



TOUR OF REMODELED HOMES COMMITTEE

Purpose:

The Mission/Vision of the Tour of Remodeled Homes:

- is to provide an avenue for **all** NARI members to showcase their product or service to the public
- is to provide the consumer with a tangible resource to find and hire knowledgeable, ethical, and skilled industry professionals by giving them an opportunity to meet our members and see their product
- is to create brand awareness to the public: educating homeowners on the caliber and quality of our members (be it a vendor or design-build professional)

Committee Seats:

NARI Board of Directors Liaison: Is a member of the Austin NARI Board of Directors and acts as a representative for the committee by reporting agenda, updates, concerns and/or requests to the Board of Directors. Attends all (General) ToRH Committee Meetings and attends sub-committee meetings as needed.

Chairman: Coordinates and plans all monthly committee meetings. Delegates duties amongst the subcommittee members, oversees all meetings, follows up with committee members and their duties, coordinates with the Board Liaison to give updates, requests, agenda, etc. to report to the Board of Directors. Attends all (General) ToRH Committee Meetings and attends sub-committee meetings as needed.

Builder Liaison: Leads the selection process of the builder entries. Duties include visiting the homesite of each tour house submission to check for logistics, parking, flow and content, level of completion, etc., to assess if the submission is compliant of submission criteria and acceptable for selection. Lays out the map for tour once entries are selected. Contacts the Remodelers to let them know whether or not they've been selected to be featured on the tour and if so gives them the info about

Builder Meetings, important dates, and deadlines. Coordinates with the Chairman to to schedule the (2) Builder Meetings. Is responsible for procuring a place for the Builder Meetings. Writes (or updates current documents) the agenda and Power Point presentations for both Builder Meetings. Conducts the Builder Meetings. Works in coordination with the Executive Director to put together the folders with the agenda for the Builder Meetings. Is available for questions from Remodeler Participants.

SUB COMMITTEES:

Volunteer Coordinator(s): Recruits volunteers to help docent tour houses in the event that participating remodelers need additional assistance or last minute docents/helpers. Connects the enlisted volunteer recruits with the most appropriate remodeler participants.

Sponsorships/Advertising Coordinator(s): Works in coordination with the Executive Director to perform all duties and tasks associated with the promotion, advertising and marketing of the ToRH. Duties include but not limited to: the solicitation of sponsors and advertisers for the ToRH and it's Tour Guide, putting together media kits for ad requirements, determining the different sponsorship levels/packages, works with the different media outlets to decide the marketing and advertising packages for tour promotion, coordinates deadlines with the media and advertising outlets, etc.

Promotions and Graphics Coordinator(s): Coordinates with the Executive Director and Sponsorships/Advertising Coordinator to develop graphics for promoting the tour. He/She is responsible for designing or procuring a graphic designer to assist with the development of graphics for promotions on the NARI website, FaceBook page, social media outlets, Tour Guide and Tour Guide Cover, Call for Entries, etc. *(THIS could be an honorary committee member like Sara Wright or in coordination with the Marketing Committee)*

Premier Party Coordinator(s): Is responsible for procuring the Premier Party Sponsor as well as the determining the location, time, and agenda for the Premier Party. Also coordinates, procures and/or assists the Premier Party Sponsor with decorations, door prizes, agenda for the event, music, food, beverages, etc.

Judging: Exacted by the Executive Director. Works to find appropriate, discrete, non-biased, professional judges for the Best of Show (a.k.a. Judges Choice) Award.

***All Committee Members:** will divide up duties of calling on builders to solicit entries as well as requesting sponsorships from NARI Members.

**All Committee Members can be a part of different or multiple sub-committees throughout the progression of planning as one need phases in and out.*