

Committee & Chair + of Industry Partners 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 Industry Partners Committee:

- Collaborate on the activities that will improve the benefits of our industry partner/ vendor members in conjunction with the Industry Partners Chair and Vice President.
- Work with the Programs Committee on monthly meeting industry partner sponsor(s) and venues.
- Collaborate with the Vice President on the Annual Sponsorship Program to generate non-dues revenue from new members and renewals outreach. Includes ensuring sponsors are utilizing their benefits and when needed new benefits are created in conjunction with the Industry Partners Committee.
- Any recommendations made by a committee needs to be approved by the board, but remember, the board is not obligated to go with committee suggestions.

+ 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 Industry Partners Committee 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 Industry Partners Committee 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.

NARI SILICON VALLEY ORGANIZATION CHART

■ Strategic Focus
 ■ Tactical Focus
 ■ Operational Focus

