



PROFESSIONAL DEVELOPMENT

2023

Committee Charter

COMMITTEE MEMBERS

Chair	Jim Murphy, Executive Director
Board Liaison	Debby Russo (GA)
Members	Adrian Lucia, Jodi Skiles, Candace Gilbert, Anaillim Dally, Eva Laguerre, Margie Zelenak, Jennifer Bridgeman, Nicole Schneider, Tara, Orłowski, Jeremy Lewis
Staff	TBD
Meeting Frequency	Monthly 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.

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	Determine topic and author for two (2) papers (white, position, etc.) IAW NARA policy.	June 1 (1) Sept. 1 (1)
3	Propose one (1) regulatory research topic, with a created draft survey to Executive Director. If implemented, review results and draft paper (IAW NARA policy) to present results. Provide draft to Executive Director for review.	August



4	Review NARA professional development, courses and/or trainings, as requested by Executive Director.	As requested
5	Review and make a recommendation to the board for any credential appeals or denials, as necessary.	As needed
6	Review and propose content/edits for the website relating to professional development/credentialing.	06/24
7	Propose three (3) course topics and possible SME(s) for future online course development.	Apr (1) Aug (1) Nov (1)
8	Review NARA Credential marketing materials and make recommendations for updates, if needed.	10/31
9	Determine & confirm topics and presenters for NARA's webinars (4 total)	Feb 15 (1) May 15 (1) Aug 15 (1) Nov 15 (1)
10	Support Seminar Planning committee as requested.	As requested
11	Review new consultant applications as necessary and make recommendation(s) to the Executive Director.	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: 04/07	April – June update due: 07/07
July – September update due: 10/13	October – December update due: 12/15