



APSE COMMITTEE CHARTER:

Chapter Development Committee (Operations)

Purpose of Committee:

To provide support and guidance to APSE National staff in a manner that supports the strategic planning goal of having 50 Strong APSE Chapters

The committee's goals include:

- Work with chapters committees to collaborate, share resources, and create membership and chapter outreach resources to attract and retain an inclusive, diverse, and engaged membership
- Help all chapters-- new, developing, redeveloping, and established chapters-- become effective, strong, and sustainable
- Assist chapters in developing leadership opportunities for members who belong to underrepresented groups
- Develop and implement outreach activities-in conjunction with the regional delegates- to increase APSE's visibility in states where there is not currently a chapter

Composition:

The Chapter Development Committee will be composed of active APSE members. Any active member of APSE is welcome to join the Committee. Subcommittees are formed on an as needed basis, typically as short-term workgroups tasked with specific deliverables. Subcommittees are volunteer in nature and are open to any member of the full committee. Outside consultants (non-APSE members) may be invited to join subcommittees as needed to lend additional expertise.

Committee Chair(s)

A member of the board is appointed as the chair of Operating Committees by being selected by the Executive Director in consultation with the President of the Board.

Board Committee Chair: Emily Munson

- Attends all committee meetings.

- In coordination with the Director of Membership and Chapter Development, sets the agenda for committee meetings.
- Reports the committee's activities and recommendations to the Board, in accordance with the bylaws, including submitting monthly meeting notes to the Board Secretary.
- Ensures that committee meetings and work conducted between meetings fulfills the committee charter.
- Ensures that decisions and recommendations made by the committee are recorded and relayed to the Board (where applicable).
- Delegates responsibilities to other committee members and encourages full participation.
- Regularly communicates with committee members to ensure their active engagement.

Operations Committee Chair: Christa Rainwater

Meetings:

Meetings are held monthly, as agreed upon by members. The meetings are currently scheduled for the 4th Wednesday of the month at 3:00-4:00 pm EST

In coordination with the Director of Membership and Chapter Development, the Committee Chair(s) shall have the ability to call an ad hoc meeting with 5 days' notice to address any time sensitive issues.

Responsibilities/Outcomes –

- Develop communication practices to connect National APSE with Chapters and Chapters with each other
- Ensure that all chapters and members speak with one voice and alignment of mission, vision, and values.
- Expand the reach and number of APSE members, including increasing inclusion and diversification of membership
- Revise marketing materials, tools, and resources to meet Chapter needs
- Support chapter development in struggling chapters and in states without chapters
- Analyze membership and chapter information on APSE website (both structure and content) and revise as necessary