RP Group Board Member Roles and Responsibilities

March 2020

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 College
- 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
● 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:

● Participate in membership drive, following up with non-members
● Send introductory email to all colleges in the region
● Regularly attend Regional Research Group meetings and provide RP Group Board with updates
● Seek input and feedback from colleges and share that information with Board
● Share relevant information about the Board and/or organization with colleges
● Reach out to new IRPE professionals to welcome and orient 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.