

Board of Directors – Duties & Role Descriptions

PRESIDENT

As Per Section IV – By Laws

- A. The President shall be the Association's chief administrative officer and subject to the direction of the Board of Directors, shall have general control and management of the Association.
- B. The President shall preside at all meetings of the Association.
- C. The President shall appoint all committee chairmen subject to the approval of the Board of Directors.
- D. Subject to the approval of the Board of Directors, the President shall approve all orders on the treasury for accounts, obligations, and debts against the Association, shall approve the adoption of an Annual Budget and shall countersign all checks drawn on any Association account.
- E. The President shall submit a written or oral report to the members in December representing a full report of work accomplished and results achieved during the preceding twelve (12) months, reporting all matters which are of interest to the Association.

Additional Duties & Responsibilities

General:

- To lead the organization and provide guidance to Board members and Executive Director.
- Understand bylaws and follow them for all activities.
- Set an example through conduct, leadership, and participation.
- Assist committee chairs with questions and provide guidance
- Be available to confer with Executive Director regarding any issues or questions that arise
- Be prepared
- Fill in any gaps in leadership from committee chairs or other activities
- Be the back stop for Ex Dir., i.e., be prepared to lead organization through whatever might arise
- Visit with members if issues or questions arise
- Attend all events
- Be prepared to make announcements or special messages as needed
- Develop ideas and new concepts for Board discussions
- Review and present Executive Director contract to Board prior to budget process

Board Meeting Prep:

- Review agenda and provide feedback to Executive Director
- Review financials

- Review previous meeting minutes
- Add any new business items
- Confer with Executive Director regarding needed actions and topics

Board Meeting:

- Use Robert's Rules Procedures to enact resolutions where required by Bylaws.
- Keep meeting on topic and on task. Board meetings are for decisions and not general discussions. This is a gray area and inevitably, discussions occur, but try to work with committee chairs and Executive Director in advance to lessen general discussion during Board meeting.
- Call to order
- Roll Call
- Approve previous meeting minutes-Vote
- Approve monthly financials/Budget-Vote
- Lead Committee Chairs through their updates and activity reports
- Keep process on track and respect Board members' time
- Lead Unfinished business
- Lead New Business
- Confer with Executive Director and make decisions about all issues that arise.

Luncheons and Events:

- Review script and provide input and changes to Executive Director
- Greet Members, guests and socialize with attendees
- Present attendees with luncheon agenda outlined in script
- Represent organization at luncheon through conduct and leadership

Succession:

- Assist nominating committee process and plan for Officer succession
- Provide annual performance feedback and receive annual/periodic feedback to and from Executive Director

VICE PRESIDENT - PRESIDENT ELECT

As Per Section V – By Laws

- A. The Vice President shall perform such duties as the President, or the Board of Directors may designate. In the absence or inability of the President to serve, the Vice President shall perform the duties of the President. The Vice President shall serve as an ex-officio member of all committees and report to the President on the status of each committee's activities. The Vice President will be responsible for providing adequate housing, facilities and equipment as needed for regular and special meetings of the Association. Attend all functions required of President and will assume all duties of the President the following year.

Additional Duties & Responsibilities

- Support the current President to ensure all Committee Chairs are performing duties.
- Make suggestions on By Law changes or other matters that will benefit the Association.
- Be available to lead Board Meetings, Monthly Luncheon or other Events when needed.
- Work closely with Nominating Committee and the recommended candidates for Directors of succeeding year.

SECRETARY TREASURER:

As Per Section Vi – By Laws

- A. The Secretary/Treasurer shall oversee the Executive Director's role as the custodian of all funds belonging to the Association, depositing all monies and other valuable effects in the name of and to the credit of the Association in such depositories as may be designated by the Board of Directors and keep a full, accurate and current accounting of all funds belonging to the Association.
- B. The Secretary/Treasurer shall make only such disbursements of funds that have been appropriated for that purpose or may be ordered by the President or the Board of Directors. Vouchers will be received for all disbursements.
- C. The Secretary/Treasurer shall issue meeting notices in accordance with the Bylaws of the Association, attending and keeping precise records of all such meetings.
- D. The corporate seal and current approved Bylaws of the Association shall be kept in a safe deposit box or in secure storage in the office of the Association.
- E. All disbursements, official instruments and contracts shall be made and co-signed by the President and the Secretary/Treasurer. The Board of Directors may authorize alternative signatures for use in the absence of either or both the President and Secretary/Treasurer.
- F. The Secretary/Treasurer shall be responsible for the timely filing of 1099's, if any, to the appropriate entities.
- G. The Secretary/Treasurer shall be responsible for the timely filing of the Association's federal and state income tax returns and shall retain copies of all returns filed and ancillary documentation.
- H. The Secretary/Treasurer shall, at the January meeting, provide all members with a detailed written report of the financial condition, receipts, accounts and disbursements of the Association for the preceding fiscal year. A list of cash disbursements shall be available at the monthly meetings.
- I. The Secretary/Treasurer shall, upon the election of a successor, forward all books, ledgers and property of the Association to the Board of Directors for delivery to that successor. All such material shall be in a condition suitable to the proper fulfillment of the Association's purposes. In the absence of the duly qualified and elected successor, the President shall receive such material until a successor is chosen.
- J. The Secretary/Treasurer* shall keep the following records:

(1) CASH RECEIPTS JOURNAL showing invoice dates, invoice numbers, descriptions, debits to cash received, credits to payment on dues or accounts receivable and credits to miscellaneous cash revenue.

(2) CASH DISBURSEMENT JOURNAL showing dates, item descriptions, credit to cash paid and debits to expenses or accounts payable.

(3) SALES JOURNAL showing the dates, invoice numbers, descriptions of debits due or accounts receivable, credits to dues income and credits of other sales.

(4) DUES RECEIVABLE SUBLEDGER showing dates, invoice numbers, descriptions, dues billed, payments, dates of payments and balances.

(5) GENERAL JOURNAL showing corrections, adjustments to and calculations of invoices.

(6) GENERAL LEDGER summarizing the activities of all journals monthly.

*Subject to the employment of a Certified Public Accountant in the sole discretion of the Board of Directors in the event it is determined that the Director elected is incapable of providing said records.

K. The Secretary/Treasurer shall make all Association books and records available for inspection by any member of the Board of Directors provided notice of intention to inspect is given in writing no fewer than seven (7) days in advance.

Additional Duties & Responsibilities

- Operating Account, Reserve, and Investment Policy

Established in October 2020, the policy is to provide guidelines for maintaining adequate Association reserves and to define the Association's strategy and guidelines for investments.

The operating account shall be maintained for the business activities of the Association and a balance shall be maintained averaging 50% of the budgeted annual operating expenses. The budget will be finalized prior to the last Board meeting of the year for the preceding year.

Two-thirds majority vote of the Board of Directors is required to access funds from Reserves.

The Association has a conservative risk tolerance, with an amount equivalent to not less than 50% of the annual operating expense budget to be invested in vehicles that present a very low risk of loss of principal and high level of liquidity such as a money market fund.

In the event the reserve falls below 40% of the then-current-year operating expense budget, the Secretary Treasurer shall notify the Board of Directors of the variance and the Board may direct limitations on new projects funding or special initiative funding through the reserve.

Refer to Policy for additional information on this policy.

The Secretary Treasure should review with the Board on an annual basis the achievement of the investment objectives.

The Secretary Treasurer is the designated officer who shall have access to items such as the checkbook, deposit slips, computer, files, a PO Box key, and office key.

The Executive Director has a 2nd PO Box key for emergency and a small supply of deposit slips which will be passed on each year to the next elected Secretary Treasurer.

- The Outstanding Building of the Year (TOBY) - Create a committee and recruit members to consider their building for the TOBY award. Provide support in the nomination process by working with BOMA International and BOMA Southwest. Making sure the members have all information needed.
- Charitable Contributions - Manage fund disbursement for charitable contributions. The Secretary / Treasurer will ensure that any charitable contributions are approved in the budget and by the Board of Directors before disbursing funds.
- Community Mission - Manage funds disbursement and budgeting for new Program called Community Mission. This will be handled by Public Relations Chair.

COMMITTEES

Per Article VII By-Laws

- A. There shall be eight (8) standing committees and two (2) special nominating committees (see Article VII): Communications, Education, Finance and Planning, Membership, Programs, Managers Meetings, Public Relations and Government Affairs. Chairmen shall be appointed as provided for in Article VI, Section IV, Paragraph C above. The President may appoint, with the approval of the Board of Directors, Task Forces to address specific questions or complete specific programs.
- B. Committees or Task Forces shall exercise those powers delegated to them by the Board of Directors. Each shall conform to any regulations, restriction or charges imposed by the President of the Board of Directors. Each shall meet and adjourn as the committee members direct. Questions arising at meetings shall be determined by a majority vote of committee members present and voting. In cases of an equality of votes, the Committee or Task Force Chairman shall have a second or deciding vote.
- C. The **Communication Committee** shall enhance the public image, prestige, and influence of the Association in civic and business affairs. This committee shall publicize a monthly newsletter, programs, and activities of the Association to members, the commercial real estate industry, and the general public.
- D. The **Education Committee** shall enhance the level of professional knowledge available to members, sponsor informative programs on new and relevant information or topics of interest and encourage participation in the Real Property Administrator training programs, as well as other beneficial programs of the Building Owners and Managers Institute.
- E. The **Finance and Planning Committee** submits a monthly financial report to Directors and annual projections and final budget reports to the membership.

- F. The **Membership Committee** shall identify and recruit potential members and review applications with the President for the Board's acceptance, reclassification, etc. The Membership Committee shall take disciplinary action as outlined in Article III, Section III, Paragraph A.
- G. The **Program Committee** shall obtain speakers for monthly membership meetings, plan and monitor monthly meeting arrangements, serve as a welcoming group at monthly meetings and decide for the annual dinner.
- H. The **Managers Meetings Committee** shall coordinate and promote the quarterly meeting of Building Managers for an educational, recreational, or social activity. Associate Members may participate by invitation.
- I. The **Public Relations Committee** conducts external special projects on behalf of BOMA Greater Oklahoma City in an effort to raise the level of awareness with regard to our Association, its goals, our members and projects with special priority given to congressional liaison.
- J. The **Government Affairs Committee** shall work to improve conditions relative to the ownership and management of commercial real property, particularly as they may relate to municipal, state, and federal legislative codes, judicial and regulatory actions. They will attend city council, corporation commission or other public meetings to alert BOMA Board of Directors with the actions which impact building management and owners.
- K. The **Nominating Committee** shall select candidates for Directors and report these names to all members at the October monthly meeting.

COMMITTEES - Additional Duties & Responsibilities

Membership Chairman:

- The Membership Chairman is strongly encouraged to create a committee that includes Regular and Associate Members. This committee will assist with several aspects of Membership.
 - Welcoming Committee – The members will focus on greeting and networking with guests and new members at all events. The Chairman should get a list of guests from the Executive Director and be copied on new membership applications.
 - Prepare a Welcome Package template that can be used for all new members.
 - Boost Membership – The Membership Chairman and committee shall discuss and plan events or ways to recruit new members. This could include going to commercial properties and taking the property managers a small gift and a card that includes information about BOMA and links to the website and social media platforms. This could include hosting a Membership Drive.
 - Maintaining Membership – The Membership Chairman and committee should concentrate on feedback from all members and report all feedback to the Board of

Directors. Report events that the members enjoyed and improve on events or programs that were not well received.

- Meeting Participating – The Membership Chairman is responsible to attend the monthly Board of Directors meeting. Also, the Chairman should be prepared to announce any new members or prospective members at the meeting and at the monthly luncheons or networking events. If for any reason you cannot attend an event, send over your “Report” to the Executive Director, and request one of the committee members make your announcement.
- Emerging Professionals - Create events that introduce potential emerging professionals to our association. Such as reaching out to local colleges and technical schools and invite students to attend trade show events to talk about available entry level positions our industry needs, or to luncheons with topics that would benefit their current studies or potential career paths.
- Industrial Members – Work with the Programs Chairman and the Education Chairman to create events, education sessions or luncheon topics that benefit any current or prospective Industrial Members.

Education Chairman:

- General Responsibilities - Offer educational opportunities for the commercial real estate professionals in our organization on issues that impact our industry. The Education Chair shall plan and provide education classes, luncheon programs, seminars / webinars, tours, efficiency programs, and BOMI International professional designation and certificate programs to the BOMA Regular and Associate Members.
- Education classes – organize educational classes on topics that impact our industry for both Regular and Associate Members.
- Lunch & Learn Program – responsibilities include updating the RFP, working with Executive Director to send out annual RFP notice and template to Associate Members, review candidates and make recommendation to the Board, notify selected Associate Members, communicate with those awarded and assist with scheduling and announcements to Regular Members.
- Seminars / Webinars – communicate with Members about available seminars and webinars that are educational and beneficial to commercial real estate. These can be free online classes that Members can watch from their office, or these can be charged webinars hosted in larger scale at an available conference or meeting room.
- Tours – plan tours of facilities or other locations that are beneficial to all members. Collaborate with Managers Meeting Chair for tours that are beneficial for Regular Members.
- Efficiency Programs – keep organization informed of available energy efficient educational classes, including BEEP, rebate programs, etc. BOMA Energy Efficiency Program (BEEP)

offers an online course that provides information, strategies, technologies, and resources on how to reduce energy costs.

- BOMI International Educational Programs – BOMI offers designation and certificate programs for those working in property management, facilities management, and systems management. Inform Members of these programs. If there is enough interest, assist with offering one of the courses in a local classroom setting. Collaborate with BOMA Tulsa on BOMI classes they are offering to provide other classes and more benefit to BOMA Members in our region. Follow BOMI and keep Board and Members informed of new classes and other updates.

BOMA International Educational Information – BOMA is a wealth of information regarding advocacy and codes, BOMA standards, education and events, research, and resources. Follow BOMA Education and provide updates to the Board and Members.

- Collaborate – Work with the Executive Director to prepare annual educational income and expense budget. Prepare information and communicate with Executive Director regarding educational event dates, scheduling, invitations, notifications, etc.
- Communication Chair – Provide event details to Communication Chair so that they can include on BOMA OKC social media platforms.
- Participation – Be available and attend BOMA luncheons, board meetings, social events, educational sessions, etc. Speak at monthly luncheons or other events as needed to update members.
- Support Board Members – Attend monthly luncheons and report on educational opportunities to the organization. Provide support, feedback and ideas to the other Board Members as needed.
- Work with BOMI to determine how the Lunch and Learn presentations can qualify for CPD points.
- BOMA International – This is different than BOMI. BOMA International website has with a vast amount of information relating to commercial real estate including advocacy and codes, BOMA standards, education, events, research, etc. This information should be monitored and shared to the BOMA OKC members. The BAE will assist in monitoring this information and forwarding to the Education Chair and sharing with the members in the myBOMA newsletter.

Manager's Meeting Chairman:

- Organize tours, meetings, field trips and other events for Regular Members. These are not applicable to Associate Members. This is designed so that the Regular Members can participate in events that do not involve sales pitches from Associate Members. This also allows the Regular Members to network with their peers and discuss situations that they encounter as a Property Manager or Building Owner.

- Organize four (4) tours per year for Regular Members. The tours are typically scheduled for late afternoon for a 1-hour or 1 ½ hour. Then the group will meet somewhere for networking.
- The Managers Meeting Chair is responsible to budget for any costs associated with the tour and networking.
- Tours should be focused on industry related topics or events that the Members are excited to attend. Ideas would include any newly constructed or renovated buildings, small business owners that provide services to our community, etc. Per the Strategic Plan prepared by BOMA International's review, BOMA OKC should focus on events and activities for women in commercial real estate.

Government Affairs Chairman:

- This Chairman shall commit to an annual effort and continue to build capacity for state advocacy.
- Plan annual visits to the State House on issues of concern (open carry, cannabis, etc.).
- Partner and coordinate with BOMA Tulsa on State matters.
- Leverage BOMA International Resources including Staff Expertise, GovHawk for issue tracking, and issue papers (scooters, etc.).
- Participate in Semi-Annual Issues Conference and Advocacy Committees.
- Highlight efforts around Building Codes.
- Become active in Oklahoma City Affairs.
- Continued to be involved in MAPS project, or similar projects that improve and benefit our community.
- Look for opportunities to partner with Chamber of Commerce and other groups on business issues of mutual interest.
- The Chairman should highlight the positive financial impact of advocacy and building code victories.
- Follow the BOMA International Advocacy website and sign up for BOMA Advocacy newsletter.
- Forward beneficial information to the Executive Director to share with our members in the myBOMA e-newsletter and website. This information should be sent to the Communications Chair so it can be shared on BOMA OKC social media platforms.
- Create a committee of members to assist with these duties.

Public Relations:

- Create and manage a Program called Community Mission. With the help of a committee, create a Program called Community Mission to find industry related, and non-industry related organizations that BOMA OKC can support financially with donations, and with our time through volunteering. Any financial contributions should be included in the budget or approved by the Board of Directors.

Suggested programs would include:

- Industry Related – Rebuilding Together, Dress for Success, Oklahoma Foundation for Excellence, Community Development Organizations (see Oklahoma City Community Foundation website for long list of charitable organizations), Education Scholarships (maybe through Sandler Training or similar programs), Flag donations to Boy Scouts.
- Non-Industry Related – Food Bank, Blood Drive, Oklahoma Children's Hospital, Animal Shelters, United Way, etc.
- Golf Tournament – create a committee and plan the annual golf tournament. Be creative and include a theme or other events to boost sponsors and attendance. Work closely with Executive Director to maintain costs within the approved budget.

Communications:

- Member Spotlight – Request business information from members that they would include in the member spotlight and post to social media.
- Create a new boilerplate for press releases to be used by the current Chairman.
- Possibly create a new text notification platform to help get updates on events to members. This is due to email notifications often being sent to spam folders.
- Review the BOMA OKC website monthly and request updates be made by Executive Director.
- Manage and post frequent updates to social media platforms.
 - Work with each Chairman and post regular updates.
 - Membership Director-welcome new members, membership drives, member events, etc.
 - Education Director-post updates for Lunch and Learn, power-hour education sessions, BOMI classes, etc.

- Advocacy Director-post about current matters being represented by BOMA International, local matters, etc.
 - Public Relations Director-post about Community Mission support and golf tournament.
 - Manager Meetings Director-post about tours of local businesses.
 - Programs Director-post about upcoming luncheons and follow up with photos after the lunch.
- Keep members and non-members following BOMA OKC on social media interested in what our organization is doing to support our members and community.

Programs Director:

- Obtain speakers for the monthly luncheons. The speaker should be educational and provide professional development to all members.
- Plan and monitor monthly meeting arrangements.
- Serve as a welcoming group at monthly meetings.
- Plan the networking event in March and Springfest in May.
- Plan the annual holiday party.

ALL COMMITTEES –

- Shall communicate and collaborate with each other to make sure that all programs are educational and represent BOMA OKC in a professional manner.
- Each Chairman is responsible for documenting and take photos of events they host or plan. This information is provided to the Communications Chair so it can be announced on social media.

Executive Director:

- Attend all sessions of the members and the Board of Directors and keep minutes of all proceedings in a book to be provided for the purpose.
- The Executive Director oversees the routine work of the office of the Association, supervises all clerical and secretarial employees working in and for the Association, and perform such other duties as the Board of Directors may describe.