



PROFESSIONAL DEVELOPMENT

2025

Committee Charter

COMMITTEE MEMBERS

Chair	Sonya Stevens, Project Manager Co-chair: Jovan Ampey, Education Coordinator
Board Liaison	Eva Proctor-Laguerre
Members	Tara Orłowski, Allison Nyren, Susan Flood, Corisa Myers, Dawn Downer, Debby Russo, Laura Hofmann
Staff	Ivoire Foreman, Operations 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 for approval by Executive Director and CEO.	Feb 28
3	Review older white papers, as determined by Chair, for best practice updates.	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,	August



	review results and draft paper (IAW NARA policy) to present results. Provide draft to Executive Director / CEO for review.	
6	Propose one (1) course topic and possible SME(s) for future online course development.	Apr (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	Review and propose updates to consultant position description.	October
9	Review and make a recommendation to the board for any credential appeals or denials, as necessary.	As needed
10	Review NARA professional development, courses and/or trainings, as requested by Executive Director / CEO.	As requested
11	Support Seminar Planning committee as requested.	As requested

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: 04/04	April – June update due: 07/11
July – September update due: 10/10	October – December update due: 12/19