

Committee Charge Provide educational content to VRHP members on topics related to back-of-the-house operations, including housekeeping, maintenance, laundry, and inspections with strategic oversight from the VRHP Council.

- Committee Goals & Responsibilities**
- Develop ideas and content for educational programs and activities related to back-of-the-house operations topics. “Content” may take various forms, including articles or blog posts, videos, live presentations (online or in-person), infographics, slide presentations, etc.
 - Assess and monitor the ongoing effectiveness of VRHP educational activities & publications
 - Content and programming will generally be developed for the following conferences/activities:
 - a. Monthly webinars
 - b. Monthly publications
 - c. International Conference

Committee Composition The VRHP Content Committee is comprised of a chair, vice chair (recommended but not required), and additional members as deemed necessary by the chair to complete the work of the committee, with working knowledge of back of the house operations roles and responsibilities, including (but not limited to), housekeeping, inspections, maintenance and laundry. Appointments are made to the individual and not to the company; however, appointments are limited to one representative per company.

Membership Term All committee members serve a two (2) year term and are eligible for reappointment for a second term. Terms run January 1 through December 31 of the same calendar year.

The committee chair is eligible to serve a maximum of two, two-(2) year terms.

Expected Commitment Meetings and conference calls are scheduled monthly throughout the year to discuss timely projects and tasks. Committee members are expected to participate in all scheduled conference calls. If, for any reason, a committee member is unable to participate, it is required that they inform a staff liaison in advance. If there is a consistent lack of engagement, separation of the committee from the individual may be considered and decided upon by the chair.

The level or volume of content contributions from individual committee members will fluctuate throughout the year, based on monthly topics, subject matter expertise, scheduled events, etc.

Selection & Appointment Committee members are selected and approved by the VRHP Council. The chair and vice chair are appointed by the VHRP Council.

- Committee Requirements** Committee members must:
- Express a desire to serve, with a special interest in education and back-of-the-house operations
 - Be able to carry out the work of the committee
 - Support and advance the missions of both VRHP and VRMA
 - Be active in the vacation rental industry
 - Have the ability to work well with others
 - Make the necessary time commitment
 - Be a VRMA and VRHP member in good standing
 - Attend and actively participate in conference calls and in-person meetings

- Roles & Authorities**
- | | |
|--|--|
| <p><i>Makes decisions:</i></p> <ul style="list-style-type: none"> • Educational and editorial programming and content related to back of the house operations | <p><i>Provides input:</i></p> <ul style="list-style-type: none"> • Educational product development and strategy |
|--|--|

Makes recommendations (to the VRHP Council):

- New educational products and offerings

Monitors:

- Member satisfaction and engagement in program activities

Staff Liaisons

Erica Klein
Education and Certification Director
eklein@vrma.org | 202-367-2351

Ryan Cashman
Education & Learning Services Coordinator
rcashman@vrma.org | 312-673-5609