

NAR COMMITTEE SERVICE STANDARDS

General Expectations of All Committee Chairmen:

1. I will deliver the service to NAR members for which this committee is responsible, meeting both the general and specific expectations established by the NAR President for my Committee with high standards of timeliness and quality, and with polite and responsive customer service.
2. I will conduct my Committee's operations in accordance with the policies of the NAR and the directives of the NAR President and Board of Trustees, and will seek guidance from the NAR President when in doubt as to these policies and directives.
3. I will maintain full accountability and careful records for the funds allocated to me by the NAR or collected in connection with my Committee's operations, spending these funds only on NAR official business. If in doubt as to the propriety of an expense, I will consult with the NAR Treasurer before incurring it. I will not obligate the NAR to financial liabilities except as specifically approved by the NAR President or Board of Trustees. I will report to the NAR Treasurer by February 1 of each year a full accounting for the income and expenses of my Committee.
4. I will provide a semiannual summary report of my Committee's activities and recommendations to the NAR President by the deadline that he establishes, generally 30 days prior to each regular semiannual meeting of the NAR Board of Trustees.
5. I will respond to phone calls, letters, or e-mails from the NAR President within 7 days. I will advise the NAR President of those periods when I am traveling for a period of greater than two weeks and am unable to respond to mail or phone calls. If I have work or personal issues that make me unable to deliver the services of my Committee or respond promptly to NAR member customers, or if my Committee workload exceeds my ability to sustain quality service, I will promptly advise the NAR President and request assistance or replacement.
6. I will maintain inventory records of my Committee's equipment, supplies, and any subscriptions or services purchased by NAR members from my Committee but not yet delivered. I will turn over these records, my Committee's supplies and equipment, and my financial records to my successor as Committee Chairman or to whomever the NAR President directs within 30 days of relinquishing my Chairmanship of this Committee.
7. I will promptly report to the NAR President any conflicts of interest between my NAR volunteer position and duties and my employment or my personal relationships. I will not provide personal information on NAR members or information provided to me in confidence in connection with my NAR duties to anyone except those authorized by the NAR President to receive it.
8. I will supervise the performance of any assistants or subcommittee chairmen who report to me, and will ensure that they also meet the service expectations for my Committee.

EDUCATION

Current Committee Purpose: Exactly as stated in By-Laws.

NAR By-Laws Language: Article 11, Section 9: The Education Committee shall have as its duties the planning, programming, implementation, and supervision of education programs in which the Association may become involved; and co-ordination, co-operation, and assistance with and to educators in all matters relating to education that will further the aims and purposes of the Association.

Specific Expectations:

1. I will keep an up to date and accurate inventory of all educational resources available to NAR educators. I will seek to update and improve educational resources whenever need arises or when additional educational resources are made available to the NAR. I will distribute this inventory record to all NAR educators annually.
2. I will maintain an up-to-date e-mail list of points of contact of educators for use in rapid distribution of urgent NAR education news and official communications, and will maintain and moderate a listserv for facilitating communications among NAR educators.
3. I will maintain regular communication with all NAR educators in the most effective manner that I can find (newsletter, e-mail, or other media) and will provide the NAR Board of Trustees in my semi-annual report with feedback from educators on ways to improve NAR educational services and on ways to encourage the use of sport rocketry as an educational tool.
4. I will maintain an active communications program with national, regional and local educational organizations to both soliciting their support for aerospace education, and to raise awareness of NAR educational resource offerings.
5. I will work with the NAR Section Activities Committee and NAR Sections to encourage and support local educational efforts using sport rocketry. I will develop and distribute, as appropriate, resources to NAR sections engaged in this outreach.
6. I will work with the Public Affairs Committee and (as appropriate) with manufacturers to identify publications or other forms of media to target with information or articles about the NAR and the hobby of sport rocketry, in order to broadening NAR exposure to educators and educational organizations.
7. I will administer the NAR Canon Teacher Grant Award and NAR Scholarship Programs.