



PROFESSIONAL DEVELOPMENT

2020

Committee Charter

COMMITTEE MEMBERS

Chair	Deborah Russo
Board Liaison	Deborah Russo
Members	Lucia Adrian, David Brothers, Melissa Davis, Dawn Downer, Vickie Flynn, Deborah Richards, Kathryn Schmidt, Michele Strauser, Barbara Wagner, Sandi Wooters
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 recommendation, review and development of educational and professional development products and services, consultant application review, and supporting staff in the planning of the annual seminar.

Committee Responsibilities

Committee responsibility changes requires the approval of the Executive Director.

COMMITTEE TASKS

#	Task	Due Date
1	Write and/or submit at least quarterly NewsLink articles on regulatory professional development topics for sharing and/or publication.	February; May; August; November
2	Review consultant process and new applications, as necessary. Review current consultant applications every two years.	Process new applications – Mar 15; – Ongoing – as needed.
3	Provide guidance to staff on review and evaluation of the qualifications of re-credential candidates.	Ongoing

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4	Review NARA professional development, training, and/or contract materials, as requested	Ongoing
5	Review and make a recommendation to the board for any credential appeals or denials	Ongoing
6	Review NARA courses for updating and revision, as requested.	Ongoing
7	Review and propose content for the website relating to professional development.	06/30/2020
8	Propose course topics and possible SME(s) for future online course development and/or webinars.	Apr (1), Aug (1), Nov (1)
9	Review NARA Credential marketing material , once every two years, and make recommendations.	10/31/2020
10	Support staff in the planning of the Annual Seminar, as requested through the following activities: <ol style="list-style-type: none"> 1. Recruit presenters for concurrent sessions and make keynote recommendations 2. Review and update abstract submission process and requirements; work with staff to launch call for abstract proposals for upcoming year 3. Review abstract proposals and provide guidance on selection of proposals 4. Work with staff to identify new prospects, actively solicit partnerships and secure exhibit and sponsor commitments to include local vendors and artisans 5. Review and provide feedback on overall seminar schedule of events 6. Recruit silent auction items for the Silent Auction fundraiser for the Norris E Class fund 7. Provide suggestions on local service projects for attendee involvement 8. Identify and help recruit volunteers for onsite support 	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: 04/10/2020	April – June update due: 07/10/2020
July – September update due: 10/09/2020	October – December update due: 12/18/2020