



PROGRAM SPECIFIC MEMBER RESOURCES

2019

Committee Charter

COMMITTEE MEMBERS

Chair / Board Liaison	Tara Orłowski
Members	Alfred Johnson, Michelle Thomas, Tom van der Veen
Staff	Admin (Support)
Meeting Frequency	Bimonthly
Committee Type	Ad hoc
Reports To	Board of Directors

COMMITTEE CHARGE

The committee shall monitor the completion of the charter activities by soliciting members to complete targeted activities throughout the year to support the mission of NARA.

Committee Responsibilities

Committee responsibility changes requires the approval of the Board President.

COMMITTEE TASKS

#	Task	Due Date
1	Present a webinar on a relevant topic for: a. Adult Care b. Child Care c. Child Welfare	7/1/19
3	Solicit at least four (4) Seminar RFP's (either create or from others in the field) on relevant topics for: a. Adult Care b. Child Welfare Communicate these to Events Manager (events@naralicensing.org)	3/1/19
4	Write or submit NewsLink articles on relevant topics for: a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities	Monthly (three for each topic area)

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5	Facilitate three facilitated dialogues with Licensing Directors and Managers related to a. Adult Care b. Child Care c. Child Welfare	Monthly (beginning in February)
6	Develop monthly correspondence on MyNARA related to: a. Adult Care b. Child Care c. Child Welfare	Launch 5/1 Monthly
7	Serve as moderators for the Seminar Think Tank sessions.	September
8	Draft and submit white paper on topic related to: a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities	12/1/19
9	Identify nationally vetted resources for NARA website related to: a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities	April (2); July (2); October (2); December (2)
10	Update and maintain comprehensive lists relevant to: a. Adult Care b. Child Welfare c. Child Care Should include: <ul style="list-style-type: none"> • organizations/associations • trade association publications and conferences • key individuals relevant to the community • other association/organizations relevant to the child welfare community. 	Ongoing
11	Plan for comprehensive licensing study	10/1/2019

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

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