for its work.

**Committee Charge:** The Professional Development Committee will support and expand existing programs and foster new professional development opportunities for membership.

**Leadership Appointment:**

Each year, the NERCOMP Board will appoint Committee Chairs, typically from Board membership. Subcommittee Chairs may be either Board or non-Board members. (NOTE: Per Bylaws, Chairs of Board Committees, e.g. Governance, Finance and Executive, must be Trustees).

**Responsibilities of Chair:**

The role of the chair is to provide leadership and accountability for the planning and coordination of the PD committee to fulfill its charge. Specific responsibilities include, but are not limited to, the following:

- Liaison with NERCOMP staff to create and distribute agendas and relevant materials in advance of meetings
- Lead/manage meetings to ensure agenda items are addressed, action/follow-up items are clearly identified and assigned, and all voices are heard
- Be accountable, and hold members accountable, for committee activities, including decision-making and deliverables
- Ensure committee work is progressing in a timely manner and aligned with the NERCOMP Strategic plan and goals
- Provide updates to the Board on Committee activities upon request

[Note: Delegation of tasks is acceptable as long as the chair is accountable and ensures completion.]

**Committee Members' Role:**

Committee members will create, support and expand professional development programming. They will also work towards enabling networking opportunities within NERCOMP membership and support partnerships and collaborations between institutions, with vendors and other organizations. NERCOMP staff members who are assigned to the committee will be considered active members of the committee in addition to providing administrative support as necessary.

**Membership, Selection and Term Length**

- *Leadership: Committee chairs will be appointed by the NERCOMP board typically from board membership.* Subcommittee Chairs may be either Board or non-Board members.
- *Membership:* The Professional Development Committee shall consist of no less than 2 Board members plus an additional number appointed from outside Board membership, as needed. *A staff member(s) will be assigned to each committee and their roles will be defined by each charter.*
- Membership reflects the diversity of NERCOMP member institutions and represents a cross-section of the key constituencies involved in the use of information resources in higher education (i.e. Academic Technology, Libraries, Networks or Systems, User Support, Administrative Computing, Research Technology, Faculty, Higher Education Administration, and so on).
- *Selection:* Board members make committee commitments in April after the election of Officers. Potential non-Board members are appointed by the *Professional Development Committee* Chair, as needed, by July or as needed.
- *Term Length:* Members are expected to serve a one-year term at a minimum. Appointments are renewable at the discretion of the *Professional Development Committee* Chair for up to two additional years. Ideally, after three consecutive years, members rotate off the Committee for a period of at least one year before beginning a new term of service. At the end of each Committee member's service s/he will receive a letter of appreciation from the NERCOMP Board Chair.

**Meetings:** Committee members will ideally meet monthly or as needed.

#### **Decision-making and Procedural Details:**

In accordance with NERCOMP's Bylaws, one-half of the total Committee membership shall constitute a quorum and the vote of a majority of the Committee members present at any meeting at which there is a quorum shall constitute an act of the Committee.

#### **Responsibilities of Members:**

Members of the *Professional Development Committee* are expected to participate actively in all activities of the committee. Additionally, they are expected to serve as representatives and advocates of NERCOMP in general. Attendance and assistance at the Annual Conference are also encouraged. As these activities represent a significant time and financial commitment, potential members are asked to carefully consider their involvement prior to joining the *Professional Development Committee*, including discussing their involvement with their supervisors. Members failing to meet these responsibilities may be removed at the discretion of the Committee Chair.

#### **Reporting:**

Based on the work of the committee, the Committee Chair will provide regular feedback to the Board at least four times per year. In accordance with NERCOMP's Bylaws, the *Professional Development Committee* will provide a record of each meeting to the Board, as well as make other reports as requested by the Board.