## Committees

**Councils - Boards**



**National Apartment Association.**

The National Apartment Association (NAA) is America's leading advocate for quality rental housing.  **NAA's MISSION** is to serve the interests of multifamily owners, managers, developers and suppliers and maintain a high level of professionalism in the multifamily industry to better serve the rental housing needs of the public.

**NAA's** **PURPOSE** is to support an industry that offers safe, affordable rental housing to the public, equitably compensates its workforce, and provides investors with a fair and reasonable rate of return.

**Budget and Finance Committee.**

The Budget and Finance Committee oversees the association’s financial management, financial reporting and overall financial performance. The Budget and Finance Committee reviews and approves the association’s annual budget and reviews and accepts monthly financial statements and the annual audit. In addition, the committee approves the association’s accounting policies and procedures, develops and implements the association’s investment and reserves policies and selects the association’s outside auditing firm.

The Budget and Finance Committee is composed of regional representatives with one (1) representative from each region; up to two (2) appointees by the Chairman of the Board; and the Treasurer, who will serve as Chairperson of this Committee. Regions with more than one Regional Vice Chairman of the Board may appoint one additional representative.

**Education Conference Committee.**

The Education Conference Committee organizes and promotes the NAA Education Conference & Exposition, held each June. Each year the conference brings together more than 5,000 industry professionals who attend the meeting for networking opportunities, education seminars and the trade show.

The Education Conference Committee Chairperson is appointed by the Chairman of the Board-Elect to serve a term of one (1) year. The Chairperson has complete discretion in appointing members to this committee for a total not to exceed forty-five members.

**Independent Rental Owners Committee**.

The Independent Rental Owners Committee is the advocate for all independent owners to the Board of Directors and Assembly of Delegates and specifically addresses the issues of smaller properties. The committee arranges seminars and networking opportunities and provides members with information regarding onsite management, maintenance and much more.

Independent Rental Owners' Committee (IROC) is composed of regional representatives with one (1) representative from each region and two (2) appointees by the Chairman of the Board. Regions with more than one Regional Vice Chairman of the Board may appoint one additional representative. The Chairman of the Board appoints the Chairperson of the IROC to serve a term of one (1) year.

**Legislative Committee.**

The Legislative Committee proposes NAA's legislative agenda and promotes this legislation in the manner prescribed by the Board of Directors and/or Assembly of Delegates.

The Legislative Committee is composed of regional representatives with one (1) representative from each region, Immediate Past Chairperson of the Legislative Committee, PAC Subcommittee Chair, National Legislative Issues Subcommittee Chair, State and Local Issues Subcommittee Chair, and up to two (2) appointees by the Chairman of the Board. Regions with more than one Regional Vice Chairman of the Board may appoint one additional representative. The Chairman of the Board appoints the Chairperson of the Legislative Committee to serve a term of one (1) year.

The Legislative Committee consists of two subcommittees:

 1. National Legislative Issues

 2. State and Local Issues

The Chairman of the Board of NAA shall appoint the chairpersons of each subcommittee.

The Legislative Committee will act as a legislative communications liaison at all NAA national meetings. The NAA staff will act at all other times as the communications liaison to the Joint Committee with the National Multi Housing Council, the Board, and the NAA membership.

Legislative Committee members are asked to discuss policy issues occurring or anticipated in their region; debate and approve on the merits any special projects requiring unbudgeted funds; debate and approve NAAPAC disbursements and decide topics for industry research.

**Joint Legislative Committee**

 NAA has four appointees to the Joint Legislative Committee. In accordance with NAA Policies & Procedures, the NAA Chairman of the Board will appoint these members.

The JLC shall be made up of 8 members (four from NAA, four from NMHC, including one alternate for each), selected by each organization’s executive committee. These individuals shall serve staggered terms of two and three years to ensure continuity when members rotate off of the Committee. The Committee will be co-chaired by a member from each group

**NAAPAC Board of Trustees**

The affairs of the NAAPAC shall be under the general direction of the Board of Trustees of NAA (“NAAPAC Board of Trustees”).

The Board of Trustees shall consist of 21 voting members. These 21 voting members shall include the following:

 The NAAPAC Chairman, NAAPAC Past Chairman, NAA Chairman Elect, and the NAA Legislative Committee Chairman; and 17 Members of the Board of Trustees to be appointed by the Regional Vice Presidents of the NAA Board based on regional distribution. Members of the Board of Trustees shall be either an owner or manager. Regional Representatives shall serve on the Board of Trustees for a two-year term. Terms shall be staggered to provide continuity in the Trustees and over election cycles. All Trustees appointed by the Regional Vice Presidents will be classified as either Cycle A or Cycle B Trustees to implement the staggered terms, with Cycle A Trustees initially serving a two-year transition term (If a region has multiple Trustees, the Regional Vice President will determine which Trustee(s) are in Cycle A and Cycle B. The term for Trustees designated as Cycle A Trustees commenced with the adoption of the NAAPAC Bylaws and will end on the date set by the Trustees, which shall be in 2012. Subsequent Cycle A Trustees will serve from the date their term begins for two years. The term for Trustees designated as Cycle B Trustees will begin when these Bylaws are adopted, and will end on the date set by the Trustees that is two years from the beginning of their term. The regional distribution is as follows:

|  |  |  |
| --- | --- | --- |
| Region | Number of Trustees in Cycle A | Number of Trustees in Cycle B |
| Region 1 | 1 | 1 |
| Region 2 | 0 | 1 |
| Region 3 | 1 | 1 |
| Region 4 | 2 | 1 |
| Region 5 | 0 | 1 |
| Region 6 | 1 | 2 |
| Region 7 | 1 | 0 |
| Region 8 | 0 | 1 |
| Region 9 | 1 | 1 |
| Region 10 | 1 | 0 |

**PAC AMBASSADORS**

PAC Ambassadors shall be nonvoting members of the NAAPAC Board of Trustees. PAC Ambassadors shall serve as an advocate for the NAAPAC by promoting the NAAPAC events at the three NAA meetings; Capitol Conference, Education Conference and the Assembly of Delegates. PAC Ambassadors shall also promote fundraising for NAAPAC to the local affiliates and will be responsible for assisting their region in making their Fair Share Goal.

Regional Representation:

There shall be equal regional representation among the PAC Ambassadors that mirrors the composition of the PAC Board of Trustees.

Region 1 (2), Region 2 (1), Region 3 (2), Region 4 (3), Region 5 (1), Region 6 (3), Region 7 (1), Region 8 (1), Region 9 (2), Region 10 (1)

The Regional Vice Presidents shall appoint the PAC Ambassador for their region.

In addition to regional representatives, any member of NAA wishing to participate on the PAC Ambassadors as a volunteer is welcome to do so.

Term of Service:

Each PAC Ambassador shall serve for two years to coincide with the two year election cycle.

The Chairman of NAA may appoint a Chairperson for the PAC Ambassadors and appoint five additional owner members with consideration of representation from the five largest affiliate fundraisers.

The Chairman of NAA may appoint five Product & Service members as a PAC Ambassador.

The Chairperson of the PAC Ambassadors will be a nonvoting member of the Board of Trustees and will have a seat at the table at all meetings of the NAAPAC Board of Trustees.

The PAC Ambassadors will have reserved seating in the audience at all meetings of the NAAPAC Board of Trustees.

The PAC Ambassadors will meet formally as a group twice a year at the NAA Capitol Conference and the Assembly of Delegates meeting. They should interact amongst themselves through the community forum and conference calls.

**Membership Committee**.

The Membership Committee determines eligibility or ongoing eligibility of membership for any state, local, or direct member after the NAA staff has provided sufficient documentation on which to make such determination. The Committee assists staff in identifying member prospects and target markets. The Committee also advises and monitors the development of membership benefits and affinity programs to help grow and retain local affiliate membership.

Reports are made to the Board of Directors by the Membership Committee Chairperson regarding membership counts, eligibility, and other related action items during each of the regularly scheduled Board of Directors meetings.

The Membership Committee will have a Vice Chairman who will work with the Membership Committee Chairman particularly with member relations and member services.

The Chairman of the Board of NAA shall appoint the Vice Chairman.

The Membership Committee is composed of regional representatives with one (1) representative from each region, and up to two (2) appointees by the Chairman of the Board. Regions with more than one Regional Vice Chairman of the Board may appoint one additional representative. The Chairman of the Board appoints the Chairperson of the Membership Committee to serve a term of one year.

**Nominating Committee**.

Nominating committee appointments are submitted each year by January 1st from each Region. The Chairman of the Nominating Committee is the Immediate Past Chairman of the Board and will appoint three (3) Past Chairman of the Board to serve on the Nominating Committee.

Members serving on the Committee from each region must be an owner/manager with a minimum of 3 years national volunteer experience with the National Apartment Association preferably having served on the NAA Board or the Assembly of Delegates.

The members of the Nominating Committee will be announced to the Board during the January Board meeting and will have its first scheduled meeting no later than the Capitol Conference each year.

Members of the Committee are expected to attend each meeting and participate in the interview and nomination process. Candidates selected must have 10 committee votes to be appointed to the slate of officers. No proxy votes will be allowed.

In order to be nominated for Chairman of the Board-Elect, an individual must have served on the NAA Board of Directors for at least two (2) years and shall have served as a Regional Vice President or National Committee Chairperson of the Legislative Committee, Education Conference Committee, Budget & Finance Committee, Membership Committee or Independent Rentals Owners Committee.

**Past Chairmen of the Board Committee.**

Past Chairmen of the Board Committee is composed of all NAA Past Chairman of the Board. The Chairperson is the Immediate Past Chairman of the Board of NAA. The committee's purpose is to consult and advise the current Officers. They have one scheduled meeting each year. Other meetings may be scheduled at the discretion of the Chairperson.

**Association Executive Council (AEC).** The AEC is comprised of individuals serving in the capacity of association chief executive. It serves to advance the general welfare of NAA affiliated state and or local association executive officers and their staffs, as well as voluntary leaders assuming or assigned to such responsibility throughout the nation.

The AEC encourages professionalism, provides a forum for the exchange of new and emerging initiatives and fosters beneficial relationships with leaders of the NAA. The AEC welcomes the participation of state and local association staff representatives, as well as voluntary leaders. Each of these participants shall be encouraged to participate in the activities of the AEC in a non-voting capacity.

The AEC Executive Committee is comprised of four officers, including the President, President-Elect, Secretary and Immediate Past-President. AEC. Three additional committee members are appointed to serve as representatives for Regions, Professional Development and the NAA Education Conference & Expo. Each executive committee member serves for a term of one calendar year.

**National Suppliers Council (NSC).** The NSC is a class of membership composed of individuals or business firms who service, supply, or otherwise deal with rental housing and other businesses or institutions who are interested in the promotion of the rental housing industry. Members of the NSC pay dues to NAA as established by the Assembly of Delegates. NSC membership is open to all supplier members of NAA.

NSC members must be a member of at least one Affiliated Local Association if one exists, Affiliated State Association or Affiliated International Association if one exists. If there is no affiliated association in their area, they must then join as a direct member.

Membership to the NSC is subject to the approval of the NAA Board of Directors.

**Communications Advisory Board**.  The Advisory Board serves as a link between *UNITS* editorial staff and the multifamily housing industry to ensure that *UNITS* provides comprehensive and timely coverage of the industry to best serve its readers, members of the National Apartment Association, and the industry as a whole, maintaining the status of *UNITS* and NAA as the authority on industry information to its members, the industry, the media, and the general public.  It also discusses and offers input on how NAA staff/departments can best communicate their messages through the NAA web site and other print and electronic collateral. It offers input on how NAA can better communicate news and information to its affiliates, members, non-members and the general public.

The Chair, Vice Chair and all members of the Advisory Board are appointed by the incoming Chairman of the Board to serve for one year.

**Lease Advisory Committee.** This committee is responsible for reviewing proposed changes to the lease that are submitted by the endorsing states/local association; marketing and promotional activities; how to increase usage of the lease by companies who are currently using the lease; and how to involve companies that do not currently use it. The Chair and all members of the committee are appointed by the incoming Chairman of the Board to serve for one year.

**Privatized Military Housing Committee** focuses on this specific segment of multifamily housing.

**Student Housing Committee** focuses on this specific segment of multifamily housing.

**Affordable Housing Committee** focuses on this specific segment of multifamily housing.

**Task Forces** are established as needed to accomplish a specific assignment/issue usually over a specific period of time and the chairs are appointed by the Chairman of the Board.

**(2005) International Task Force** focuses on the global outreach of multifamily housing.

**(2013) Membership Growth Task** will focus on developing a strategy and execution plan that will drive membership growth in areas of the country where NAA is underrepresented both in new markets and existing markets.

**(2014) California Large Owner Task Force** will be charged with developing strategies/activities, utilizing existing or new relationships they have with the leaders of large companies headquartered in California not involved with NAA, to become involved. Create a schedule of one on one or group meetings organized to inform the leaders of NAA's activities in advocacy, education, communication, the NAA lease and what our affiliates in California are doing to represent the apartment industry in that state. Visits could be followed with personalized invitations to attend NAA meetings, the Executive Forum, as a means of educating them about why they and their employees should be part of the NAA Network.

**(2014) Conference Growth Task Force** is charged with looking at all NAA conferences and developing strategies which will help to increase attendance at all NAA Conferences. If it is necessary to develop specialized marketing/advertising campaigns to attract those with a specific interest( advocacy, student, sustainability, military) then we must involve members from those specialties, to define and develop with the appropriate staff, the strategies that will assist in achieving the conference growth goals that are agreed upon.

**(2014) Next Generation Task Force** will be charged with recommending activities/events which can be utilized to attract the involvement of the next generation of leaders for NAA. The TF will create a program of suggested activities, educational offerings, peer to peer round tables and social events that will appear to Next Gen employees in the industry and develop strategies necessary to promote their attendance at NAA meetings. When successful, the NAA Executive Committee and Board will need to find the means to keep them involved going forward.

**(2014) Operations Task Force** will focus on current and emerging operations issues that concern or hinder our members that operate in affordable, conventional, military and the student housing markets. The TF will recommend those issues that should be referred for regulatory or legislative action and will also determine which issues may be handled with educational sessions and/or white papers. The TF will inform the Board about these issues, why they are important to our industry/members and why a specific action is recommended.

**NAA and NAAEI committees will meet during our three annual meetings in 2014**

**at the following:**

**Capitol Conference**          **Education Conference**               **Assembly of Delegates**

March 9-12, 2014          June 18-21, 2014\*                    November 13-15, 2014

Omni Shoreham                  Colorado Convention Center       The InterContinental Boston

Washington, DC                  Denver, CO  Boston, MA

\*Committee meetings are held one day prior to the Education Conference.



## Board

## & Committees

**Education Institute Board.** The National Apartment Association Education Institute (NAAEI) is the education arm of the National Apartment Association.  It is the preeminent national provider of education and apartment career development programs for the apartment industry.

The mission of the NAA Education Institute is to provide broad-based education, training and recruitment programs that attract, nurture and retain high-quality professionals and develop tomorrow’s apartment industry leaders; and to conduct research that benefits the apartment industry and its residents.

The NAA Board of Directors approves all members of the Institute Board.  The NAAEI President is elected by its own Board of Directors.

**NAAEI Apartment Career Committee.** The Apartment Career Committee promotes apartment career awareness through the development of Skill Standards and Transferrable Skills and the creation of an employee pipeline by partnering with community and technical colleges, universities, career and technical schools, Job Corps, DECA, Skills USA and Jobs for America’s Graduates.

**NAAEI Campaign Cabinet.**  The Cabinet represents the fundraising arm of the Education Institute.  Contributions are an investment in the future of the apartment industry and are tax-deductible as charitable contributions.  The Campaign Cabinet initially raised $5.26 million dollars for the NAA Education Institute.

**NAAEI Curriculum Development Committee.**  The Curriculum Development Committee has oversight of apartment employee continuing education and professional development programs. Apartment industry designation programs including NALP, CAM, CAMT, CAPS and CAS are also monitored by the committee.

**NAAEI Program Administration.** The administration of NAAEI’s designation and continuing education programs are the purview of this committee.  It develops policies and procedures for enrollment, exams, certificates, continuing education credits and program pricing.