

Professional Development Executive Committee Charter

June 13 2025

Mission

The mission of the Professional Development Executive Committee (EC) is to oversee TNI's efforts to enhance the knowledge, skills, and abilities of individuals involved in environmental sampling and measurements. The program includes these components:

- Credentials
- Training
- New Professionals
- Scholarship Administration

Composition of the Committee

1. The EC will consist of no fewer than ten (10) and no more than fifteen (15) voting members.
2. The TNI Credentials and Training committees may each select up to three (3 individuals) to serve on this committee.
3. Other members will be selected based on completing an application and voted in according to SOP 1-100
4. Associate members are not included during the initial establishment of the committee.

Objectives

1. Establish and implement guidance, policies, procedures and tools necessary to implement the program.

Success Measures:

- Review and approve policies or SOPs developed by committees
- Develop new policies or SOPs needed by the program.

2. Provide oversight and guidance to the Credentials and Training committees.

Success Measure:

- The Credential and Training committees are accomplishing their stated objectives.

3. Establish the Jack Farrell Analytical Excellence scholarship.

Success Measures:

- Policies and procedures to implement the scholarship are developed.
- Funds are awarded consistent with established procedures.

4. Establish a new professionals' initiative.

Success Measures:

- The initiative is established.
- Additional success measures identified.

5. Investigate opportunities to identify funding to support the program.

Success Measures:

- The program is financially self-sufficient

6. With the assistance of the Program Administrator, prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measure:

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board

Available Resources:

- Volunteer committee members
- TNI Infrastructure (TNI Management, Policies and SOPs)
- TNI Support (e.g., Program Administrator, TNI Webmaster)
- Virtual meeting support with screen-sharing services

Anticipated Meeting Schedule:

- Virtual Meetings - regular schedule of monthly meetings to be published on the TNI website.
- Additional virtual meetings as needed.
- In person meetings at TNI conferences (as appropriate) and additional meetings as needed.

Approved by the TNI Board of Directors on July 9, 2025.