

2019 Committee List

It is every committee member's responsibility to attend meetings and participate in committee actions.

Education Committee

Meetings will be held monthly

Committee Chair – Name – Company – email

Committee purpose:

- ✘ The education committee is in charge of developing education programs for the Association.

Duties & Responsibilities:

- ✘ Remain aware of industry issues and trends in order to provide relevant training and educational opportunities.
- ✘ Identify the educational needs of the association's membership.
- ✘ Select, promote and coordinate educational programming for the general membership within the established budget.
- ✘ Seek and recommend opportunities for the association to promote education activities.

Ethics Committee

Meetings will be held as needed

Committee Chair – Name – Company – email address

Committee purpose

- ✘ The Ethics Committee has the duty to enforce principles that guide the relationship between members of the association and their clients; between fellow members of the association; and between the association and the general public. The Ethics Committee, shall, upon receipt of a written complaint take appropriate action upon any matters of ethical or professional conduct.

Duties

- ✘ Conduct preliminary investigations into complaints and forwarding unresolved complaints to the Better Business Bureau for resolution.
- ✘ Obtain report/ findings from BBB for resolution and recommendations to the Board of Directors.

Finance Committee

Meetings will be held monthly

Committee Chair – James Wilson – Wilson Engineering – jwilson@wilsonengineers.com

Committee purpose

- ✘ The role of the finance committee is primarily to provide financial oversight for the organization.

Duties

- ✘ Provide overview of association finances for BOD meetings.
- ✘ Coordinate with each of the Association's committees to develop budgets for various operations and events.
- ✘ Review operations and events to verify that they are operating within budget.
- ✘ Review annual tax returns with the Executive Director and Accountant prior to filing.
- ✘ Work with the Executive Director to establish annual budgets.
- ✘ Provide annual review of Association finances to the Board of Directors.
- ✘ Reconcile monthly statements including bank, investment, and credit card accounts.
- ✘ Work with the Executive Board to define annual benefit packages for the Executive Director and any other employees.
- ✘ Provide long range planning for the association to project the future of the Association.

Golf Committee

Meetings will be held as needed

Committee Chair – Don Hannig – Spread Eagle Development Corp. – dhannig@ptd.net

Committee purpose

- ✘ Plan-and organize the golf events for the association.

Duties & Responsibilities

- ✘ Create budget for all golf events
- ✘ Organize golf tournament
- ✘ Organize golf league

Home Show Committee

Meetings will be held monthly

Committee Chair – Name – Company – email

Committee purpose

- ☒ Organize and promote the annual *Home Show*, with the hope to promote the participating vendors to consumers, boost attendance and raise the level of recognition for association members.

Duties & Responsibilities

- ☒ Create budget for home show
- ☒ Select the site for the Home Show.
- ☒ Booth sales
- ☒ Determine promotional campaign
- ☒ Organize all day of event items for vendors and attendees
- ☒ Volunteer recruitment for event

Special Events Committee

Meetings will be held monthly

Committee Chair – Joe Holbert – RW Buff Custom Homes – jholbert@rwbuff.com

Committee purpose

- ☒ Provide creative ideas geared toward the programming and entertainment for the association.

Duties & Responsibilities

- ☒ Support coordination and logistics for membership dinners/breakfasts, Building Awards and special events such as trap shoots and baseball games.
- ☒ Create and adhere to budgets for events
- ☒ Develop and organize networking opportunities including general membership meeting programs of interest to the members of the association.
- ☒ Assist in securing sponsors for targeted association events
- ☒ Coordinate with HBA Staff regarding promotion of the event
- ☒ Encourage full member participation at all events.

Membership Promotion Committee

Meetings will be held monthly

Committee Chair – Rick Munson – Paramount Business Development – rick@paramountbusinessdevelopment.com

Committee purpose

- ✘ The combined committee develops programs to remind members of the value of their membership. They explore reasons why members join and leave, and they are responsible for contacting inactive members and increasing involvement in the Association. They are also responsible for finding new and exciting ways to recruit new members.

Duties & Responsibilities

- ✘ Coordinate the *New Member Orientation* event
- ✘ Review the membership status monthly.
- ✘ Plan and conduct orientation meeting for new members to acquaint them with services available from the local, state, and national associations.
- ✘ Develop and recommend appropriate recognition of new members, utilizing materials available from NAHB and other sources.
- ✘ Assign sponsors to make personal contact with member companies up for renewal.
- ✘ Develop a system to contact inactive members to encourage participation and utilization of services.
- ✘ Develop a system of involving new members in association activities within the first critical year of membership.
- ✘ Contact members who have left the Association to encourage them to re-join the Association.
- ✘ Plan and conduct programs for membership development within established budget.
- ✘ Establish goals, both immediate and long-range, for membership development.
- ✘ Provide for appropriate recognition of new members and their sponsors.
- ✘ Review and select membership materials available from NAHB and other sources.
- ✘ Oversee the awarding of Spike Club credits.
- ✘ Coordinate Spike Appreciation Month and other Spike recognition programs.
- ✘ Coordinate membership promotions and NAHB and state contest and drives.
- ✘ Recommend and assist in the production of local membership materials and brochures.
- ✘ Need to provide Membership Report
- ✘ Report on progress to the Board of Directors and membership.
- ✘ Quarterly newsletter – review and edit; provide feedback to Exec. Director.

Government Affairs Committee

Meetings will be held monthly

Committee Chair – Peter Gallagher – Liberty Homes – Peter@libertyhomespa.com

Committee purpose

- ✘ Need description

Duties

- ✘ Set guidelines for PAC giving policies.
- ✘ Recommend association policy on legislative, regulatory and legal issues to the Board of Directors.
- ✘ Monitor and track governmental activities and issues that may have an impact on the industry. Conducts research where necessary.
- ✘ Develop personal relationships with public (municipal, county, regional, state and national) officials.
- ✘ Develop and coordinate local legislative and regulatory goals and strategies. Develops a system to prioritize issues according to their importance, ability to succeed and impact on association resources.
- ✘ Prepare regular communications regarding actions by local government for distribution to members.
- ✘ Develop and implement a system to alert members regarding pending government issues of interest to industry.
- ✘ Develop solutions to industry problems in cooperation with elected and appointed officials.
- ✘ Develop programs for association meetings involving government affairs issues, including participation by leading appointed and elected officials.
- ✘ Identify members to testify before boards, commissions and committees regarding industry issues. Also, identifies members interested in serving as an appointed or elected public official.
- ✘ Act as the liaison with state and national government affairs committees and garners support among local members for state and national initiatives.

Executive Committee

Meetings will be held when needed

Committee Chair is the current President – Erik Anderson – Lutron Electronics – eanderson@lutron.com

Committee purpose

- ✘ It shall be the policy and steering committee of this Association and shall be responsible for establishing a budget for the Association, and for all matters of policy and public statement, subject to the approval of the Board of Directors.

Duties

- ✘ Conduct the affairs of the Association in accordance with the Constitution and By-Laws, policies and instructions of the Board of Directors
- ✘ Provide direction to the associations Executive Director

2019 Committee Sign Up Form

Please sign me up for the following Committee(s):

_____ Education Committee – Meets once monthly on a Tuesday at 9:30

_____ Ethics Committee – Meetings held as needed

_____ Finance Committee – Meetings held as needed

_____ Golf Committee – Meets once monthly on a Monday at 4:00 PM

_____ Home Show Committee – Meets once monthly on a Tuesday at 10:30 AM

_____ Special Events Comm. – Meets once monthly on a Tuesday at 10:00 AM

_____ Membership Promotion Committee – Meets monthly – dates & times vary

_____ Government Affairs Comm. – Meets once monthly on a Wed., at 3:00 PM

*The Executive Committee consist of the Associations officers only.

*All meetings are scheduled prior to the monthly Board of Directors meeting. If you have any questions, please call Janet at (570) 421-9009. Fax this form to: (570) 424-6764.

Name: _____

Company: _____

Email: _____

Phone: _____