



RP Group Board Member Roles and Responsibilities

July 2021

The RP Group's mission is:

As the representative organization for Institutional Research, Planning, and Effectiveness (IRPE) professionals in the California Community Colleges (CCC) system, the RP Group strengthens the ability of CCC to discover and undertake high-quality research, planning, and assessments that improve evidence-based decision-making, institutional effectiveness, and success for all students.

The RP Group Board operationalizes this mission through the following strategy:

The RP Group engages and represents California Community Colleges IRPE professionals to empower them to facilitate data-informed decision-making and be agents of institutional change focused on advancing student success and equity at individual colleges and systemwide.

To fulfill the mission and implement strategy of the organization, the Board as a whole is responsible for:

- Determining the mission, vision, and purpose of the organization
- Representing and advocating for the interest of institutional research, planning, and effectiveness (IRPE) professionals in the California Community Colleges
- Selecting and evaluating the performance of the executive director
- Informing effective organizational strategic planning and evaluation
- Ensuring strong fiduciary oversight and financial management
- Enhancing the image of the organization
- Assessing its own performance as the governing body of the RP Group

Individual Board members are responsible for:

- Knowing RP Group's mission, vision, values, areas of impact, and needs
- Advocating for student-centered policy in achieving the RP Group's mission
- Attending all board meetings (exceptions granted for extenuating circumstances)
- Preparing and actively participating in board meetings
- Maintaining regular communication with Board and staff (e.g., respond to requests for feedback and information within established deadlines)

- Serving as a communication conduit between the Board and members in the region or by role
- Serving as an ambassador for the IRPE community and actively attending Regional Research Groups
- Serving on at least two organizational committees, workgroups, or taskforces
- When applicable, participating on statewide committees as a liaison for the RP Group
- Adhering to RP Group's bylaws and policies, including the requirement to be an institutional member in good standing
- Reviewing and understanding RP Group's financial statements
- Disclosing any conflicts of interest to protect RP Group's interest
- Ensuring internal matters of the RP Group remain confidential

The primary vehicle for two-way communication between the RP Group and the IRPE community is the regional representatives on the Board, who will serve as the conduit. In addition to their general roles and responsibilities as a Board member, the regional representatives will have the following obligations:

- Maintaining a current email list of all researchers at the colleges/district offices in the region
- Participating in membership drive, following up with non-members
- Sending introductory email to all colleges/district offices in the region at the beginning of each academic year
- Establishing working relationships with other regional representatives in neighboring regions and the appropriate Regional Research Group Coordinator(s) to ensure clear communications with the colleges/district offices regarding the relationship between the regional representatives and the RRG Coordinators in the area
- Regularly attending Regional Research Group(s) meetings that occur in the region, providing updates from the organization at these meetings, and updating the Board with information from these meetings via written and oral reports
- Gathering input and feedback from colleges/district offices and sharing that information with the Board via written and oral reports
- Sharing relevant information about the Board and organization with colleges/district offices
- Emailing all researchers in the region, including the Regional Research Group Coordinator(s):
 - Monthly RP Updates
 - Board Meeting Summaries
- Establishing relationships with new IRPE professionals in the region to welcome and introduce them to the RP Group

If a Board member fails to fulfill the above responsibilities and/or adhere to the bylaws, that Board member may be asked to resign or be removed from the Board.