

Professional Development Committee (PDC) Charter

1. Purpose

The Professional Development Committee (PDC) advises staff in the selection of topics and speakers for webinars and other specific events where BCA has been invited to deliver a presentation. Committee activities may include developing and/or reviewing BCA presentations for Chapter and other specific events. This committee will collaborate with the Education and Training Committee (ETC) to develop appropriate content topics based on the BCA core curriculum as it relates to commissioning professionals and other building industry stakeholders. This committee also will assist the staff to assure the accuracy and consistency of the content of materials to the BCA mission and Best Practices of the Association and the technical standards of the industry.

2. Primary Responsibilities

The Committee shall provide guidance on the following specific tasks:

- Collaborate with the ETC develop a framework for selecting Professional Development topics. Professional Development fall into two major categories:
 - Advanced Technical Topics – Build on the knowledge of core curriculum and develop a more in-depth understanding of a topic.
 - General Industry Topics – New equipment and software, new developments in codes and standards, unique approaches to commissioning specific buildings and systems, changes to utility and sustainability programs, etc.
- Communicate with the Chapter Presidents Advisory Council to create Chapter specific presentations.
- Review and advise staff on the accuracy of marketing materials related to Professional Development programs
- Conduct market research for development of new programs in conjunction with the ETC.
- Assist staff in the preparation of quarterly Board and Member reports.
- Assist Staff to prepare budgets at the appropriate time.

3. Membership

The Committee shall consist of a minimum of six and a maximum of ten members. The Committee shall ensure adequate membership to carry out the tasks specified in Section No. 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. The application will include their credentials, education, experience, and how they are qualified to contribute to the Professional Development Committee to meet the committee's strategic goals and objectives. Members shall serve for one-year terms. There shall be no limit to the number of terms any member may serve.

Members that are absent from four committee meetings per year, 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 committee chair and the Executive Director.

5. Duration

The Committee shall serve until dissolved by the Executive Director.