



NAHMA Board and Officer Duties

Chair of the Board

- Presides at all meetings of the Board of Directors and Executive Council.
- Provides general supervision, direction and control of the business of NAHMA, including, but not limited to, countersignature of promissory notes, orders for the payment of money, and other evidence of indebtedness of NAHMA, and the authority to sign checks and drafts of NAHMA.
- Sets the agenda for Board and Executive Council meetings.
- Chairs the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Chair-Elect of the Board

- In absence or disability of the Chair of the Board, the Chair of the Board-Elect performs all duties of the Chair of the Board, and when so acting is subject to all the same restrictions.
- Has other powers and performs such duties as from time to time may be requested by the Chair of the Board or by the Board of Directors.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Vice Chair of the Board – Leadership Orientation

- In absence or disability of the Chair of the Board-Elect, one of the Vice Chair of the Boards, so appointed by the Board of Directors, performs all duties of the Chair of the Board-Elect, and when so acting shall be subject to all the same restrictions.
- Conducts annual Leadership Orientation activities for new Board members.
- Has such other powers and performs such duties as from time to time may be prescribed by the Chair of the Board or by the Board of Directors.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Vice Chair of the Board – Leadership Development

- In absence or disability of the Chair of the Board-Elect, one of the Vice Chair of the Boards, so appointed by the Board of Directors, performs all duties of the Chair of the Board-Elect, and when so acting shall be subject to all the same restrictions.
- Conducts annual Leadership Development activities for committees and the Board.

- Has such other powers and performs such duties as from time to time may be prescribed by the Chair of the Board or by the Board of Directors.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Treasurer

- Oversees NAHMA's financial operations.
- Supervises the collection and reporting of all income and expenditures and establishes proper accounting procedures for the handling of NAHMA's funds in banks approved by the Board of Directors.
- Serves as an available countersignatory if needed for promissory notes, orders for the payment of money, and other evidence of indebtedness of NAHMA.
- Reports on the financial condition of NAHMA at meetings of the Board of Directors and the Executive Council and at other times when called upon by the Chair of the Board.
- Oversees preparation of the annual audit, which is conducted by a certified public accountant, as well as filings of NAHMA's Forms 990 and 990T.
- Helps to formulate goals and ideas for the financial benefit of NAHMA.
- Reviews financial viability of the organization along with others to strengthen its position currently and in the future.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Secretary

- Assists the Chair of the Board and Chief Executive Officer at all meetings of the Board, Executive Council and Executive Committee (includes taking and submitting minutes).
- Other functions as requested by the Chair of the Board.
- Takes minutes at Board, Executive Council and Budget & Finance Committee meetings.
- Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).

Director

- Subject to the limits set by the Bylaws, manages the affairs of NAHMA and the Executive Council between regular meetings of the Executive Council.
- Has such duties as outlined by the Bylaws:
 - Adopting Resolutions and Policy statements representing the position of NAHMA;
 - Setting the amount of dues and meeting fees for members of NAHMA and the Executive Council;
 - Amending the Bylaws of NAHMA, subject to ratification by the Executive Council;
 - Requesting special duties and responsibilities for NAHMA's officers;
 - Adopting the annual budget for submission to the Executive Council; and

- Determining authorized signers of checks and drafts.
- Leads by example and is representative of the association's membership.
- Serves as a liaison to an assigned AHMA on behalf of NAHMA.
- Serves as a leader (point person) to provide insight on property management issues to the NAHMA membership as a whole.
- Assists the officers in providing oversight on NAHMA's future direction in meeting the goals of the organization and membership growth.
- Knows the issues before the Board and Executive Council.
- Seeks and respects the opinions of other Board members and members of the Executive Council.
- Looks for sound and innovative solutions on behalf of the organization.
- Works to develop consensus.
- Participates actively in Board meetings (regular and special) and the governance of the association through formulation, review and execution oversight of the business decisions guiding the overall direction of NAHMA.
- Represents the best interests of the membership in Board deliberations.
- Represents NAHMA to AHMAs, federal policymakers, other organizations/associations, etc.
- Identifies and recruits new members to strengthen the association.