

VOLUNTEER COMMITTEE STRUCTURE

I-CAR is able to bring affordable training to the collision repair inter-industry through the hard work of volunteers. Organized into local committees, volunteers plan and execute I-CAR classes according to their local market needs. Each volunteer who accepts a committee role also accepts the responsibility of effective performance for the benefit of their local market and committee members. Listed below are general guidelines based on best practices learned from long-term committees.

Chairman

- Represents committee to I-CAR
- Represents I-CAR to committee
- Chairs committee meetings
- Oversees all committee activities
- Develops future committee leaders

Vice-Chairman of Training

- Schedules I-CAR classes
- Updates I-CAR on schedule changes
- Maintains committee roster and records
- Maintains committee handbook

Vice-Chairman of Marketing

- Promotes scheduled I-CAR classes to local businesses
- Communicates I-CAR activities and class schedules
- Secures sponsorships for class expenses, including refreshments

Class Administrator

- Assists in effective class execution
- Helps with classroom setup
- Works closely with instructor on student and classroom needs

Committee Members

- Represent additional industry segments
- Contribute to class schedule decisions and promotion
- Add diversity to committee discussions
- Provide access to additional resources
- Become future committee officers

**To learn more
about
how you can make
a difference,
contact your I-CAR
Regional Office.**

1-800-422-7456

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www.i-car.com



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