Best Practices Committee Charter

# 1. Purpose

The Best Practices Committee (BPC) purpose is to maintain and develop best practice documents. Additionally, the committee members can be called upon by the Adovocacy Committee to coordinate BCxA’s comments on the public review of standards, guidelines, and building codes. The members shall advise staff on topics related to the profession and practice of commissioning, the building design and construction industry, and other built environment issues as they relate to the practice of commissioning, and help staff assure the accuracy and consistency in the content of materials with the mission of the Association and the technical standards of the industry. To accomplish the purpose, the committee will be divided into four separate Task Forces with a lead individual for each who answers to the Chair of the Committee. The subcommittees are:

* New Construction Best Practices
* Existing Buildings Commissioning Best Practices
* Ongoing Commissioning Best Practices
* Enclosure Commissioning Best Practices

# 2. Primary Scope of Work

The BPC shall provide guidance on the following specific tasks:

* Updating all currently developed Best Practices Guides.
* Developing new Best Practices as needed.
* Reviewing Education and Training Committee materials, including articles and references, when called upon.
* Providing review to public comments upon request from the Advocacy Committee for standards, guidelines, legislation and codes, usually during public review cycles.
* Serve as subject matter experts to staff on technical issues when responding to members' and stakeholders’ inquiries regarding the Best Practices documents.

# 3. Membership

The Committee shall consist of four task forces, described above, each having at least three members. There shall be a leader for each task force and the leaders will meet with the Committee Chair to discuss issues and reviews on Best Practice documents, set schedule for review of documents and develop goals for the fiscal year.

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 apply to serve on the committee as voting members for a term of three years. The application will cover their credentials and how they are qualified to be subject matter experts to the committee.

# 4. Meetings & Reports

The members of the Committee must meet at least once per year in person (preferred at BCxA’s annual conference). Members are responsible for their expenses to attend meetings.

Committee will meet monthly via teleconference unless otherwise determined by the Chair and the Executive Director.

# 5. Duration

The Committee shall serve until dissolved by the Executive Director.