



RESOURCE EXCHANGE COMMITTEE CHARGE **(last reviewed 10/24)**

Purpose: The AVTE Research Exchange Committee is responsible for building and maintaining an electronic platform for members to exchange resources that can be used locally.

Number of Members: Estimated 5 to 7, one-year terms (not limited)

Composition: Members shall include a Chair or Co-Chairs and additional at-large appointments. The Chair may invite guests to meetings as needed to expedite information sharing.

Method of Appointment: The President shall appoint the Committee Chair in consultation with the Executive Committee and the Executive Director. The chair appoints Additional members in consultation with the President and the Executive Director. All members must be current AVTE members.

Accountability: Reports to the Board of Directors through an Executive Committee liaison.

Core Activities:

- Identify categories for the electronic platform
- Solicit submissions for inclusion in the Exchange
- Vet submissions along a set of guidelines for inclusion
- Provide general oversight and support in the day-to-day operation of the platform
- Assist in developing and implementing a marketing strategy to increase awareness and usage of the resource, including generating submissions.

Meeting Frequency:

At a cadence agreed to by the committee, likely 6-7x a year with breaks for the holidays and summer months.

Estimated Time Commitment:

2-3 hours per month