

NARPM® Members

Board of Directors

Executive Director

Gail Phillips, CAE

executivedirector@narpm.org

- Support and promote the Board of Directors
- Takes directives and reports to the President
- Ensure staff is meeting NARPM® goals and objectives
- Assists in budget preparation and review of financials with Treasurer and Finance Committee
- Responsible for Board of Directors and Membership minutes
- Keep policies up to date
- Member Long Range Planning Committee
- Work with officers on leadership training
- Work with Nominating Committee Chair in developing future leaders
- Ensure committees are reporting to the Board of Directors

Communications

communications@narpm.org

Oversee all NARPM® publications and communication channels, along with Marketing of NARPM®, and website enhancements

Governmental Affairs Committee

govtaffairschair@narpm.org

Handles national legislative issues, position papers, and assist chapters to develop grass roots initiatives

Long Range Planning

longrangechair@narpm.org

Responsible for 5 years and more future planning for the Association

Member Services Committee

memberservices@narpm.org

Membership development & retention; assist planning Annual Convention and Tradeshow; enforcement of the Code of Ethics

Professional Development Committee

profdevelopment@narpm.org

Provides education and training through courses; sets and maintains standards for professional designations

Finance Committee

treasurer@narpm.org

Responsible for fiscal management of all funds of the Association

Nominating Committee

nominatingchair@narpm.org

Responsible for providing a slate of candidates for BoD to Membership

Ad Hoc Work Groups

Administrative Assistant

Cher Leadbeater

info@narpm.org

- Manage NARPM® operations by supporting the Executive Director
- Assist in developing Course Curriculum
- Ensure education and designation information is kept up to date to enable management staffs to do their job
- Assist chapters in setting up designation courses
- Assist Professional Development Committee in meeting goals & objectives
- Assist in the planning and marketing on NARPM® meetings
- Maintain communications with NARPM® members and local chapters
- Works on any special projects as assigned by the Executive Director

Chapter Support Manager

chaptersupport@narpm.org

- A single point of data collection, communication, reporting, and coordination
- Provide training and guidance, to chapter leaders
- Create opportunities to communicate with chapters continually
- Follow-through and elevate the likelihood of chapter success.
- Assist RVPs and member services committee so they have to spend less time on direct services to chapters
- Assist supporting volunteers to effectively support chapters.
- Responsible for answering member's basic inquiries; processing membership applications, process registrations
- Works on any special projects as assigned by the Executive Director

Graphics/Communications

Kristi Dunlap

publications@narpm.org

- Develop all marketing pieces for NARPM®
- Maintain and update www.narpm.org
- Design and publish the *Residential Resource*
- Works with the Communications Committee
- Works on any special projects as assigned by the Executive Director

Meeting Planner

Carla Earnest, CMP

conventioninfo@narpm.org

- Responsible for coordinating Annual Convention, board meetings, regional events as needed, and any special meetings as assigned

Governmental Affairs Director

Barrett Stork

legislativeinfo@narpm.org

- Responsible for coordinating legislative projects through the Governmental Affairs Committee

Accounting

accounting@narpm.org