



PROFESSIONAL DEVELOPMENT

2024

Committee Charter

COMMITTEE MEMBERS

| | |
|--------------------------|--|
| Chair | Jovan Ampey, Education Coordinator |
| Board Liaison | Jeremy Lewis |
| Members | Vickie Flynn Tara Orłowski Debby Russo Tiffani Stout Jeff Williams |
| Staff | Ivoire Foreman, Office Manager |
| Meeting Frequency | Third Tuesday, 3 – 4 pm Every 2 Months (Feb, Apr, Jun, Aug, Oct, Dec) 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/CEO.

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 | Finalize and propose NARA Credential marketing materials to Executive Director / CEO. | Feb 28 |
| 3 | Determine topic and author for two (2) papers (white, position, etc.) IAW NARA policy. | June 1 (1) Sept. 1 (1) |
| 4 | Review and propose content/edits for the website relating to professional development/credentialing. | 06/24 |



| | | |
|----|--|--|
| 5 | Propose one (1) regulatory research topic, with a created draft survey to Executive Director / CEO. If implemented, review results and draft paper (IAW NARA policy) to present results. Provide draft to Executive Director / CEO for review. | August |
| 6 | Propose three (3) course topics and possible SME(s) for future online course development. | Apr (1) Aug (1) Nov (1) |
| 7 | Determine & confirm topics and presenters for NARA's webinars (8 total) | Feb 15 (2) May 15 (2) Aug 15 (2) Nov 15 (2) |
| 8 | Evaluate and make recommendations regarding updating the consultant application. | October 31 |
| 8 | Review and make a recommendation to the board for any credential appeals or denials, as necessary. | As needed |
| 9 | Review NARA professional development, courses and/or trainings, as requested by Executive Director / CEO. | As requested |
| 10 | Support Seminar Planning committee as requested. | As requested |
| 11 | Review new consultant applications as necessary and make recommendation(s) to the Executive Director / CEO. | As necessary |

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: 04/05 | April – June update due: 07/05 |
| July – September update due: 10/04 | October – December update due: 12/20 |