

Appendix A - ILLINOIS ASBO POLICY – PROFESSIONAL DEVELOPMENT COMMITTEES

ARTICLE VIII – COMMITTEES AND LIAISONS – 8600

PROFESSIONAL DEVELOPMENT COMMITTEES

Policy adopted: 09/16/1981

Policy amended: 01/18/1996

Policy reviewed: 06/12/2015

Policy renumbered: XX/XX/XXXX

The Association recognizes the importance of Professional Development committees and their value to school business management and the enhancement of the Association.

In addition, the Association recognizes the need to prepare future Association leadership by providing a means whereby members may make substantive contributions.

Therefore, the Association shall annually establish a series of committees to facilitate Association goals.

Reference: Illinois ASBO Bylaws

ARTICLE VIII – COMMITTEES AND LIAISONS – 8600.1

PROFESSIONAL DEVELOPMENT COMMITTEES

Regulation adopted: 09/16/1981 Regulation amended: 06/12/2015

Regulation viewed: 06/12/2015 Regulation renumbered: XX/XX/XXXX

In accordance with the Board of Directors' policy, the following committees are established as Professional Development Committees:

1. Accounting, Auditing & Financial Reporting
2. Budgeting & Financial Planning
3. Cash Management, Investments & Debt Management
4. Food Service
5. Human Resource Management
6. Leadership Development
7. Legal Issues
8. Maintenance & Operations
9. Planning & Construction
10. Principles of School Finance
11. Public Policy & Intergovernmental Relations
12. Purchasing
13. Real Estate Management
14. Risk Management
15. Special Education: Administration & Finance
16. Sustainability
17. Technology
18. Transportation

ARTICLE VIII – COMMITTEES AND LIAISONS – 8610

PROFESSIONAL DEVELOPMENT COMMITTEES | ACTIVITIES – EDUCATIONAL SURVEYS AND QUESTIONNAIRES

Policy adopted: 12/08/1993

Policy amended: 04/19/2012

Policy reviewed: 06/12/2015

Policy renumbered: XX/XX/XXXX

Professional Development Committees are encouraged to provide relevant information and data for the membership of the organization. On occasion, a survey of the membership or other segments of the educational and business communities by a Professional Development Committee may be desirable. Professional Development Committees shall adhere to the following procedures when conducting and distributing the results of surveys and questionnaires:

1. Surveys and questionnaires shall reflect the goals and objectives of the organization.
2. Surveys and questionnaires shall be designed to ensure a high degree of reliability and validity.
3. All surveys and questionnaires shall be submitted to the Executive Director and/or the Deputy Executive Director for approval prior to distribution.
4. Results shall be reviewed with the Executive Director and the Deputy Executive Director prior to distribution to the membership.
5. Distribution of results to outside organizations or individuals, under such conditions, shall be approved by the Board of Directors.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8620

PROFESSIONAL DEVELOPMENT COMMITTEES | EXPENSE REIMBURSEMENTS

Policy adopted: 06/14/2013

Policy amended: XX/XX/XXXX

Policy reviewed: 06/12/2015

Policy renumbered: XX/XX/XXXX

Expense reimbursement to committee members for official PDC travel, excluding the annual conference, will follow Illinois ASBO's travel reimbursement policy.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8630

PROFESSIONAL DEVELOPMENT COMMITTEES | MATERIAL DEVELOPMENT

Policy adopted: 06/14/2013

Policy amended: 06/12/2015

Policy reviewed: 06/12/2015

Policy renumbered: XX/XX/XXXX

In the event that an individual serves on a Professional Development Committee, all products generated by the PDC become sole property of Illinois ASBO and no member of the PDC may use the project deliverables and intellectual properties or any other works of the group to derive personal gain.

Project deliverables and intellectual properties are defined as, but not limited to, the following: audio and/or video recordings, articles, white papers, articles for UPDATE, webinars, Keynote and PowerPoint presentations.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8640

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE MEMBERS

Policy adopted: 06/04/1991

Policy amended: 06/14/2013

Policy reviewed: 06/12/2015

Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes in and supports the active involvement of its members and Service Associates as Professional Development Committee members. All committees serve to benefit the greatest number of Illinois ASBO members possible and to advance the school business management profession.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8640.1

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE MEMBERS

Regulation adopted: 04/06/1991 Regulation amended: 06/12/2015

Regulation reviewed: 06/12/2015 Regulation renumbered: 06/14/2013

Members are appointed to specific Professional Development Committees upon request and/or by recommendation because of their interest, experience or expertise in the committee's identified specialty area and are responsible for assuming and completing assignments relative to committee activities in accordance with the Association's Bylaws, policies and guidelines. Such appointments are made after consultation between the Professional Development Committee Chair and the Deputy Executive Director.

Any qualified member can seek appointment to a Professional Development Committee by asking to join a PDC at any one of the PDC Networking meetings. Every effort will be made to appoint a member to the Professional Development Committee of his/her choice.

Professional Development Committee member appointments become effective at any point during the calendar year, and may last for as long as the member remains in good standing. Members may serve on only one Professional Development Committee at any given time and will work under the direction of the committee's Chair and Vice Chair. Opportunities and recognition in the association's publications, Website and database are based on the active participation of the member in assisting the PDC to achieve its goals and objectives. If the board of directors deems that a member does not uphold Illinois ASBO's Code of Ethics, he or she may be removed from the committee prior to the end of his or her term if deemed necessary by the Board Liaison, Chair, Vice Chair or large group of committee members.

In addition to members, Service Associates may also serve on Professional Development Committees as resource persons. To be considered for appointment as a vendor representative to a Professional Development Committee, one must be a current Service Associate member of the Association; must be employed by a firm providing products and/or services to the school field; have his/her firm's support for and approval of the appointment; and must have demonstrated expertise and recognizable skills in the committee's specialty area. Vendor representatives may qualify for Vice Chair positions but may not serve as Chair, unless the Chairmanship goes unfilled.

Applicable Editorial Advisory Board positions will be filled by PDC members and appointed by the Executive Director upon the recommendation of the Deputy Executive Director.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8640.2

PROFESSIONAL DEVELOPMENT COMMITTEES | LIAISON ROLES

Policy adopted: 06/14/2013

Policy amended: 06/12/2015

Policy reviewed: 06/12/2015

Policy renumbered: XX/XX/XXXX

BOARD LIAISON

A member of the board of directors serves on each Professional Development Committee as a board liaison. The role of the board liaison is to:

1. Report on PDC activities to the board of directors and advocate for the PDC to ensure the board is apprised of current issues from the committee.
2. Serve as a resource for the PDC.
3. Identify and recommend to the board of directors leadership succession at the chair and vice chair levels within the PDC.
4. Update the PDC on the association's strategic plan.
5. Work with the PDC to meet the needs of the greater membership.
6. Actively attend the quarterly PDC networking meetings.

STAFF LIAISON

A member of the Illinois ASBO headquarters staff supports the PDC. The staff support role includes, but is not limited to, the following:

1. Maintain contact with the PDC chair and vice chair throughout the year.
2. Work with the chair to confirm membership and to identify the PDC members named in the annual PDC Leadership Book and on the Association's website.
3. Assist the PDC in planning seminars and breakout sessions.
4. Maintain the speaker resource web page for conferences.
5. Promote committee membership.
6. Post committee meeting agendas and minutes on the Association's website.
7. Provide seminar and breakout session evaluations to the PDC chair, vice chair, board liaison, presenters and moderators of the presentation in a timely and efficient manner.
8. Support the PDC networking meetings.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8650

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE CHAIRS

Policy adopted: 09/16/1981

Policy amended: 06/12/2015

Policy reviewed: 06/12/2015

Policy renumbered: 06/14/2013

The Illinois ASBO Board of Directors believes that a Professional Development Committee can function more effectively with a well-defined role for its leader.

Therefore, a list of job responsibilities for the Professional Development Committee Chairs shall be formulated as an administrative regulation.

A Professional Development Committee Chair shall be a currently employed voting Active member. Should a Chair cease to be employed, that person has until the end of the second fiscal year (June 30th) following the beginning of unemployment to obtain employment or that person must forfeit the Chair position. A Professional Development Committee Chair should encourage leadership in the Professional Development Committee by working with the board liaison to cultivate a Vice Chair to assume some of the responsibilities.

The Board of Directors reserves the right to appoint and remove Professional Development Committee Chair when it deems doing so is in the best interests of the membership and/or the Association.

ARTICLE VIII – COMMITTEES AND LIAISONS – 8650.1

PROFESSIONAL DEVELOPMENT COMMITTEES | COMMITTEE CHAIRS

Regulation adopted: 09/16/1981 Regulation amended: 06/14/2013

Regulation reviewed: 06/12/2015 Regulation renumbered: 06/14/2013

Professional Development Committee Chairs shall be directly responsible to the Deputy Executive Director. In addition, a designated member of the Board of Directors shall act as liaison to their assigned committee(s).

APPOINTMENT PROCESS

Chair turnover will take place during the Annual Conference PDC Networking Meeting. Chairs will report leadership turnover to Illinois ASBO staff and the staff will notify the Board. The Illinois ASBO Board of Directors will approve Professional Development Committee Chair and Vice appointments at the post Annual Conference Board meeting in June. Terms will last two years, and operate on a staggered basis so not all leadership roles need to be filled at any one time. Leadership terms will begin at the annual meeting and expire after the second year of service. A PDC leader may apply for a second consecutive two-year term. Chairs may be approved to serve in a leadership role for two terms but must wait three years before serving again as a committee chair or vice chair. They may, however, continue on the committee as members. Interim appointments may be made at any time to fill unexpected vacancies.

The Illinois ASBO Board of Directors will engage with their assigned PDCs to get to know the members of the PDC and identify leadership succession. When a term is about to expire, the Director will work with the PDC members to identify and recommend new leadership for the committee. The Director will take into account the candidate's recognized leadership and technical expertise in the committee's interest area(s), his or her previous involvement with the PDC, recommendations of committee members, contributions to the PDC and overall committee and membership feedback. Individuals being considered for a leadership role must have at least one year on the PDC before serving in a leadership capacity. The Director will recommend to the Board of Directors both a chair and vice chair for their assigned committee. The Board of Directors shall take action to appoint all committee chairs and vice chairs at a regularly scheduled meetings. (Note: The Board may waive these requirements if necessary in the best interest of Illinois ASBO.)

In the event that an untimely resignation or dismissal of a chair or vice chair occurs between meetings of the Board of Directors, the Executive Director and/or the Deputy Executive Director may make an interim assignment that will be terminated upon Board appointment of a permanent chair or vice chair.

DUTIES AND RESPONSIBILITIES

1. Prepare objectives to accomplish goals as determined by the Board of Directors;
2. Plan and hold a minimum of two meetings of their committee per year. Meetings may be face-to-face or virtual, but must include a minimum of four committee members and at least one of the following: the Chair, Vice chair or Board Liaison;
3. Create agendas to aid in the facilitation of the committee meeting;
4. Compile minutes or a list of decisions made and action items and be distributed to the PDC members and to the staff liaison for posting on the Association's website (can be done by the PDC Chair or a committee member assigned by the Chair);
5. Recruit committee members with whom the Chair can effectively work and who will actively pursue committee objectives;
6. Recommend to the Board Liaison the appointment of a Vice Chair from the committee membership and assign duties and responsibilities as deemed appropriate;
7. Plan programs for the Annual Conference and preside at the sectional meetings of their respective committees;
8. Propose, endorse and sponsor onsite and online seminars in accordance with approved guidelines (cf. Article VII 7200);
9. Provide input for proposed or pending legislation;
10. Provide items for the UPDATE magazine and The Journal of School Business Management; and
11. Assist the Association by reviewing certain research as to its validity, reliability and practicality of application including books, masters' theses, doctoral dissertations, special papers, independent studies, etc.

In implementing the above, there will be no Illinois ASBO commitment of funds without pre-approval by the Board of Directors and/or the Executive Director.

There shall be at least one meeting of the Board of Directors at which time goals will be discussed with committee Chairs. It is extremely important that Chairs make every attempt to attend this meeting so that they may have input on these goals. In this way, committee Chairs can write and execute committee objectives more effectively.