



## **CPSE Center for Innovation Editorial Committee Charter**

### **Purpose of Committee**

The Editorial Committee supports the CPSE Center for Innovation (CPSE CFI) by translating research into practice and advising the development and dissemination of materials related to CPSE CFI research, initiatives, and products. The committee will ensure that the work of the CPSE CFI remains at the forefront of the industry and identify opportunities for dissemination. The Editorial Committee and the CPSE CFI Research Committee will maintain a reciprocal working relationship, sharing relevant materials, research findings, ideas, and recommendations to support the development and dissemination of CPSE CFI products.

### **Committee Participants**

The committee shall be composed of seven members representing segments of the CPSE community, including members of accredited fire and emergency service agencies, credentialed professionals, and leaders of affiliated industry organizations.

### **Committee Officers**

The committee officers include a Chair and Vice Chair. The CPSE Center for Innovation Chief Executive Officer appoints the chairs. The CPSE CFI President and Vice President attend committee meetings as supporting participants and to provide updates, with the President as lead.

### **Committee Authority and Responsibilities**

The committee is responsible for reviewing materials, providing subject-matter feedback, and making recommendations that support the quality, relevance, and practical application of CPSE CFI products. For example, the committee will review accredited agency reports, identify innovative practices, and recommend them for inclusion in the Innovation Museum. The committee has advisory authority and no executive authority.

### **Committee Meetings**

Committee Meetings take place virtually every other month on the third Wednesday. Committee members receive updates regarding the Center for Innovation's presentations, publications, and program progress once a month via email.

### **CPSE CFI Staff Liaison**

The Director of the Center for Innovation will serve as the Staff Liaison.

### **Committee and Charter Approval**

Authority to appoint or remove committee members and amend this charter rests with the CPSE Center for Innovation Chief Executive Officer. Committee members shall serve a maximum of two (2) years. To ensure continuity, up to three members may be reappointed for a single consecutive two-year term based on active engagement and contributions during their first two years. In September of each year, committee members will be required to provide notice as to whether they can serve the following year. All committee members are required to abide by the CPSE Conflict of Interest Policy and annually complete a conflict disclosure statement and a confidentiality statement.