



PROFESSIONAL DEVELOPMENT

2019

Committee Charter

COMMITTEE MEMBERS

Chair	Deborah Russo
Board Liaison	Sandra Wooters
Members	Lucia Adrian, Susan Flood, Victoria Flynn, Veronica Higgins, Kira King, Ka Mikus, Deborah Richards
Staff	Account & Events Coordinator, Events Manager (as needed)
Meeting Frequency	Monthly Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
Committee Type	Standing
Reports To	Executive Director

COMMITTEE CHARGE

The professional development committee shall be responsible for development of educational and professional development products and services, consultant application review, provides support to staff in the planning of the 2018 seminar, and provides support on execution of the regional training pilot.

Committee Responsibilities

Committee responsibility changes requires the approval of the Executive Director.

COMMITTEE TASKS

#	Task	Due Date
1	Write and submit quarterly NewsLink articles on regulatory professional development topics for publication.	February; May; August; November
2	Review consultant process and applications, as necessary.	Process – Mar 15 Applications - Ongoing
3	Provide guidance to staff on review and evaluation of the qualifications of re-credential candidates.	Ongoing
4	Review NARA professional development materials, as requested	Ongoing
5	Review and make a recommendation to the board for any credential appeals or denials	Ongoing

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6	Review NARA courses.	Ongoing
7	Review and propose content for the website education page.	6/30
8	Propose course topics and possible SME(s) for future online course development.	Apr (1), Aug (1), Nov (1)
9	Review NARA Credential marketing material and make recommendations.	10/31
10	Support staff in the planning of the Annual Seminar, as requested through the following activities: 1. Propose Seminar themes and/or slogans for upcoming year 2. Recruit presenters for concurrent sessions and keynote presentations 3. Review and update abstract submission process and requirements; work with staff to launch call for abstract proposals for upcoming year 4. Review abstract proposals 5. Selection of concurrent sessions and provide proposal of session schedule for approval 6. Identify new prospects, actively solicit partnerships and secure exhibit and sponsor commitments 7. Review overall seminar schedule of events 8. Recruit silent auction items for the Silent Auction fundraiser for the Norris E Class fund 9. Identify and assist in determination of local arrangements for Seminar attendee leisure activities and group discounts for attendees 10. Provide suggestions on local service projects for attendee involvement 11. Identify and recruit volunteers for onsite support in the roles of registration desk volunteer, member table volunteer and room monitor volunteer (Seminar activities may be accomplished through a sub-committee.)	Ongoing

QUARTERLY REPORTS

Please provide quarterly status updates to NARA staff using the online survey link provided to the Committee Chair(s) For additional assistance, please email admin@naralicensing.org. Please include progress updates for each of the listed tasks for the committee. Updates are due by the following dates:

January – March update due: 4/12/19	April – June update due: 7/12/19
July – September update due: 10/11/19	October – December update due: 12/13/19