

# Professional Practices Task Force

2023/2024

### CHARGE

The Professional Practices Task Force develops best and standard practices supporting professionalism of the industry. This task force develops resources, such as example forms, policy template and educational coursework for industry employees.

### COMPOSITION

Committee chairs and co-chairs are selected by the CHPA leadership. All task force members shall belong to a member company in good standing. The composition of the committee should be a diverse range of representation of the CHPA membership (membership type, revenue ranges, geographic locations).

### TERM

March 2023-February 2024

### TIME

1-1.5 hours per month

### STRATEGIC FRAMEWORK SUPPORT

The Board of Directors guides CHPA via a Strategic Framework which allows CHPA to be nimble and agile in program and services development and delivery. Task forces support a variety of objectives and action steps within the Strategic Framework. Below are the objectives this task force supports.

- Usage of Resource Exchange hits 500 visits.
- Create 5 courses to develop a Corporate Housing 101 training course.

### RESPONSIBILITIES AND ONGOING TASKS

- Ongoing
  - Identify resource categories for development
  - Review current resources in the Knowledge Center/Resource Exchange
- Develop best practices and procedures for common processes within the industry.

**STAFF LIAISON**

Nick Estrada, CAE, CMP, Deputy CEO

**STAFF RESPONSIBILITIES**

- Maintain task force roster.
- Schedule task force meetings, work with chair(s) to develop agendas and complete meeting minutes.
- Provide support to the task force throughout the year including data, historical context and any other additional information needed to allow the task force to make informed recommendations.
- Provide broad-level perspectives of CHPA programs, services and initiatives which may impact the discussions of the task force.

**IMPACT**

Task force members will help the world's largest association for corporate housing and serviced accommodations continue to grow both in North America and globally. This expansion will help your gain additional connections. Task force members will also assist in guiding the direction of membership expansion.