



PROGRAM SPECIFIC MEMBER RESOURCES

2020

Committee Charter

COMMITTEE MEMBERS

Chair / Board Liaison	Tara Orłowski
Members	David Brothers, Dawn Downer, Kimberly Rice, Donna Sabo, Katrina Shelton, Michele Strauser
Staff	Admin (Support)
Meeting Frequency	Bimonthly Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair.
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	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)	03/01/2020
2	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)
3	Facilitate three facilitated dialogues with Licensing Directors and Managers related to	12/31/2020

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	<ul style="list-style-type: none"> a. Adult Care b. Child Care c. Child Welfare 	
4	Serve as moderators for the Seminar Think Tank sessions.	September
5	Draft and submit white paper on topic related to: <ul style="list-style-type: none"> a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities 	12/31/2020
6	Identify nationally vetted resources for NARA website related to: <ul style="list-style-type: none"> a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities 	Ongoing
7	Update and maintain comprehensive lists relevant to: <ul style="list-style-type: none"> a. Adult Care b. Child Welfare c. Child Care <p>Should include:</p> <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
8	Plan for comprehensive licensing study	06/30/2020

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