



PROFESSIONAL DEVELOPMENT

2021

Committee Charter

COMMITTEE MEMBERS

Chair	Leslie Johnson, Education Manager
Board Liaison	Deborah Russo
Members	Lucia Adrian, David Brothers, Melissa Davis, Deborah Richards, Kathryn Schmidt, Tara Orlowski, Vickie Flynn
Staff	Mackenzie Kelley, Events Manager – Seminar Sub-Committee
Meeting Frequency	Monthly 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 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	Submit content for NewsLink each month, such as articles, announcements and/or events on regulatory professional development topics or matters of interest to the NARA community	Ongoing, each month
2	Review consultant process and provide proposed improvements. Review new applications, as necessary, and current consultant applications every two years.	Process review – Mar. 1 Review new applications – Mar 15 & Ongoing, as needed

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3	Provide guidance to staff on review and evaluation of the qualifications of re-credential candidates.	As needed
4	Review NARA professional development, training, and/or contract materials, as requested	As needed
5	Review and make a recommendation to the board for any credential appeals or denials	As needed
6	Review NARA courses for updating and revision, as requested.	As needed
7	Review and propose content for the website relating to professional development.	06/30/2021
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 and make recommendations for updates.	10/31/2021
10	Determine & confirm topics and presenters for NARA's webinars (6 total)	Feb 15, May 15, Aug 15
11	<p>Create a sub-committee to support staff in the planning of the Annual Seminar, as requested through the following activities:</p> <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: 04/09/2021	April – June update due: 07/09/2021
July – September update due: 10/08/2021	October – December update due: 12/17/2021

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