


I-CAR Committee Roster

As part of our commitment to support all of the I-CAR Volunteers and Committees, I-CAR is pleased to announce a new *myI-CAR* feature for each Committee to view and edit their membership roster on-line.


I-CAR recommends a Committee structure of four officers (Chairman, Vice-Chairman of Training, Vice-Chairman of Marketing, Class Administrator) and as many members as practical. This divides the volunteer work and sets one-year terms, which are renewable. Each Committee can now register their own members and officers on-line.

Through their *myI-CAR* account, everyone on the Committee can view and print this new Committee Roster as well as their existing Pre-Registration Class List. Committee Officers are able to add, edit, and remove members.


Committee Officers are asked to verify their roster one time every year. For 2010, please verify by December. For 2011 and beyond, please verify during January or February. This will extend the Expire Date for everyone listed to February 28 of the following year, providing a transition period for annual Committee planning and operations.


Collision Repair Training | United States

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Robert LeMay - BETA #05
 If you are not Mr. Robert Michael LeMay [click here](#) 

Committee Members

Committee: 000-0000 Home Office District HQ

Add Member
Print Roster

Committee Roster for 2010 verified on 09/09/2010 by Mr. Robert Michael LeMay.

	Role	Name	Phone	E-Mail	Expire Date
Edit	Chairman	Ms. Marlene M Hite	(847)590-1191275	marlene.hite@test.i-car.com	02/28/2012
Edit	Vice-Chairman of Training	LUCAS FRANTOM	(847)590-1191	lucas.frantom@test.i-car.com	02/28/2012
Edit	Vice-Chairman of Marketing	Mr. Robert Michael LeMay	(847)463-5274	bob.lemay@test.i-car.com	02/28/2012
Edit	Class Administrator	MICHAEL JOHNSON	(281)807-6493		02/28/2012
Edit	Member	MARK SMITH	(616)325-2696		02/28/2012



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Add - Committee Member

Last Name:

I-CAR Id:

Committee Role:

First Name:

Last Name:

Primary Phone:

E-Mail Address:

Verify Committee Roster

I-CAR recommends that you identify Committee Officers and Members early in the year to better serve the training needs in your area. Identifying your Committee Officers helps to distribute the work involved in scheduling I-CAR classes, marketing to local businesses, and executing I-CAR classes in a professional manner. Listing all of your Committee Members provides them access to your Pre-Registration Class List, your Committee Roster, and better communication from I-CAR.

Verifying your Committee Roster by February 28 is a Committee goal and will place all Expire Dates to February 28 of the following year. This provides a transition period for annual Committee planning and operations.

As an I-CAR Committee Officer, I verify that our Committee roster is current and accurate.

Verified Date: 09/09/2010 Name: I-CAR ID#:



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Training Support Center

www.i-car.com

Inter-Industry Conference On Auto Collision Repair

Business Rules – Committee Roster

1. The Committee Roster is available through an individual's *myI-CAR* account.
2. An individual must have a *myI-CAR* account and be currently registered on at least one I-CAR Committee for access.
3. For each Committee, I-CAR recognizes and supports four Committee Officers and up to fifty Members.
4. For each Committee, an individual can have only one position.
5. For each Committee, an Officer position can have only one individual.
6. An individual may belong to multiple Committees.
7. All Officers and Members can view and print their Committee Roster. Information displays according to content and settings in each individual's *myI-CAR* account.
8. Only Officers can add an individual to their Committee.
 - To add an individual, a valid I-CAR ID and correct last name are required.
 - A drop-down list with available Committee positions will display for selection.
9. Only Officers can edit an individual, changing from one position to another.
 - A drop-down list with available Committee positions will display for selection.
10. Only Officers can remove an individual from a position.
 - A message box will display to confirm the removal.
11. Each Committee operates during a calendar year with one-year terms for all individuals.
12. Expire Dates are automatically set for February 28 for a previous year's Committee to help register Officers and Members for the current year.
13. During January and February of each year, new Committee Officers and Members should be registered on-line by any currently registered Committee Officer.
14. Individuals may renew in the same position or register for a new position.
15. Once a Committee Roster is completed for the new term, verify it with I-CAR.
16. I-CAR recommends verifying the Committee Roster by February 28 each year.
17. Membership can still be changed at any time during the year.
18. Only Officers can verify the Committee Roster by clicking on the Verify button.
19. On the Verify screen, enter the Officer's name and I-CAR ID, then click on the Verify button.
20. A message will display on the Committee Roster for the rest of the year, "Committee Roster for (this year) verified on (date) by (name)."
21. On January 1 of the next year, this message will be replaced with another Verify button for the new year's Committee.



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