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## PROFESSIONAL DEVELOPMENT

2026

### Committee Charter

#### COMMITTEE MEMBERS

<b>Chair</b>	Sonya Stevens, Project Manager Co-chair: Jovan Ampey, Education Coordinator
<b>Board Liaison</b>	Eva Proctor-Laguerre
<b>Members</b>	Amie Royer, Corisa Myers, Alen Richardson, Allison Nyren, Gene Cavaliere, Debby Russo, Alexandra Keys, Kathryn Kigera, Donna Sabo, Nichelle Legrand-Murphy, Dianna Johnson, Lloyd Bullard, Fuad Abujarad, Jessica Cain, Candace Gilbert, Vickie Flynn
<b>Staff</b>	Ivoire Foreman, Operations Manager
<b>Meeting Frequency</b>	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
<b>Committee Type</b>	Ad Hoc
<b>Reports To</b>	Executive Director and CEO

#### 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.	Monthly via survey
2	Review and update NARA Credential marketing materials for approval by the Executive Director and CEO as needed.	Feb 1
3	Review and propose updates to consultant position description and onboarding materials including the application and orientation and other material as requested.	April 1

4	Review and propose content/edits for the website under the Education and Resource tabs relating to professional development/credentialing.	June 27 October 31
5	Propose two (2) course topics and possible SME(s) for future online course development.	August 19
6	Determine & confirm topics and presenters for NARA's webinars (8 total). Coordinate with the seminar committee to identify topics and presenters post seminar no more than 2 months after seminar.	Monthly via survey  December 16
7	Propose two (2) regulatory research topics and/or white papers. If implemented, review results and draft paper (IAW NARA policy) to present revisions if needed. Provide revisions to the Executive Director / CEO for review.	December 16
8	Review older white papers, as determined by Chair, for best practice updates and peer review.	As requested
9	Review new consultant applicant materials and score card. Attend panel interviews as requested. Recommend applicants for approval/denial.	As requested
10	Review and make a recommendation to the board for any credential appeals or denials, as requested.	As requested
11	Review NARA professional development, courses and/or trainings, as requested by NARA Credentialing and Education Coordinator	As requested
12	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](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: 04/10	April – June update due: 07/10
July – September update due: 10/09	October – December update due: 12/18