



# PROMISING PRACTICES

2021

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Aneesah Davis, Client Services Coordinator
<b>Board Liaison</b>	Maxine M. Maloney
<b>Members</b>	Neli Todorova, Kimberly Rice, Lucia Adrian, Melissa Davis
<b>Staff</b>	Erica Lee, Membership Manager
<b>Meeting Frequency</b>	Quarterly – Jan, Apr, August (if necessary), 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>	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	Promote the Promising Practices process throughout the regulatory field.	Ongoing regular activities
4	Review Promising Practices categories	01/30/2021
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.	02/15/2021
7	Review marketing and communication of Promising Practices Program	02/15/2021
8	Advertise Promising Practices Program to Network	2/19/21

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9	Review scoring and evaluation guide	04/30/2021
10	Promising Practices Program Submission Period	5/3/21- 6/4/21
11	Submit Promising Practices Winning Submission to Board	6/21/21
12	Assist in recognizing recipients	September

### 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>