

# NARTE COMMITTEES

The NARTE Board of Directors appoints various committees with responsibilities to investigate the key topics necessary to efficiently plan for and implement activities supporting membership interests. Since you, the member, are in the trenches on the front battlelines of your career disciplines, your input (and questions) can go a long way in ensuring that the activities of these committees address areas of concern to you and your professional discipline.

The following list of committees, their duties, and the NARTE member chairman and members of each committee, are provided for your information and, hopefully, support. Your thoughts on directions that the various committees might move can help the Board in their quest, in part, to:

- “Run the business” of certifying individuals on a first party basis,
- Enhance member professional status,
- Provide a corporate forum for influencing legislation,
- Help members, through information gathering and reporting, comply with both the intent and letter of the law related to their professional areas of expertise.

The activities, findings and recommendations of these

committees serve as the basis for Board agenda topics, the results of which are reported in summary form in *NARTE News*, “Headquarters Highlights.”

The NARTE Board serves at your pleasure. You voted them into office. So anything you can do to provide input, pro and con, on how these Board appointed committees might better serve the individual, certified membership, the companies that hire them, and advancement of member professional disciplines, is of extreme interest.

Contact NARTE HQ and/or NARTE’s Executive Director, Russ Carstensen, who can convey your thoughts and/or put you in touch with various committee chairmen.

PLEASE PARTICIPATE!

## EXECUTIVE COMMITTEE

Bylaws, Ethics

**Chairman:** Behr

**Members:** Case, Dorsay, Hayden, Hottmann

**Duties Assigned:** Between meetings of the Board of Directors, the Executive Committee shall have and exercise the authority of the Board of Directors in the supervision, control and management of the Association, excepting to matters concerning which the Board of Directors is required to act, execute the policies and decisions of the active membership, actively prosecute the objectives of the association, and have discretion on the disbursement of funds. (See Article VII, Section 3 of the NARTE bylaws for additional duties.)

## LONG-RANGE PLANNING COMMITTEE

**Chairman:** Williams

**Members:** Behr, Carstensen, Ofosu, Gorr

**Duties Assigned:** The Long-Range Planning Committee is responsible for assessing and exploring paths to satisfy NARTE’s vision and mission. The Long-Range Planning Committee shall meet as necessary to evaluate NARTE’s standing in the market and to recommend strategies to integrate approved programs or projects into NARTE’s business operations. Practically speaking, the Long-Range Planning Committee should be assessing a 5 to 10 year planning window. Results of the Long-Range Planning Committee shall be reported to the Board of Directors on a regular basis.

## ACADEMIC REVIEW AND INSTITUTIONAL RELATIONS COMMITTEE

Endorsements, Study Guide/Publications, Examination Development, Test Center Approval

**Chairman:** Ofosu

**Members:** Bothwell, Catala, Christensen, Hayden, Mohd

**Duties Assigned:** The Academic Review and Institutional Relations Committee shall be responsible as the final arbitrator of technical issues associated with certification endorsements, study guides, other NARTE publications, examination development, and test center approval. The Academic Review and Institutional Relations Committee will be empaneled on demand as issues are referred to it. Results of deliberations shall be referred to the Board of Directors or the Executive Committee in the form of issue papers or position papers with appropriate recommendations.

## CERTIFICATION REVOCATION COMMITTEE

**Chairman:** Carstensen

**Members:** Staff

**Duties Assigned:** The Certification Revocation Committee shall evaluate complaints, conduct or activities of certified members against criteria established in the rules of procedure, document just cause for revocation and forward that documentation to the Hearings Officer or Executive Committee for action as appropriate. The Certification



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Revocation Committee shall schedule and conduct hearings or appeals as outlined in the rules of procedure. The Certification Revocation Committee shall assure that records of revocation are filed and stored in a fashion to preserve the privacy, logic, and justification for such revocation and make such records available for inspection by those authorized to view such records.

**CERTIFICATION REVIEW COMMITTEE**

Telecommunications

**Chairman:** Hottman  
**Members:** Holmberg

Wireless Installers

**Chairman:** Case  
**Members:** Berger, Ofosu

EMC

**Chairman:** Case  
**Members:** Holmberg, Williams

ESD

**Chairman:** Case  
**Members:** Holmberg, Williams

**Duties Assigned:** The Certification Review Committee shall be responsible for the process of certification in the various disciplines and for the suitability of responses to application criteria in those cases where staff cannot, in a straightforward fashion, determine that all criteria have been met. In addition, the Certifications Review Committee shall periodically audit a random sample of certifications applied for in the period between Board meetings. Results of the periodic audits shall be reported to the Board of Directors.

**EMC INDEPENDENT APPEALS BOARD\***

**Chairman:** Johnson  
**Members:** Various

**Duties Assigned:** The EMC Independent Appeals Board shall evaluate complaints, conduct or activities of certified members against criteria established in the EMC Rules of Procedure, document just cause for revocation and forward that documentation to the Hearings Officer or Executive Committee for action as appropriate. The committee shall schedule and conduct hearings or appeals as outlined in the rules of procedure

In the event that deliberations of the EMC Independent Appeals Board result in a recommendation for revocation, the files and recommendation for revocation shall be forwarded to the Certification Revocation Committee for action.

**ESD INDEPENDENT APPEALS BOARD\***

**Chairman:** Patterson  
**Members:** Various

**Duties Assigned:** The ESD Independent Appeals Board shall evaluate complaints, conduct or activities of certified members against criteria established in the ESD Rules of Procedure, document just cause for revocation and forward that documentation to the Hearings Officer or Executive Committee for action as appropriate. The committee shall schedule and conduct hearings or appeals as outlined in the rules of procedure. In the event that deliberations of the ESD Independent Appeals Board result in a recommendation for revocation, the files and recommendation for revocation shall be forwarded to the Certification Revocation Committee for action.

**REVENUE AND RESOURCES COMMITTEE**

Membership, Chapters, Sustaining Membership

**Chairman:** Hayden  
**Members:** Berger, Carstensen, Dorsay, Gnecco

**Duties Assigned:** The Revenue and Resources Committee shall be responsible for identifying and developing programs to enhance membership, establishment of local chapters and student sections, and sustaining members (a sustaining member is one who provides a financial contribution either in cash or other good and valuable consideration).

**MEMBER BENEFITS COMMITTEE**

**Chairman:** Hottmann  
**Members:** Berger, Hayden, Gnecco, Gorr

**Duties Assigned:** The Member Benefits Committee shall be responsible for identifying, proposing, evaluating and recommending potential benefits of value to current or potential members of every grade. The Member Benefits Committee shall forward proposals for member benefits to the Board of Directors or the Executive Committee for evaluation and approval.

**PUBLIC RELATIONS COMMITTEE**

Marketing, Nominations/Awards, Publications

**Chairman:** Behr  
**Members:** Berger, Carstensen, Case, Gorr, Hayden

**Duties Assigned:** The Marketing and Public Relations Committee shall be responsible for evaluating and proposing marketing, recognition and strategic publications undertaken by NARTE to enhance relevance of the organization in the eyes of industry, academia and members. The Public Relations Committee shall forward proposals for marketing, public relations and recognition to the Board of Directors or the Executive Committee for evaluation or approval.

**GOVERNMENT RELATIONS COMMITTEE**

FCC Liaison, DoD Liaison, Public Safety

**Chairman:** Carstensen  
**Members:** Behr, Hottman, Christensen, Gnecco, Gorr

**Duties Assigned:** The Government Relations Committee shall maintain liaison with regulatory bodies and acquisition offices as necessary to propagate the value of NARTE certification and to keep abreast of personnel changes which could enhance or adversely affect NARTE's mission or standing in the market. Members shall provide and circulate for comment in accordance with NARTE Policy P2002-07 position and/or issue papers to advise the organizations of NARTE's concerns. Committee members shall report all findings to the Board of Directors.

**INDUSTRIAL RELATIONS COMMITTEE**

ITU/Standards Liaison

**Chairman:** Case  
**Members:** Behr, Berger, Croda, Dorsay, Gorr

**Duties Assigned:** The Industrial Relations Committee shall maintain liaison with non-government regulatory bodies, standards bodies, and acquisition offices as necessary to propagate the value of NARTE certification and to keep abreast of personnel changes which could enhance or adversely affect NARTE's mission or standing in the market. Members shall provide and circulate for comment in accordance with NARTE Policy P2002-07 position and/or issue papers to advise the organizations of NARTE's concerns. Committee members shall report all findings to the Board of Directors.

**COMPENSATION COMMITTEE**

**Chairman:** Wickham  
**Members:** Behr, Berger

**Duties Assigned:** The Compensation Committee shall evaluate the performance of the Executive Director and shall recommend to the



Board of Directors allocation of compensation for the Executive Director and an amount to be distributed to staff at the Executive Director's discretion, for services rendered, in light of funds available and budget authority. The Compensation Committee shall be provided with a copy of the proposed annual budget in advance of the May meeting to augment deliberations.

#### CONFERENCE COMMITTEE

**Chairman:** Carstensen

**Members:** Case, Dorsay, Gnecco, Gorr, Hayden, Hottman

**Duties Assigned:** The Conference Committee shall, in the event that NARTE elects to stage a national or international trade show, provide guidance and oversight to the planning and execution of the proposed show. Such guidance shall include review of the budget, schedule of events, and approach to assure the show will reflect favorably on NARTE. The Conference Committee shall also conduct periodic progress reviews of the planning progress and closing of the books after completion.

#### AUDIT COMMITTEE

**Chairman:** Berger

**Members:** Dorsay, Gorr, Gnecco

**Duties Assigned:** The Audit Committee shall review the Compilation Record of the outside Certified Public Accountant and evaluate any recommendations made therein. Based on the Audit Committee's review, the committee shall provide recommendations for a full audit stating reasons and urgency for such an audit. The Audit Committee shall also periodically review staff accounting practices and records as a quality assurance practice. Findings, after review with staff, shall be forwarded to the Board of Directors as part of the scheduled meeting briefing book.

#### NOTES:

*These are the Approved Committees and Designated Chairs and Members appointed as of October, 2002. If you would like to contact a member of one of the committees, you may do so by contacting NARTE headquarters.*

*\*signifies committees not under NARTE jurisdiction.*



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