



2021 Professional Development Committee Charter

Approved by the AORE National Office 02.01.21

The Professional Development Committee supports the National Office by providing the AORE membership with important opportunities, resources, and information relevant to the Professional Development Strategic Anchor.

Purpose: Staff Led Committees work toward providing the AORE membership with important opportunities, resources, and information relevant to the field of outdoor recreation and education. Committees communicate to and with the membership addressing common issues, providing solutions to problems and building community.

Scope: Staff Led Committees provide resources to membership, lead ongoing initiatives and provide recommendations on various subject matter areas to advance the strategic framework. Committees have standing and annual responsibilities that support the association's Strategic Framework. Staff Led Committees are not involved with the Annual Conference.

Standing Projects: Each committee will be responsible for the following:

- Message boards: proactively manage the Professional Development Message Board to encourage conversation and share resources
 - Minimum monthly post sharing a resource or asking a critical question
 - Engage within 48 hours when a member posts to message
- Webinars: Host two webinars on topics related to committee subject matter expertise
- Member Login area: Make sure relevant information and/or resources are up to date and timely.
- Facilitate both Resume Review and Mock Interview initiatives
- Facilitate a centralized Mentorship program for the association

Annual Projects: In the event there is a specific need from staff, or an industry opportunity arises, Staff Led Committees will work with staff to identify new initiatives and key performance indicators for success for the upcoming year in alignment with the strategic framework.

Authority: AORE committees are chaired by AORE volunteers and administered by AORE staff. The Committee has the authority to provide advice and assistance to the AORE Staff on implementation of annual and ongoing projects. In addition, it should be noted:

- AORE policy decisions will be made by the AORE Board of Directors.
- Expenditures of funds within the Committee's approved budget must be coordinated with the AORE National Office. The Committee may not spend money in excess any funds that are approved.
- In no case may the Committee engage in activities which jeopardize AORE's tax-exempt status.

Membership: In accordance with Article VIII of the AORE Bylaws, Committee membership is open to all AORE members in good standing. It is suggested that Committee membership is no less than five (5) individuals and does not exceed twenty-five (25) individuals unless approved by the staff. It is further suggested that Committees strive to be diverse in membership makeup with a minimum of two individuals representing from: Student Professional and Professional membership levels.

Leadership: To ensure institutional knowledge is maintained for the association, AORE would like to have committee leadership commit to three years of service. This would include: Chair, Co-Chair, and Past Chair.

Committee Chair and Co-Chair:

1. Intention. Current Chair or Co-Chair will be asked in Q3 if they intend to stay in their positions or step off.
2. If the intention is to stay, Chair/Co-Chair will complete a reappointment form as a self-reflection of your work for the last year. In addition, all members will have the opportunity annually to apply for a leadership position.
3. For empty positions, Chair/Co-Chair are asked to identify potential individuals and share those names with the National Office. The NO will follow up directly with them and have them submit a short application. This application information will be sent to the current Chair/Co-Chair team to be reviewed and then the Chairs can make a recommendation to the National Office.
4. The Committee Chair will convene meetings, set agendas, run meetings, and delegate tasks to volunteers. If the Chair is unavailable for a meeting, he or she may designate an alternate (e.g., Co-Chair) to run the meeting.
5. Past Committee Chair: After serving it is recommended that the recent past chair would serve in an advisory role to the Chair/Co-Chair.

Support: Staff will work with the Committee Chairs to provide information, resources, support, and communication to assist the committee in completing its work. Staff and chairs will meet bi-monthly to celebrate successes and identify barriers.

Meetings:

Quarterly ALL Committee Chair Calls

Held once per quarter with all Chairs, National Office Staff, Executive Director

- The purpose of these calls is for each committee to update other committees on what they are working on, so that if they need input/assistance/collaboration from another committee they can connect. These calls also allow communication about what is happening across the different areas of the association.
- National Office staff creates the agenda and takes notes on these calls.

Bi-Monthly Chair Calls

Held every other month with committee chairs and National Office Staff

- The purpose of these calls is for the National Office to follow up on progress of each committee's work.
- These calls also provide an opportunity to identify any roadblocks or challenges the committees may have.
- National Office staff creates the agenda and takes notes on these calls.

Committee Meeting (Virtual Calls)

These are to be held by the chairs with their committee members a minimum of once per quarter. Meetings may be held more frequently on a schedule determined by members of the Committee, if dictated by the urgency of the issues within the jurisdiction of the Committee. National Office staff are not required or expected to participate on these calls.

- The chairs on these calls should be taking minutes and posting them to Basecamp following each committee meeting.
- Additionally, no less than once per year and in-person committee meeting should be held (generally at the annual conference).

Documentation:

- Agendas: We encourage committees to prepare and distribute a meeting agenda to members of the Committee at least 12 hours in advance of Committee meetings.
 - Please review the following resources attached to the end of this charter:
 - Committee Meeting Sample Agenda
 - Virtual Meeting Success Guide
- Minutes: Each committee shall keep minutes for all meetings and submit them to the AORE Basecamp within 24 hours of the committee call.

- Call to action - members who could not attend can be more engaged.
- Quarterly Updates: Shared in the newsroom for members to become more familiar with each committees' work, highlights and calls to action.
- Annual Report: The Chair shall prepare and submit an Annual Report of the Committee to the AORE National Office by December 31 of each year.

SAMPLE COMMITTEE MEETING AGENDA

AORE's NAME OF COMMITTEE AGENDA
Wednesday, January 1, 2020
930 AM PST/1030 AM MST/1130 AM CST/1230 PM EST

CALL IN INFORMATION:

Include zoom information here.

COMMITTEE MEMBERS ON CALL:

John Smith
Anna Jones
Mary Brown

AGENDA

- Follow up on Standing Projects
 - Message Boards (Successes/Roadblocks)
 - Mobile App/Chat Rooms (Successes/Roadblocks)
 - Webinars (Dates/Progress on Content)
 - Member Login Area (Successes/Roadblocks)
- Review of Outstanding Items from Last Committee call
 - Anna to check-in to XX (update/status)
 - John was to complete XX project (update/status)
- New Business to discuss
- Call to Action
 - Ensure all action items have a specific person (or work team) assigned to them as well as date item(s) are due
 - Post minutes from this call to Basecamp within 24 hours of completion of call