



PROMISING PRACTICES

2020

Committee Charter

COMMITTEE MEMBERS

Chair	Maxine Maloney
Board Liaison	Maxine Maloney
Members	Lucia Adrian, Sharon Arabia, Erin Canniff, Amanda Charles, Melissa Davis, Kimberly Rice, Kathryn Schmidt, Sandi Wooters
Staff	Admin (minutes)
Meeting Frequency	Quarterly – Jan, Apr, August (if necessary), Nov Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair.
Committee Type	Ad Hoc
Reports To	Executive Director

COMMITTEE CHARGE

The promising practice committee is an ad hoc committee charged with assisting in the review of submissions and in recommending which applicants should be recognized by NARA.

Committee Responsibilities

Committee responsibility changes requires the approval of the Executive Director.

COMMITTEE TASKS

#	Task	Due Date
1	Review Promising Practices Submissions	Ongoing
2	Make recommendations to NARA Executive Director for recognition	Ongoing
3	Assist in recognizing recipients	September
4	Promote the Promising Practices process throughout the regulatory field.	Ongoing regular activities
5	Develop and provide NewsLink materials for the promotion of Promising Practices process to NARA members	February, May, August, October, November
6	Review and revise Promising Practices submission documents and processes based on the past year.	02/15/2020
7	Review marketing and communication of Promising Practices Program	02/15/2020

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8	Review Promising Practices categories	01/30/2020
9	Review scoring and evaluation guide	04/30/2020

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