Mountain Plains Regional Council of NAHRO

Executive Board Roles & Responsibilities

**All Officers, Vice Presidents, State Chapter Presidents and other Committee & National Task Force Members Shall:**

* Attend meetings of the Executive Board
* Attend the Mountain Plains NAHRO Annual Conference
* Attend the Mountain Plains NAHRO Legislative Planning Meeting
* Attend national NAHRO conferences
* Fulfill assignments in a timely manner

**OFFICERS**

**President- National NAHRO Responsibilities**

1. Serve on the Executive Director’s Evaluation Committee
2. Maintain registry of appointees, officers, and state officers of the Council and recruit, identify, submit, and appoint replacements and remove, replace, and brief appointees as needed.
3. Serve on and attend meetings and monthly teleconferences of national NAHRO steering committee representing interests of the Council, prepare notes of meetings and transmit as necessary to the Board.
4. Serve on and attend Board of Governors meetings at Legislative Conference, Summer Conference, National Conference, and other such leadership meetings of the Board of Governors as required and provide regional reports to the Board.
5. Advise the national office of regional appointees to serve on the Board of Governors per the MPRC Bylaws
6. Appoint associates to serve on the BECT, as well as national and standing committees (in accordance with the regional bylaws and the NAHRO Constitution)
7. Recommend associates for Presidential appointment to national and standing committees, task forces, national juries, ad hoc groups, and advisory councils
8. Appoint two associates to serve on the Nominating and Election Committee
9. Appoint an agency awards jury to review Awards of Merit
10. Advise national staff of regional events that should be included in the calendar on the NAHRO web site
11. Advise national staff of regional leadership changes
12. Review (semi-annually) the proposed schedule of national professional development offerings in the region and advise national staff of potential conflicts, issues, or problems
13. Advises national office of all local events that should be published in the calendar on the NAHRO web site and in the NAHRO Monitor Calendar.
14. Promote membership in national NAHRO

**President- Regional NAHRO Responsibilities**

1. Provide direction and feedback to regional service officer (Regional Director) and consult with Regional Director as necessary to carry out objectives and activities of the Council.
2. Coordinate with the Regional Director in the preparation of agendas for meetings of the Board, review of draft minutes, and arrangements for Board meetings at national and regional meetings or conferences.
3. Review and approve monthly contract payments for the Regional Director and submit to Treasurer for payment.
4. Prepare in cooperation with Regional Director a contract for services and compensation to retain services of Regional Director and organize and carry out process as directed by Board to obtain services of an Regional Director including RFP preparation, etc. and submittal of contract to Board for approval.
5. Attend and chair appropriate functions of the Council at the annual conference and conduct the annual meeting or special meetings of the membership.
6. Prepare in coordination with the Regional Director and Board items such as press releases and other appropriate communications and to disseminate those by e-mail or otherwise to the Board and recipients.
7. Chair and conduct the evaluation process for the Regional Director including preparation of work program and evaluation forms.
8. Appoint members of the Nominating Committee for the Council every two years.
9. Conduct meetings of the Council Board at national conferences, special meetings of the Board, and regional conference.
10. Maintain organized records of activities and actions in capacity as president of the Council.
11. Coordinate with Senior VP and elected officers of the Council as needed.
12. Provide items for the Council newsletter as requested or needed.
13. Review and assist Regional Director in the maintenance and updating of the regional website.
14. Appoint members to various periodic working groups, taskforces, and subcommittees as necessary including national awards jury, regional wards jury, regional budget committee, Regional Director evaluation subcommittee, among others.
15. Coordinate with Regional Director and Treasurer as necessary to provide required financial reports to the Board and provide for preparation, submittal, and approval of annual budget for the Council.
16. Attend and participate in such other committees or functions for other organizations as deemed necessary to carry out the responsibilities of the position (examples: speaker for panels or other conferences, attendance at State NAHRO meetings or conferences in the region, etc.).
17. Prepare in coordination with the Regional Director and Board legislative agenda to guide legislative education and communication on Federal issues in coordination with national NAHRO.
18. Ensure that the regional legislative network functions efficiently and effectively, maintaining regular contact with your legislative liaison
19. Prepare in coordination with the Regional Director and Board for the annual conference of the Council.
20. Serve as a spokesperson for the Council in contacts with the media or other entities to express and publicize issues or respond to inquiries that further the goals and objectives of the Council.
21. Approve as necessary or requested valid expenditures of Council funds.

### **Senior Vice President**

1. Preside in the absence of the President at all meetings of the Regional Council.
2. Succeed the President in office if he/she cannot complete his/her term until the next annual meeting.
3. Participate in the annual evaluation of Regional Director in conjunction with President and two past Presidents.
4. Participate on the Regional Conference Planning Committee as co-chair of the committee organizing the general sessions and luncheon speakers.
5. Perform such other duties as may from time to time be assigned by the President, Executive Board or national NAHRO.

### **Secretary**

1. Maintain the records of the Regional Council.
2. Send such notices**,** cards, etc**.** as may be required and attend to such other business as may belong to his/her office as directed by the officers.
3. Furnish the Executive Board minutes or reports on meetings held and business transacted within 10 days of meetings.

### **Treasurer**

1. Is the custodian of the funds of the Council.
2. Collects all monies payable to the Council and deposits the same as directed by the Executive Committee.
3. Disburses funds of the Council upon written approval of the President or as directed by the Executive Board.
4. Keeps the books of accounts of the Council and submits a statement of its accounts at the regular meetings of the Council.
5. Renders an annual account to the Executive Board prior to the Annual Meeting.
6. Arranges an independent compilation of the books every two years and an independent audit of the books upon request of the Board.
7. Before entering upon his/her duties, the Treasurer shall enter into a good and sufficient bond in an amount as required by the Executive Board, payable to the Mountain Plains Regional Council.  The premium for said bond shall be an authorized expenditure of Council funds.

**State Presidents**

1. Co-chair the Regional Conference Planning Committee in years when the conference is in your state.
2. Provide periodic (3x/year) written reports of your state’s activities to Regional President for NAHRO Board of Governors report.
3. Distribute information to your state’s members upon request of the Regional President or Regional Director.
4. Attend periodic teleconferences of Mountain Plains Region State Presidents conducted by the Regional Director.
5. Produce, in conjunction with the Regional Director, a state legislative agenda.
6. Provide an annual update of your state’s membership list to Regional Director
7. Perform such other duties as may from time to time be assigned by the Regional President.

##### VICE PRESIDENTS

**All Vice Presidents Shall:**

* Serve on National Committees and provide a verbal report of committee meetings at MPRC Board meetings.
* Attend a minimum of 3 national NAHRO conferences and one regional conference/ meeting each year unless excused by the President.
* Foster/ promote relationship with state NAHRO counterparts in the region
* Work with Regional Director to keep an updated list of contacts, meetings, training’s with affiliated groups
* Provide Regional Director with a summary of the national committee meetings they attend within 10 days of the meeting for posting on the MPNAHRO web page
* Fulfill annual and long term goals as established by the Executive Board
* Oversee committee members and make sure assignments are being fulfilled in a timely manner

### **VP Housing**

*National Committee Description:* The Housing Committee addresses administrative, legislative, regulatory, and funding issues for a wide range of housing programs and operations. The committee recommends actions and policies to the Board of Governors to further the goal of providing adequate and affordable housing for low- and moderate-income families. The Housing Committee is comprised of: 3 representatives from each Region who serve on the regional committee, 14 Presidential at-large members. Of the presidential appointments, at least one representative from each region.

*MPRC Job Description:*

* Acts as liaison with Housing Committee members in State Chapters in the region
* Develops relationships between Housing and CD
* Co-Chairs (or appoints Co-Chair) the Housing Track along with VP Housing from the host State Chapter for the MPRC Annual conference
* Provides report on state and federal housing issues at Board meetings
* Provides information to service officer for web updates to membership
* Provides guidance on possible stand-alone trainings to Professional Development

### **VP Community Development**

*National Committee Description:* This committee addresses a broad range of issues related to the economic vitality of cities and the development and conservation of neighborhoods, including administrative, legislative, regulatory, and funding issues of community development programs and operations. The committee recommends policies to the Board of Governors in support of its primary goal -- the achievement of well-planned, socially and economically sound communities. The Community Revitalization and Development Committee is comprised of: 3 representatives from each Region, 14 Presidential at-large members. Of the presidential appointments, at least one representative from each region.

*MPRC Job Description:*

* Acts as liaison with CD Committee members in State Chapters in the region
* Develops relationships between CD and Housing
* Co-Chairs (or appoints Co-Chair) the CD Track along with VP Community Development from the host State Chapter for the MPRC Annual conference
* Provides report on state and federal community development issues at Board meetings
* Provides information to service officer for web updates to membership
* Provides guidance on possible stand-alone trainings to Professional Development

### **VP Professional Development**

*National Committee Description:* The Professional Development Committee focuses on the general and specific areas of career identification, training and education, certification and credentialing, and the professionalism of NAHRO members. The Professional Development Committee is comprised of: 3 representatives from each Region who serve on the regional committee, 14 Presidential at-large members. Of the presidential appointments, at least one representative from each region. One of the three regional appointees shall be the Regional Vice President.

*MPRC Job Description:*

* Chairs Program Track for the MPRC Annual Conference
* Co-Chairs (or appoints Co-Chair) the Professional Development Track along with VP Professional Development from the host State Chapter for the MPRC Annual conference
* Reviews national NAHRO Professional Development opportunities in the region and promotes them to membership
* Co-ordinates periodic training workshops in conjunction with Service Officer
* Conducts periodic surveys to assess training needs of membership in conjunction with Member Services
* Develop calendar of available training

### **VP Member Services**

*National Committee Description:* The Member Services Committee serves those interests of the members that cut across program and professional lines and represents the concerns of special interest groups within the membership---including minorities, commissioners, and women. The committee addresses organizational issues such as constitutional change, dues structure, etc. It also works to coordinate supportive products and services by the Association, such as conferences, publications, insurance, member benefits, and awards. The Member Services Committee is comprised of: 3 representatives from each Region who serve on the regional committee, 14 Presidential at-large members. Of the presidential appointments, at least one representative from each region. One of the three regional appointees shall be the Regional Vice President.

*MPRC Job Description:*

* Markets Mountain Plains NAHRO
* Develops marketing materials in conjunction with Service Officer
* Endeavors to increase membership
* Co-Chairs (or appoints Co-Chair) the Awards Committee along with VP Member Services from the host State Chapter for the MPRC Annual conference
* Identifies and supports User’s Groups targeting non-members as a means to increase interest in MP NAHRO
* Conducts periodic assessment of MPRC By Laws
* Conducts periodic assessment of dues structure

### **VP Commissioners**

*National Committee Description:*

The Commissioners Committee shall: serve to broaden the constituency supporting the goals and objectives of the Association; support programs to expand the skills of commissioners to effectively discharge their responsibilities; and work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes. The Committee is comprised of: 3 representatives from each Region who serve on the regional committee, 14 Presidential at-large members. Of the presidential appointments, at least one representative from each region. One of the three regional appointees shall be the Regional Vice President.

*MPRC Job Description:*

* Co-ordinates a periodic “Commissioner’s Summit”
* Develops/ maintains commissioner directory/ database
* Co-Chairs (or appoints Co-Chair) the Commissioner Committee along with VP Commissioners from the host State Chapter for the MPRC Annual conference

###### VP International Research and Global Exchange (IRGE)

*National Committee Description:*

The IRGE Committee collects and disseminates information on housing and community development in foreign countries, identifying innovative programs, development techniques, and management systems that may be usable in the United States. The committee also shares information on American programs with its foreign counterparts. The committee encourages local housing and community development agencies to participate in international meetings, including official delegations organized by federal agencies, and it arranges informational exchanges with professionals in other countries.

Facilitates the flow of information and education about international housing policy, trends and activities from the National IRGE Committee to all MPRC NAHRO members through various methods including e-mail, journal articles, conference sessions, Twitter posts, and direct communication.

After receiving recommendations from regional presidents on appointments to the International Committee, the national president appoints members to the committee for two-year terms. The International Committee is comprised of: 24 Regional representatives who serve on the regional committee, 9 Presidential appointees, the President may appoint ad hoc members who represent international organizations- 5 Presidential appointees from International organizations.

*MPRC Job Description:*

* **Other than the responsibilities that are common to all VP’s, no specific tasks have been identified yet for MPRC.**

State Chapter Presidents

*Responsibilities to National NAHRO:*

* Advise national staff of chapter events that should be included in the calendar on the NAHRO web site.
* Review (semi annually) the proposed schedule of national professional development offerings in the chapter area and advise national staff of potential conflicts, issues, or problems.
* Attend meetings of the regional and state association presidents and report on chapter activities.
* Participate in periodic teleconferences devoted to program policy issues.
* Work for effective legislative and community relations.
* Take the lead in making arrangement for meetings with congressional delegations during the national Legislative Conference.
* Help promote a positive image of NAHRO and the industry.
* Promote membership in national NAHRO.
* Help regional president with national duties upon request.
* Ensure that national NAHRO is on chapter’s newsletter list.
* Advise national staff of chapter leadership changes.

*MPRC Job Description:*

* Chair and Host the MPRC Annual MPRC Conference in years when the conference takes place in your state.
* Provide annual update of state chapter membership list according to the categories provided by the Regional Director.
* Advise Regional Director of chapter events or news that should be included on the MP NAHRO web site
* Work with MPRC VP Professional Development to identify stand-alone training needs or opportunities in your state.
* Work to address barriers to advocacy efforts in your state.
* Attend regional meeting of state Presidents to information at February planning meetings and annual MPRC Conference.

**Other National Committees and Task Forces**

**Board of Governors**

The Board of Governors is the policy-making body of NAHRO, responsible for all major decisions of the Association. Its principal activities are to:

* Establish policy
* Set goals and objectives
* Approve annual and long-term financial and work plans
* Provide leadership and support to Association programs and policies
* Take action on the recommendations of the regions, chapters, national committees and task forces.
* The Board of Governors consists of: President, Senior Vice President, Vice Presidents with Portfolio, 3 Immediate Past Presidents, Chair, Budget and Administration Committee, Regional Presidents, Immediate Past Regional Presidents, 16 Regional Members-at-Large and 3 Presidential Members-at-Large.
* The Steering Committee consists of: The president, the Senior Vice President, the Vice Presidents with portfolio, the three Immediate Past Presidents serving as members of the board, and the Regional Presidents. Ex officio members: Chairs of B&A, BECT, SATF, and Legislative Network.

**Board of Ethics and Credentialing Trustees (BECT)**

Members of the Board of Ethics and Credentialing Trustees (BECT) will be expected to discuss and take appropriate action on issues that fall into the following categories:

1. **Certification Programs.** The BECT establishes the policies regarding the NAHRO professional certification and credentialing programs, including the activities related to eligibility and the development, administration, and scoring of the assessment instruments. For example, periodically, the BECT will review key certification policies and procedures concerning existing and prospective certifications and work on updating the assessment instruments.
2. **Code of Professional Conduct (CPC).** Following the "Rules of Procedure" adopted by the Board of Governors, the BECT has the primary authority and responsibility within NAHRO for enforcing the NAHRO Code of Professional Conduct. In addition, the BECT may from time to time recommend to the Board of Governors revisions to the CPC.
3. **Ethics Initiatives.** The BECT has the primary responsibility within NAHRO for originating programs and initiatives to foster a high degree of professional ethical awareness and strict adherence to the principles embodied in the CPC.

Appointments to the BECT are made in three categories as follows:

* Sixteen positions are staggered four-year appointments - two from each region.
* Three at-large four-year appointments are made by the NAHRO Board of Governors based on a pool of nominees received from regional councils.
* Up to six positions can be made for a term of two years by the NAHRO national president if needed to address gaps in representation of minority and other groups.

Because of the potential of involvement with and access to sensitive issues and information, all BECT members must sign an *Oath of Confidentiality.*

BECT meetings are held at each of the three national conferences held in March, July and October. Communication between meetings is generally by Email. The frequency depends on the issues/activities in which the BECT is working.

**Budget and Administration Committee**

The Budget and Administration Committee oversees the administration of the NAHRO budget. The committee recommends action to the Board of Governors on all budget revisions and budget proposals and also recommends appropriate administrative policies where needed. **All Presidential Appointments.**

**Legislative Network**

Legislative Network disseminates action-oriented information from national NAHRO to the local level. Members coordinate efforts to write, telephone, and generally stay in touch with Congress concerning the NAHRO Legislative agenda and policy positions adopted by the NAHRO Board of Governors.

**Manufacturers and Suppliers Council (MSC)**

The NAHRO Manufacturers and Suppliers Council (MSC) is an organization of NAHRO agency members who supply goods and services to the low- and moderate-income housing and community development industry.

MSC Members are available to assist local agencies and nonprofits to:

* develop product specifications;
* train maintenance peRegional Directornnel; and
* secure quality products that meet HUD requirements for durability, ease of maintenance, safety, and security.

MSC members are also available to help plan and participate in local agency, chapter, state, and regional workshops, conferences and exhibitions.

In order to assist you with your planning, the MSC has developed a "Speaker's Bureau". NAHRO members are urged to take advantage of the experience and commitment provided by the MSC and to add MSC members to mailing lists for Invitations to Bids, Requests for Proposals, and Requests for Quotes. MSC members participating in the "Speaker's Bureau" can be found here http://www.nahro.org/members/committees/msc/mscroster.cfm -- they are listed by product category with a direct link to their company's website. Please feel free to contact them!!

**Small Agency Task Force**

The role of the Small Agency Task Force is to advise and inform the association and its standing committees of jurisdiction who in turn are charged to create policies and positions which in whole or in part address the needs of smaller agencies as necessary.  Task Force members are appointed by the President of the association based upon their background and the expertise of a given member as regards the work, needs and concerns of smaller agencies.  The Task Force generally has remained small at a peak of between 20-25 individuals. The Task Force is NOT a policy making body.  The Task Force meets 3 times per year at NAHRO national meetings at times that do not conflict with our standing committees.

**Hosuing America Task Force**

Housing America is a campaign that raises national awareness of the need for and importance of safe, quality, affordable housing through education, advocacy, and empowerment.​