

# Best Practices Committee Charter

## 1. Purpose

The Best Practices Committee (BPC) purposed to maintain and develop best practice documents. Additionally, they will be responsible for all peer review of technical articles for the BCA e-newsletter THE CHECKLIST and coordinate BCA's comments on the public review of all standards, guidelines and building codes. The members shall advise staff on topics related to the profession of and the practice of commissioning, the construction industry, and other built environment issues as they relate to the practice of commissioning. To help the staff assure the accuracy and consistency in the content of materials with not only the mission of the Association but the technical standards of the industry.

## 2. Primary Scope of Work

The BPC shall provide guidance on the following specific tasks:

- Updating all currently developed Best Practices Guides
- Provide Peer Review for all articles in The Checklist and guest articles in other publications
- Coordinate and develop comments on behalf of the BCA and its Chapters for standards, guidelines, and codes during public review cycles
- Serve as subject matter experts to staff on technical issues when responding to members and stakeholders inquiries.

## 3. Membership

The Committee shall consist of at least 8 voting and at most 12 members. The Committee shall ensure adequate membership to carry out the tasks specified in Section 2.

The chair of the Committee shall be nominated by the Executive Director through an application process and with final approval by the Board of Directors. The chair of the committee shall serve a two year term. All other Committee members will submit an application to serve on the committee as voting members for a term of three years. The application will cover their credentials and how they are qualify subject matter experts to the committee.

Should committee members miss more than four committee meetings per year, they will be asked to resign from the committee.

## 4. Meetings & Reports

The members of the Committee must meet at least once per year in person (preferred at NCBC). Members are responsible for their own expenses to attend meetings.

Committee will meet on a monthly basis via teleconference unless otherwise determined by the chair and the Executive Director

## 5. Duration

The Committee shall serve until dissolved by the Executive Director.