



# PROGRAM SPECIFIC MEMBER RESOURCES

2021

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Aneesah Davis, Client Services Coordinator
<b>Board Liaison</b>	Tara Orłowski
<b>Members</b>	Stephen Gobbo, Cynthia Abel, Tom van der Veen, Antoine Koffi N'Goran, Kelley Clark, Melissa Dennis, Margie Zelenak, Donna Sabo
<b>Staff</b>	n/a
<b>Meeting Frequency</b>	Quarterly – Feb, May, Aug, Nov Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair.
<b>Committee Type</b>	Ad hoc
<b>Reports To</b>	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)	03/01/2021
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)

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3	Facilitate three facilitated dialogues with Licensing Directors and Managers related to a. Adult Care b. Child Care c. Child Welfare	12/31/2021
4	Serve as moderators for the Seminar Think Tank sessions.	October
5	Draft and submit white paper on topic related to: a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities	12/31/2021
6	Identify nationally vetted resources for NARA website related to: a. Adult Care b. Child Welfare c. Child Care d. Regulatory Activities	Ongoing
7	Update and maintain comprehensive lists relevant to: a. Adult Care b. Child Welfare c. Child Care  Should include: <ul style="list-style-type: none"> <li>• organizations/associations</li> <li>• trade association publications and conferences</li> <li>• key individuals relevant to the community</li> <li>• other association/organizations relevant to the child welfare community.</li> </ul>	Ongoing
8	Plan for comprehensive licensing study	06/30/2021

### 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](mailto: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: <b>04/09/2021</b>	April – June update due: <b>07/09/2021</b>
July – September update due: <b>10/08/2021</b>	October – December update due: <b>12/17/2021</b>