



VOLUNTEER COMMITTEE STRUCTURE 2010

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 fellow committee members. Listed below are general guidelines for each position based on best practices learned from long-term successful committees.

Chairman

- Represents committee to I-CAR
- Represents I-CAR to committee
- Chairs committee meetings
- Oversees volunteer activities within committee and local market
- 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
- Secures local media attention for I-CAR activities and schedules
- Secures donations for class expenses, including refreshments

Class Administrator

- Maintains pre-registration process and arranges for on-site registration of students in classroom
- Maintains list of attendees through website functions
- Works closely with instructor on class needs and scheduling

Committee Members

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

