

## Bylaws

# Professional Development Committee

Updated 05.02.2025

### MISSION STATEMENT:

The Helena College Professional Development Committee distributes allocated funds to support both individual growth and campus-wide initiatives, ensuring the greatest impact for the college's educational, instructional, and professional development goals.

### OBJECTIVES:

- Allocate professional development funds based on clearly defined criteria to ensure consistent and equitable distribution among applicants.
- Strengthen campus-wide professional development by offering targeted workshops and training sessions that address the diverse needs of all employees.
- Enhance the quality of education by supporting faculty, staff, and directors in incorporating current best practices and updated industry standards into their curriculum and operations.

### MEMBERSHIP:

This standing committee is comprised of 7 to 9 voting members, each representing a group on campus:

- Human Resources Generalist
- Two to three representatives from Staff Senate
- Two to three representatives from Faculty Senate
- Two to three directors or executive directors

The Human Resources Generalist is a standing member of the committee. All other members are asked to serve for a minimum of two years, with no limit for length of service. New members will receive an orientation to processes, documents, and resources. All members are expected to:

- Review and score applications
- Attend as many meetings as they are able
- Contribute to identifying PD opportunities for the campus

Two officers lead the committee, serving alternating two-year terms:

- A chair is nominated by committee members. The chair is responsible for setting (may also solicit agenda items) and sending out the agenda before each meeting, coordinating the review of applications for professional development funding, sending award letters, signing

travel and purchase paperwork, maintaining communication with the Dean and/or Dean's Cabinet, and taking and posting minutes to the committee website.

- A treasurer is also nominated by committee members. The treasurer works with the chair to manage the committee's budget, tracking funds awarded and spent throughout the year.

## MEETINGS:

The committee meets once a month through each semester and over the summer, if needed. In-person attendance is preferred, though a Teams link is available. A quorum is considered to be more than 50% of committee members in attendance. Minutes are posted to the website after they are approved by the committee.

The chair may cancel meetings by emailing to committee members at least 24 hours prior to the meeting and removing the calendar invitation. The chair may call special meetings by emailing committee members at least 24 hours prior to meeting.

## DECISIONS:

When awarding professional development funds to applicants, the committee follows the Professional Development Funding Guidelines, available on the committee webpage. All committee members are expected to review and score every application, unless they are not available for the majority of the review period.

All other committee decisions, including use of funds for other professional development activities, resources, or tools, are made by majority vote, either in a meeting or in Teams.