

Committee & Chair + of Programs 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 Programs Committee:

- Collaborating on programs/speakers for the chapter dinner meetings are interesting, informative, educational, and support the [NARI Code of Ethics](#).
- Collaborating on the annual program schedule by contacting speakers for each monthly meeting in conjunction with the Programs Committee. The goal is to have speakers and sponsor locations booked a year in advance if possible.
- Working with Executive Director to inform speakers of what, why, when and where for the monthly chapter meetings.
- Ensuring that the Executive Director is informed on the topic name, summary, key takeaways, speaker name(s), biography(ies), and optional headshots for the meeting promotional eblasts and social media in conjunction with the Programs Chair and Marketing Committee.
- Collaborating to plan the annual summer social or picnic and annual Holiday Awards Gala if special sub-committee does not exist. Coordinating with other needed committees and Executive Director.

Programs can also be divided into sub-committees to be more effective in its responsibilities: **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.
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+ The responsibilities of the Programs 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)

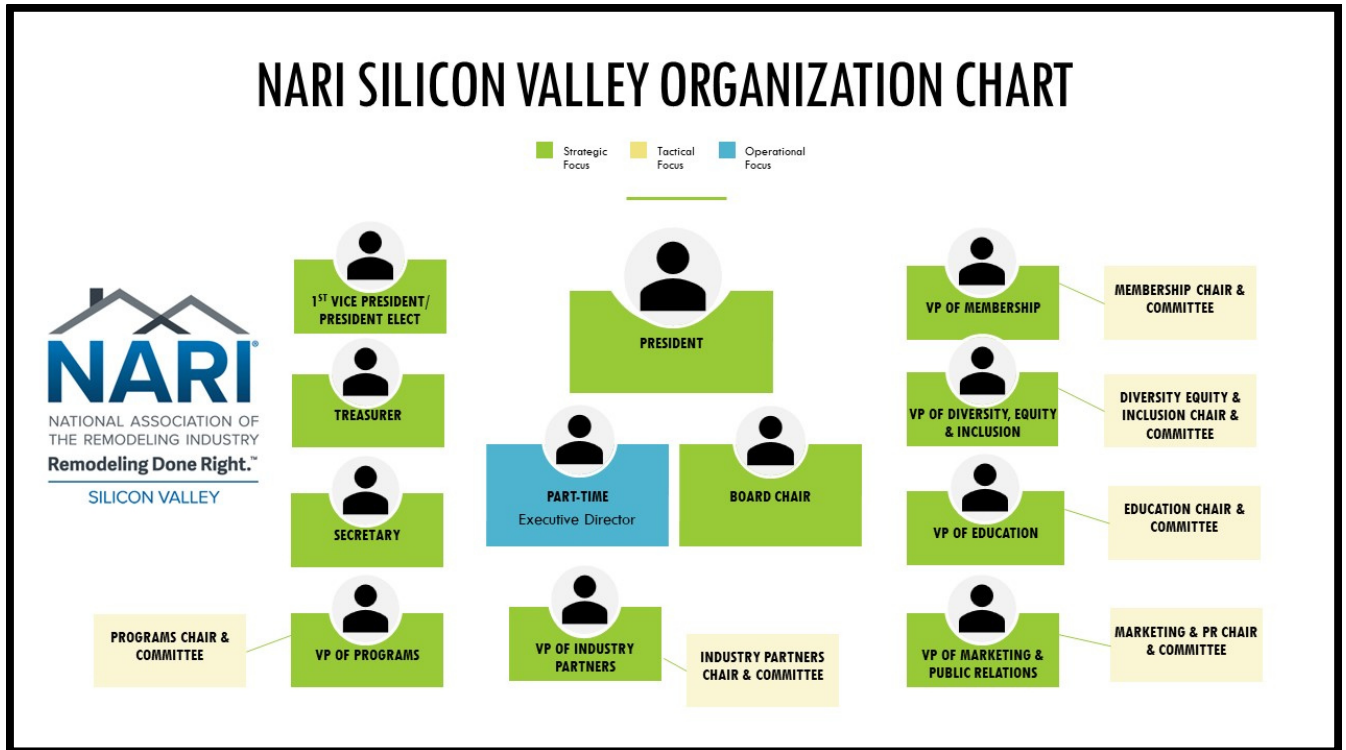
+ The qualifications of the Programs Committee Chair include:

- Having 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.



Programs Sub-Committees:

Monthly Chapter Meetings Committee

- Find monthly meeting host(s) and venue, provide an educational topic &/or speaker if meeting host(s) unable to provide, and collaborate with the Executive Director on registration and any needed onsite meeting logistics.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a well-organized event for all NARI members and their employees.

Meta Awards Holiday Gala Committee

- Plan, coordinate, and promote the Holiday Dinner/Meta Awards Gala. Planning typically begins in May or June for this December event. Includes getting proposals, selecting a venue, finding sponsors, and

planning the program details needed for financial and registration management by the Executive Director.

- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.

Meta Awards Committee

Manages the annual awards competition, i.e. Meta Remodeling and Showcase Marketing Awards.

- Planning typically begins in May or June with new awards year updates of forms, online submission portal updates, and any policy changes in conjunction with the Executive Director.
- Respond quickly to entrants' questions during the submissions phase.
- Recruit judges [**Note:** # of judges will depend on your judging needs, but 5 judges have been the historical standard]
- Process judges' scores.
- Purchase awards for Platinum, Gold, and Silver winners and organize distribution to winners at the Gala or delivery to designated place of business.
- Prepare Awards script and Detailed Agenda/Run of Show for the Gala MC and other speakers using the project details submitted by entrants, grammar changes, and enhancing/punching up the flow with bits of commentary (e.g. use of the event theme).
- In conjunction with the Executive Director, download from the entry portal, reduce the storage size*, and store online (e.g. Dropbox, Google Drive, etc) for easier access to the entry photos for and the slideshow of winners at the Gala. [***Note:** important to reduce the size for extended storage. Each entry has 10-20 images and original file size per image can range between 5 MB-25MB+]
- Create a slideshow with selected entry images and noted award levels (i.e. Platinum, Gold, and Silver) that correlates with the Awards script.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.

Chopped Challenge Committee

Manages the annual cooking competition and networking social. It has been held as a joint event with ASID Northern California.

- Planning typically begins in June or July with a series of planning meetings between the hosting venue and the 2 competing Associations to divide up the event tasks with the hosting venue that includes:
 - chefs' recruitment
 - impartial judges,
 - team and judges' gifts
 - branded aprons
 - appliances training for the chefs.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees.

Summer Social or Picnic Committee

- Plan, promote and oversee annual social or picnic usually held in August.

- Work with the Industry Partners Committee to find sponsors to cover cost of most food and supplies.
- Reserve a venue well in advance.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.
- Goal is to provide a fun well-organized event for all NARI members and their employees. This event occasionally may be open to member families.

Membership Mixer Committee (Optional)

- Work with Membership Mixer Committee to plan, coordinate and promote an annual Mixer, whose primary goal is to recruit new members.
- Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.