



Position Description – Program Director

Mission Statement: The mission of the San Francisco Bay Area chapter of NARI (SFBA NARI) is to build an interactive community of general contractors, trade contractors, specialty contractors, designers, suppliers, and affiliated professionals within the remodeling industry.

Board of directors' description: The governing body of San Francisco Bay Area chapter of 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, San Francisco Bay Area 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.**

The board of directors is responsible for:

1. Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
2. Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
3. Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
4. General understanding of the [chapter's bylaws](#)
5. General understanding of the [chapter's policy manual](#) especially these sections:
 - a. Solicitation Policy (page 7)
 - b. Working Atmosphere Policy (page 7)
 - c. Conflict of Interest (page 10)
 - d. Code of Ethics (page 32)
 - e. Board of Directors (pages 18-33)
6. Reviewing board reports, committee reports, and/or other proposed action items before the meetings
7. Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
8. 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.
9. Adopting an annual budget and providing fiscal oversight.
10. Establishing policies for the effective management of the organization.
11. In partnership with the Executive Director, recruit, orient, and develop new board members.
12. Hiring and evaluating the performance of the executive director.

Benefits from serving on 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.
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The responsibilities of the Director of Programs include:

- Ensuring that the programs/speakers for the dinner 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 to inform speakers of what, why, when and where for the monthly meetings.
- Overseeing 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.
- Overseeing and plan annual Taste-Eat-Talk and annual Bay Area Remodeling Awards (BARAs), coordinating with committees and Executive Director.
- 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.
- ***If no committee exists, then the Director of Programs 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.
- 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.
- Programs that can also be divided into sub-committees to be more effective in its responsibilities: ***see descriptions below.***



Qualifications for the Vice President include:

1. 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 SFBA NARI provided planning documents, and ask questions of other board members & Executive Director).
2. Must also have served on the Board or on a Committee during current year and/or must have attended 50% of Board meetings during current year.

Time Demands (approximate):

1. 1-1.5 hours a month to attend Board meetings; must attend at least 9 Board Meetings per year.
2. 2-2.5 hours a month to attend Chapter Meeting (usually right after Board mtg.); must attend at least 9 Chapter Meetings per year.
3. All Board members must be members (or employees of members) of the local NARI chapter in good standing.
4. All Board members are required to attend all Strategic Planning Meetings (1 or 2 per year typically in the Spring and Fall).
5. Attend most Chapter events, Remodeling Awards Gala (BARAs), etc.

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.

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.

Bay Area Remodeling Awards (BARAs) Celebration Committee

Plan, coordinate, and promote the Bay Area Remodeling Awards (BARAs). Planning typically begins in May or June for this November 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.



Bay Area Remodeling Awards (BARAs) Committee

In conjunction with the part-time Executive Director, co-manages the annual awards competition, i.e. Bay Area Remodeling Awards (BARAs). 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. In addition, recruit judges, process scores, awards purchase and distribution, entrants' questions, Awards script, entry photos management, and the slideshow of winners. Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.

Coffee or Lunch Networking Socials Committee

Work to plan, coordinate and either a monthly coffee or lunch networking social, whose primary goal is to recruit new members. 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.

Happy Hour Networking Mixer Committee

Work to plan, coordinate and either a monthly or quarterly mixer, whose primary goal is to recruit new members. Work with the Marketing Committee and Executive Director to coordinate invitations, publicity, etc.