

Committee & Chair + of Education Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Committees Job Summary

Committees can be a practical way to structure and manage the board's strategic work. A committee is created to manage the task(s) or objectives of the board's agenda. A streamlined committee structure will be organized and make use of everyone's special skills and expertise.

+ The general responsibilities of the Education Committee:

- Collaborate on the needs of our members are met by initiating and organizing educational events and certification classes, based in part on what members ask for.
- Collaborate on motivating our members to attain NARI Certifications as a mark of excellence and superiority in our industry in conjunction with the Education Chair.
- Make announcements at meetings, emails and newsletter articles coordinating with the Executive Director.
- Interface with NARI National in regards to promoting online NARI certification classes, setting up certification study groups and testing. May also help facilitate the study groups, if willing and able in conjunction with the Education Chair.
- Collaborate on special educational events, such as seminars or breakfast/lunch roundtables, with special guest speakers. Coordinates with Education Chair, Executive Director & Board.

Education can also be divided into sub-committees to be more effective in its responsibilities: 1) Certification Leader and 2) Special Education Leader. *see descriptions below.*

+ Benefits from serving as a Committee Chair:

1. Improve team leadership qualities.

2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.

+ The responsibilities of the Education Chair include:

- Guiding and directing the activity of the Committee during his/her term.
- The progress of his/her committee toward achieving its strategic objectives.
- Delegating duties and assign tasks to committee members. Keep committee members engaged with committee meetings and email communications.
- Scheduling and facilitating committee meetings and agendas
- Keeping minutes and provide committee reports to the Vice President or Board Liaison over that committee, who then reports to Board.
- Responding to urgent action items requested by the Committee's Vice-President or Executive Director.
- Keeping a procedures manual for incoming Committee Chair. **Ensure that this position and committee are organized as is necessary to insure a smooth transition for the successor.**
- Soliciting new committee members
- Keeping committee members focused on goals and achievements
- General understanding of the [chapter's bylaws](#) if plan to move up to a board position
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)

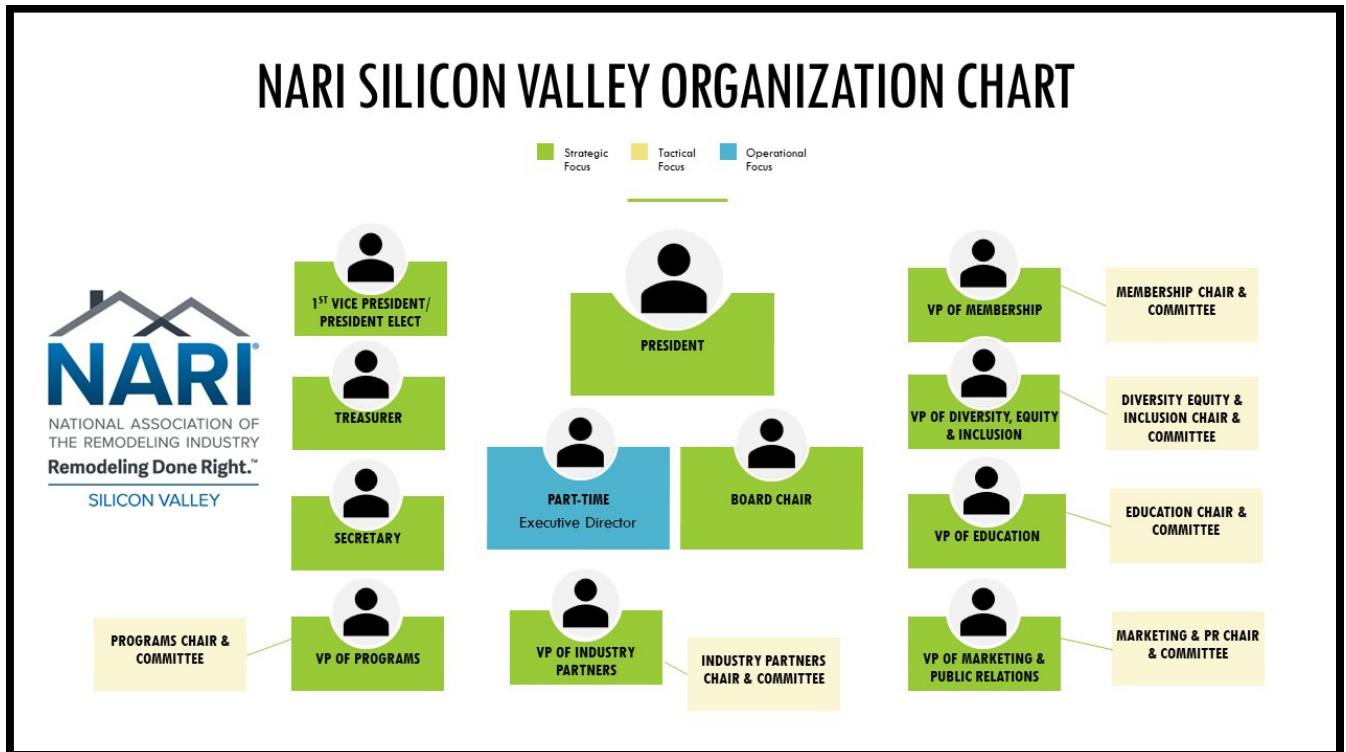
+ The qualifications of the Education Chair include:

- Chairperson shall have served on the committee prior to becoming chair.
- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of Vice President & Executive Director).

+ **Time Demands of the Committee (approximate)**

Time Commitment	Details

.5-2 hours a month	Depending on the needs of the committee
1.5-2 hours a month	[Optional for Committee Chair] May attend board meetings - Request for action items or direction only - no verbal reports. Email the Executive Director in advance to make logistical arrangements for your attendance.
1-2 times a year	[Optional for Committee Chair] May attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter. Invitations will be sent from the Vice President of the Committee.



Education Sub-Committees:

Special Educational Events Committee Leader

The Special Educational Events Committee Leader would propose and plan Special Educational events. These events might consist of but are not limited to Education Day Seminars and Round Table Discussion Groups.

Committee leader will:

- Have input on selection committee members.
- Provide VP of Education project status reports and new project proposals.
- Communicate with VP Programs or designated Program Committee on the selection of facilities for each event.
- Work with other VP or other designated Committees as required to move forward on events.

Certification Program Committee Leader

The Certification Program Committee Leader will work to set up local Study Groups or Classes, find facilitators.

Committee leader will:

- Have input on selection committee members.
- Provide VP of Education project status reports and new project proposals. Communicate other needs to VP.
- Work with VP Programs to find locations for study groups, classes and tests. **Note:** *in many cases facilitators may provide locations for study groups or classes.*
- Work with VP of Education to collect information on the educational needs of the chapter.