

# + Director of Programs



## + Mission Statement:

NORTH BAY NARI embraces the entire remodeling community and provides members with the benefits of a national organization dedicated to the remodeling industry.

We offer our members opportunities for enhanced professionalism, camaraderie, business growth, and success through education, advocacy, networking, recognition and promotion.

We create opportunities to inform the public about NARI through educational activities, community service, public relations and our everyday interactions.

## + Board of Directors Job Summary:

The governing body of North Bay NARI is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, North Bay Chapter, to act in good faith and in the best interests of the Association. All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.

## + Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the chapter's bylaws
- General understanding of the chapter's policy manual especially these sections:
  - Solicitation Policy
  - Working Atmosphere Policy
  - Conflict of Interest
  - Code of Ethics
  - Board of Directors

- Reviewing board reports, committee reports, and/or other proposed action items before the meetings
- Respond to urgent action items or email board votes within the time requested by the President or Executive Director/Operations Officer.
- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director/Operations Officer, recruiting for nomination, orienting, and developing new board members.
- Reporting to the President and the Board of Directors as a whole.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, etc.

### + **Benefits on serving on the Board of Directors:**

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.

### + **Responsibilities of the Director of Programs:**

- Ensuring that the programs/speakers for the chapter meetings are interesting, informative, educational, and support the NARI Code of Ethics.
- Introducing the speaker or lead the chapter announcements in conjunction with the President.
- Creating 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/Operations Officer to inform speakers of what, why, when and where for the monthly meetings.
- Overseeing that the Executive Director/Operations Officer 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 Committee Chair.
- Optional:** Writing thank you emails to speakers after their presentation.
- Evaluating the success of the programs and canvas members periodically to find out areas of interest for future programs in conjunction with the Programs Committee and the Executive Director/Operations Officer.

- If no committee exists, then the Director will need to take on the tasks of the committee. See the Committee job description.***
- Reporting to Board monthly on status of chapter monthly programs in the chapter, coordinating with Executive Director/Operations Officer.
- Ensuring that this position and committee are organized as is necessary to insure a smooth transition for the successor.**
- Other duties as prescribed by the Board.

### + **Qualifications of the Director of Programs:**

- 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 NARI provided planning documents, and ask questions of other board members & Executive Director/Operations Officer).
- Having served on the Board or on a Committee during current year and/or must have attended 50% of Board meetings during current year.
- Being comfortable contacting a variety of people in various media venues.
- Ability to write and communicate well is extremely helpful.
- Ability to be creative, enthusiastic about promoting NARI.

### + **Financial and Resource Development Expectations:**

1. Outreach and encourage registration of members and guests for chapter events.
2. Recruit event sponsors if possible.
3. Identify and assist in the cultivation of new/renewing members.

### + **Time Commitments (approximate):**

Time Commitment	Details
1.0-1.5 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
2 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter.