

## **Duties of BOMA President:**

- I. Represent local Association within the community and elsewhere to promote BOMA and its mission.
- II. Act as Facilitator of Monthly Membership Meetings
  - A. Prepare Agenda
  - B. Confirm program with VP and arrange for introduction of Speaker at meeting;
  - C. Check with each Committee Leader re: reports they wish to give at meeting;
  - D. Conduct brief business meeting at monthly meetings;
  - E. Present token gift to speaker, thank him or her on behalf of membership both at the meeting and then following by letter.
- III. Coordinates Semi-Monthly Board of Directors' Meetings
  - A. Prepare Agenda
  - B. Act as Facilitator at meetings
- IV. Work with each individual committee and help members in any way possible, e.g. encourage membership committee members to phone those members who have been unable to attend meetings on a regular basis to be sure that they are satisfied with BOMA; give suggestions/ideas to PR Committee on ways to get the BOMA name in local publications; at appropriate time get help for Advocacy Committee in setting up Advocacy Day; attend Golf Tournament and encourage participation.
- V. Review semi-weekly packets from BOMA International and photocopy material to be passed along to members or to individual Committee Chairmen or to a particular member known to have an interest in a given subject.
- VI. Represent local association at BOMA Regional Meetings, International Convention, each held annually and encourage participation by other board members and membership in general. Disseminate information obtained at meetings to local membership by report or in the quarterly President's Letter.
- VII. Monitor Budget and Financial Statements.
- VIII. Prepare President's Letter for quarterly local newsletter.

## **Duties of BOMA Vice President:**

- I. Support President in all activities and decisions of the local Association.
- II. Preside over monthly membership meetings in the absence of the President.
- III. Chair the Program Committee; prepare program calendar for monthly membership meetings; ensure program speaker coordination with committee representatives.
- IV. Send thank you notes to the monthly program speakers.
- V. Introduce monthly meeting program speakers when necessary.
- VI. Serve and attend all Executive Board meetings and assist President whenever necessary.
- VII. Participate on any committees requested by President.

### **Duties of BOMA Secretary:**

The Secretary shall issue meeting notices in accordance with the bylaws of the Corporation, attending and keeping precise records of all such meetings. The Secretary shall have custody of the corporate seal and current approved bylaws of the Corporation, attending and keeping precise records of all such meetings. All disbursements, official instruments, and contracts shall be made and cosigned by the President and the Secretary. The Board may authorize alternative signatures for use in the absence of either or both. The Secretary shall, upon the election of a successor, forward all books, ledgers, and property of the Corporation to the Board for delivery to that successor and shall certify and warrant in writing that such material is accurate and reflective of all Corporation finances and delivered in a condition suitable to the proper fulfillment of the Corporation's purposes. In the absence of a duly qualified and elected successor, the President shall receive such material until a successor is chosen.

### **Duties of BOMA Treasurer:**

- I. Perform accounts payable services for the Association: receives approved billings from the BAE; write checks from Association checking account; mail payments
- II. Perform accounts receivable services for the Association: receives payments from BAE for membership dues, lunch billings and miscellaneous receipts to be prepared for deposit into the Associations checking account; all checks are recorded; deposits made at Regions Bank and the deposit receipt maintained for the financial report.
- III. Make approved reimbursable payment to Association Officers and BAE for approved purchases or travel expenses.
- IV. Prepare Quarterly Financial Reports for presentation to and approval by the Executive Board. Make verbal Financial Report to the general membership at the monthly meetings.
- V. Prepare a Year End Report combining all quarterly reports for balance with the checkbook.
- VI. Prepare a YTD to Actual Report during December for use by the Board in preparation of the upcoming year Budget. Preside over the budget meeting with Board and prepare final budget for approval by Board and the membership.
- VII. Maintain separate income/expense report of any special events/functions held by the association, i.e. Continuing Education Seminar, Golf Tournament, etc. A final report will be presented to the Board following the event once all income and expenses have been accounted for.
- VIII. Maintain record of monthly statements from the Association's savings account – Charles Schwab for report to the Board and membership quarterly. Should be included on the Quarterly Report noted above.
- IX. Attend Executive Board meetings and be prepared to report.

### **Duties of BOMA Government Advocacy Chairperson:**

- I. Effectively communicate the issues to local BOMA membership.
- II. Survey the opinion of the membership and or a specific subcommittee for taking a “position” on any legislative issues that may have an impact on the general membership.
- III. Communicate on a regular or “as needed basis” the BOMA local or International position on legislative issues to our Arkansas Senator and Representatives by: e-mail, fax or regular mail.
- IV. Contact our U.S. Congressmen for opportunities to speak to the Association.
- V. Attempt to identify lobbyist and seek their help and influence relative to controversial issues.
- VI. Organize and oversee BOMA International advocacy activities as directed by the Association President; specifically organize an annual Government Advocacy Luncheon for the local Association inviting local, state or US government representatives to speak on issues of interest to the BOMA organization.
- VII. Coordinate with the Public Relations Chairperson to promote BOMA International and the work that is being performed to benefit all building owners and managers.
- VIII. Coordinate with the Public Relations Chairperson to release news worthy BOMA accomplishments to the local news media.
- IX. Monitor activity of the Arkansas General Assembly through review of bill filings that may impact the well-being of building owners, managers and related trades and commercial office properties.
- X. Represent the local Association as a member of BOMA’s Real Estate Advocacy Communications Team (REACT). REACT is a nationwide network of commercial real estate professionals to advocate BOMA’s legislative and regulatory agenda.

### **Duties of the Public Relations/Communications Chairperson:**

- I. Develop public relations materials concerning meetings, special events, and announcements and distribute to local media and press sources.
- II. Foster good public relations between BOMA Greater Little Rock and the local media.
- III. Disseminate BOMA International articles for publication in local newspapers and the local Association quarterly newsletter.
- IV. Ensure that internal and external publications adhere to BOMA International guidelines for style and content.
- V. Maintain file of reproduction quality BOMA logos and “slicks” for use in published articles and advertisements.
- VI. Place Ad in telephone book yellow pages.