

## **WRIPAC COMMITTEE STRUCTURE & DUTIES**

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At a meeting of past and current officers of the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) in June 2009, it was determined that a realignment of the current WRIPAC committee structure was required in order to fit more appropriately with the goals of the recently developed draft strategic plan. An exercise was conducted during which the duties of all of the current committees were listed, along with the new strategic plan objectives, and a new committee structure was proposed to incorporate all current and potential future activities. The following is the proposed new committee structure<sup>1</sup>:

### **MARKETING COMMITTEE**

1. Develop/revise WRIPAC logo and slogan
2. Update WRIPAC brochure
3. Identify and contact non-member agencies
4. Create/maintain email/contact lists of current and potential members for marketing
5. Contact previous member agencies to encourage membership
6. Communicate what WRIPAC is to potential members/attendees
7. Research previous/other marketing plans
8. Evaluate the appropriateness of different marketing and outreach methods
9. Develop and implement marketing plan, update as needed

### **MEMBER SERVICES COMMITTEE**

1. New Members
  - a. Educate new members and guests regarding benefits of membership (e.g., test sharing, round table, etc.)
  - b. Provide new member binder to new members at or after meeting (coordinate with job analysis and monographs)
  - c. Have lunch with new members and guests at Thursday meeting
  - d. Be available to new members and guests for questions
  - e. Contact first time attendees/guests after the meeting to thank them for attending
  - f. Work with new members and guests to ensure return to subsequent meetings
  - g. Provide new members with committee information
  - h. Convert new member material to electronic format
2. Leadership Development
  - a. Develop and implement mentoring program for new members
  - b. Identify potential future WRIPAC leaders
  - c. Train potential WRIPAC leaders
  - d. Establish WRIPAC official member expectations

## **WRIPAC COMMITTEE STRUCTURE (continued)**

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<sup>1</sup> The Monograph committee was disbanded and its duties turned over to the Research and Development committee. The Model Civil Service committee was disbanded because its duties have been completed. The Scholarship committee was disbanded due to lack of interest/attendance. Duties of this committee may be redistributed at a later date.

### **NEW PRODUCT COMMITTEE**

1. Conduct agency needs assessment – what products/services do you need/could you use to make your job easier/better?
2. Research and prioritize results of agency needs assessment
3. Develop and implement new product/service
4. Follow up, evaluate, and update final product/service (continuous)

### **RESEARCH AND DEVELOPMENT COMMITTEE**

1. Review and update monographs on a periodic basis to maintain currency
2. Identify topics for monographs/obtain agreement from WRIPAC membership
3. Identify authors to write monographs
4. Arrange for reviewers of monograph drafts
5. Arrange to post information on website
6. Arrange for printing of monographs
7. Distribute monographs to all members
8. Research alternative methods for disseminating monograph information (pod casts, video, etc.)
9. Develop a schedule for updating monographs regularly

### **SOP/DOCUMENTATION COMMITTEE**

1. Identify and assign topics for SOP's (e.g., meetings, host committees, Bemis Award, job analysis, etc.)
2. Search for and update existing documents, create new documents
3. Create decision log on website to increase transparency
4. Draft and review SOP documents
5. Finalize and post on website

### **TRAINING AND PROGRAMS COMMITTEE**

1. Sign in and collect money at training registration
2. Serve as registrar for training
3. Write training course synopses/updates
4. Create flyers for new training and meetings
5. Post/send training flyers/information to all contacts (guests and members)
6. Decide which training will be given before each meeting
7. Track topic requests for training
8. Verify quality of instructors and materials
9. Liaise with/book instructors
10. Collect training survey results, disseminate to instructors

## **WRIPAC COMMITTEE STRUCTURE (continued)**

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### **WEB SOURCE COMMITTEE**

1. Update website
  - a. Membership listing
  - b. Member contact information
  - c. Post survey results
  - d. Post training and meeting information
  - e. Post HR documents/information
  - f. Post test sharing agreement participants
  - g. Post WRIPAC information (e.g., by-laws, history, etc.)
  - h. Training and meeting registration
2. Maintain message board for communication between members
3. Identify material for website
4. Make the website user-friendly
5. Research other technologies (e.g., message board, social networking, call-in meetings, virtual meetings, etc.)

### **JOB ANALYSIS RESPONSIBILITIES**

1. Serve as a point of contact for agency specific job analysis classes
2. Coordinate dates, cost, contracts, and delivery of manuals
3. Deliver/instruct 2-day, agency specific and open enrollment job analysis class
4. Prepare invoice
5. Collect payments and answer questions regarding class
6. Maintain content of job analysis manual
7. Inventory/store supply of job analysis manuals
8. Coordinate printing of job analysis manuals
9. Purchase certificates
10. Prepare certificates
11. Package/ship/track job analysis manuals
12. Provide job analysis manuals to new member committee
13. Maintain content of job analysis flyer
14. Submit claims for reimbursement