



RP Group Statewide Representatives Job Description February 2023

Background

The California Community Colleges system office has many standing or ad-hoc committees and workgroups that utilize a representative decision-making committee model. The RP Group is asked to recommend RP Group members to serve on statewide committees and workgroups to provide guidance on institutional research, planning, and effectiveness (IRPE) issues. Serving on a statewide committee also provides representatives a valuable professional development experience where they work with other community college colleagues, outside of their own college or district, and make valuable contributions to improve policy, programs, or initiatives.

Qualifications

- Experience in California community colleges institutional research, planning, and effectiveness as it relates to the objectives of the statewide committee
- A commitment to collaborate with other RP Group members to provide a perspective that attempts to best reflects the RP Group's membership
- A commitment to work in the best interest of California community college IRPE community
- An understanding of the mission, goals, and strategies of the RP Group
- A commitment to represent the values of the RP Group
- Institution is an RP Group member

Responsibilities

- RP Group committee representative will work with the assigned SRC liaison to ensure all committee meetings are regularly attended and timely submission of written summary reports. Representatives will notify the Executive Assistant and SRC liaison when the committee meetings are scheduled.

- The representative shall notify the assigned SRC liaison in advance if they are unable to attend.
- The representative will send the SRC liaison the agenda and any additional meeting documents for each committee meeting as soon as it is received.
- The representative will submit a written summary report within 10 business days of each committee meeting and highlight any relevant IRPE-related issues. This report should be sent to the SRC liaison and the Executive Assistant.
 - If the representative has any questions regarding how to complete the summary report, they should reach out to their liaison.
 - When there is more than one representative on a committee, the representatives will identify a notetaker and an alternate for gathering information for the meeting summary reports, and inform SRC liaison and Executive Assistant.
 - The notetaker is responsible for submitting the completed meeting summary report and the same timelines apply. Also, the notetaker should share the summary report with the other representatives.
 - It is recommended the notetaker role rotate among the multiple representatives serving on the committee/workgroup.
- RP Group representatives may be invited to serve on the The RP Group Statewide Representatives Committee.

Understanding The RP Group's Priorities

- When serving as an RP Group representative on statewide committees, it is important to understand The RP Group's priorities to prepare representatives when speaking/sharing information at meetings on behalf of the organization, and to provide guidance as to items that should be brought forth to the attention of The RP Group Board and/or IRPE field.
- RP Group representatives are expected to be familiar with the following RP Group documents:
 - Mission, Vision, and Values
 - Dual Role
 - Code of Ethics
 - Strategic Plan (public facing)
 - Monthly Updates
 - Quarterly Project Updates (full report or summary)

- Quarterly Summary of Statewide Committee Reports
- RP Group representatives are encouraged to reach out to their liaison if they have questions about The RP Group's priorities.

Term Limits

- RP Group committee representatives will serve a two-year term or as defined by the Statewide Representatives Committee terms of service.
- RP Group committee representatives may be removed by the RP Group Board President with or without cause.

Travel Expenses

- When attending in-person committee meetings on behalf of The RP Group, if the sponsoring agency does not cover travel, representatives are eligible to have their travel costs reimbursed, including mileage, parking, tolls, airfare, shuttle/taxi fees, rental cars, pre-approved lodging, and a reasonable reimbursement for meals.
- Please complete and sign an RP Group Reimbursement Form [here](#) and email the completed form plus receipts to The RP Group office for payment to Sandra Morales (smorales@rpgroup.org) for processing. Claims for reimbursement must be filed within 30 days of the date of travel or expenditure. The Executive Director will verify whether the claim is an approved expense. Please be sure that your expenses fall within the following reimbursement guidelines:
 - The RP Group will pay for normal travel expenses for authorized RP Group representatives to attend committee meetings at which they are representing The RP Group.
 - When incurring travel or other expenses on behalf of The RP Group, please select the most cost-effective and reasonable option. On travel claims, The RP Group will pay for normal travel expenses based upon reasonable cost.
 - On reimbursement for long distance car travel, the individual will be reimbursed for the price of an economy airplane ticket if that is lower than the mileage claim.